

MINUTES FOR LEECHWELL GARDEN ASSOCIATION COMMITTEE MEETING

September 22nd 2010 4.00pm, Birdwood House, Totnes

PRESENT: Sue Holmes (Chair) Jim Carfrae (Phase 2 Project Manager), Ed Vidler (Tr) David Mitchell, Janet Mitchell, Wendy Reid, Jeannette Willington; Lorette Logie, Jill Tomalin, Robert Vint, Alex Whish, Shirley Prendergast (Sec).

1. **APOLOGIES:** Anna Lunk, Alan Gorman, Ross Kennerley

2. **MINUTES** LGA COMMITTEE MEETING Sept 17th 2010: deferred

3. MATTERS ARISING.

Police Liaison: meeting will go ahead, time to be arranged.

RV

Opening hours: Discussion of JT's summary of LGA and residents' suggestions - March best kept as a 'winter' month' because of BST (DM) Problem in closing garden at 4pm for 5 months of the year is that it effectively excludes children from using garden after school. Suggest possibility of 4.30pm close (SP) Many working people would like garden open later on summer evenings (WR) If garden closes too early it will be harder to get people to leave. (JT) If garden closes too early community may challenge residents using the garden when they cannot (JT) Suggested that these and other issues be reviewed with the Advisory Committee.

LL

Asset Register: EV noted that the Register must list every item in the garden, who owns it, who is maintaining it and who is insuring it. General rule is that all assets bought with Groundworks grant will belong to the LGA but there will be exceptions (ie play equipment will belong to LGA but will be maintained and insured by SHDC). ????

EV

4. REPORT FROM JIM CARFRAE PROJECT MANAGER

Pergola. Work starts on 23.9.2010 and will be completed in one week. The path will be protected from the displaced earth, which will be put into the herb bed.

Stone walling. The donated stone is now on site and looks to be of a good quality. Jim will contact Charlotte a revised plan of the wall location. The DRST manager will look at the wall foundation area to see what preparation is necessary before building workshop begins on 7/9th October. Eight people have applied for the workshop and they will be informed of suggested safety clothing, which is not obligatory. The Committee thanked Jim for enabling community involvement in this way, which has been extra work but with very valuable outcomes.

Gates. Groundworks lost the original invoices, which has been a hassle but there is no delay. While not promised, John Churchill is hoping to have the gates completed in time for the opening!

Picnic table. Should be completed by October 2nd.

Heron. The donated heron will be located on the bank overlooking the lower water feature. Jim is hoping it can be installed before the launch.

Play Equipment. Now assessed that the specified age range, for safety purposes, is 5- 11 years.

Photos of the garden. Dave urged Committee members to take photos of work in progress whenever we go on site. These can be downloaded onto the Community Spaces website via Flickr. Contact Dave if assistance needed.

5. LICENSE AGREEMENT

Ed noted a very constructive meeting with SHDC. TDT LGA and SHDC will continue the work of reviewing the circulated list.

EV

The Immersion Pool appears as an item on the Management and Maintenance Agreement. While design, implementation and maintenance of the pool are listed, the important tasks of getting Scheduled Monument Consent (SMC) and obtaining grants for its restoration do not appear on this list. There was some debate about the status of the pool area of the garden and following points were made:

It was agreed at the start of the LGA, that the Immersion pool area be set aside as the third and last stage of the completion of the garden. This was done in order to allow the main part of the garden to proceed at a faster pace.

This delay means that the pool area has been badly affected by drying up of SHDC funds (ie to fund the SMC process, promised 5K towards restoration)

This last stage of the garden remains to be undertaken. How this is done and how responsibility for completing the garden is shared between LGA and SHDC has not been formally agreed.

It was suggested that the completion of the garden/the Immersion Pool must be detailed in any licence agreement, but this cannot be included until the allocation of tasks involved, responsibilities and funding have been fully discussed and agreed with SHDC.

Unanimously agreed

5a EXTRA ITEMS RAISED AND DISCUSSED WITH ALEX (SHDC)

Fences. The Mitchell's fence is in hand and will be complete before the launch. A stock fence (1.2m high) will be erected around the pool before the launch.

Closing the car park for launch. It was crucial that whole car park be cleared and closed in advance of the launch. **AW**

Events protocol: SHDC have a standard protocol (regarding issues such as suitability of site, neighbour's interests, selling tickets, music etc) for events (organised by external people/bodies) in the garden which the LGA will follow. However, the usual procedures will be reversed ie any application by outside bodies/persons to hold events in the garden will, in the case of the Leechwell Garden, be assessed first by the LGA and only then go through the usual SHDC processes. In that way the LGA will retain full control over whether and what form of event takes place in the garden.

Bowser agreement will be added to the Schedule. Some definition of the rainfall level which will trigger the arrangement is needed. **JW, AW**

Herb garden soil: at present heavy clay. Will be modified by addition of grit and compost. **AW**

Poor water flow lower pools: will be dealt with

SH,

Apples and leaves in pools: ditto

AW, SW Highways

6. LAUNCH

Licence/protocol: this will not be signed by time of Launch. AW suggests treating launch as an event under usual SHDC process. LGA will need formal letter confirming use of space and signing off event **AW**

Gazebos: We need two for the launch- JC and AW (Tor Homes) will cover this item

Invitations: Will be sent by Ed and Sue by email, some posted and some hand delivered.

Groundworks Plaque: where to be placed in garden??

RV, JC

Badges for LGA Committee members at the launch.

JM

Information Point gazebo

SH

Tea and cakes gazebo. Flat location to be decided. Need for access to power for tea urn (**LL** will explore with residents) Seats by tea tent (JT will ask St Marys). We will provide lemonade for children and tea for first 200 visitors.

Launch Kit: Groundworks have provided small pack of balloons, bunting etc. **LL** will deploy near the entrance on the day. We will ask for more whirlygigs!

Emergency Services/ First Aid: ES will be informed. There is a first aid box at the Guildhall. Jim's partner Kate may be willing to provide first aid cover at the launch.

Photos at the launch. Dave will check with Groundworks protocol on asking people's **children??** permission to take photographs at the launch.

Information signs: Some will be needed by the pool (SP) and herb garden (JW) and elsewhere??

Living Statue: Janet will investigate!

8. AOB

Comms. The circulated timetable was agreed

If necessary JC authorised to buy lockable case for Signage.

JC to update budget.

9. NEXT MEETING: 4.30 on Thursday the 30th September, Birdwood House.

DIARY DATES

October 3rd Volunteers Event

October 9th Artists visiting garden 2-5pm (Public Art Comp)

October 10th Visit TTC and Kingsbridge TC

October 17th LAUNCH