

# MINUTES FOR LEECHWELL GARDEN ASSOCIATION COMMITTEE MEETING

July 28<sup>th</sup> 2010 3.30pm, Glendale Terrace

**PRESENT:** Sue Holmes (Chair) Ed Vidler (Treasurer) Jim Carfrae (Phase 2 Project Manager), David Mitchell, Janet Mitchell, Wendy Reid, Anna Lunk, Lorette Logie, Alex Whish, Robert Vint, Alan Gorman; Ross Kennerley, Shirley Prendergast (Sec). Thanks to Sue for venue and hospitality.

Sue welcomed Lorette, newly elected member of LGA and noted the wonderful news of the Community Spaces Grant Award of 50K which has arrived since the last LGA meeting.

**1. APOLOGIES:** Jeannette Willington, Jill Tomalin

**2. MINUTES agreed for:**

**a. LGA COMMITTEE MEETING** June 22 2010

**b. LGA AGM** July 29 2010:

**3. MATTERS ARISING.**

2a. Ross sent the agreed letter to C Spaces supporting the grant application re access and other matters. Letter can be seen on Grant application on the LGA Website.

Item 5. Tasks and teams: have already been discussed with JC. Need to consider BTCV role in the garden, including use of volunteers to construct lower path and steps.

Item 11. AOB. Plans for Heath's Garden will be circulated soon.

2b. Item 5. New constitution to be signed and posted on website.

**EV/ DM**

**4. COMMUNITY SPACES REQUIREMENTS**

Monitoring may take place for up to 5 yrs. Until Phase 2 active work is complete monthly reports will be needed. CS must have minutes of all project meetings in this time. Need to be sure about definition of project meeting.

**JC/EV/others**

The CS logo and the new garden logo must be put on website and on all formal correspondence.

**Jim was thanked for designing a relevant and very attractive logo for the LGA.**

**DM/all**

Interim Completion Reports also needed by CS. Ed will check when these are due **EV**

The Project management Group is meeting with CS on August 13<sup>th</sup>.

**6. REPORT FROM JIM CARFRAE PROJECT MANAGER**

**Play area:** Earthwrights have prepared a new quote which now includes ground preparation. In consideration of Heathway residents, two play structures have been removed from the design. Structures etc will take 4 weeks to install, but starting date not yet determined. Noted that the main tree trunk must meet play safety standards: 1500mm above grass or higher if above matting or bark. The SHDC Inspector will be visiting play area before end August. SHDC will contact Earthwrights about standards, liability insurance cover etc

**RK**

**Pergola:** Following feedback, posts will now be thinner and more widely spaced. New design will follow, which should be cheaper than the previous one. This will allow for cost of supporting concrete/stone piers to be included. Starting date mid- September- finish in two weeks. Noted that large clumps of concrete should not be left around finished piers, nor lime used in their construction, both of which will affect planting.

**Benches:** Variety of benches still under consideration. Possible that the number of picnic benches will be reduced from 2 to 1 (following request from Heathway residents) but no decision made yet.

**Gates:** Maker John Churchill has been on site and confirmed that existing supports are adequate for both the new gates. The Lane entrance brick supports will need tidying up.

**AW**

Two alternative gate designs are being produced to fit inside the lettered arch. Gates will be installed in October. Some discussion (JM) as to possibility of extending metalwork along the top of the wall in the car park entrance. **JM/JC**

**Dry stone walling:** There are two options here- to use a professional stone mason or use the Devon Rural Skills Trust which will do the work with volunteers. Possible sources of free stone were discussed- about 6sq m face area (12m X 1/2m run) needed.

**Closing the site:** Garden will be closed from 9th August to all but contactors and LGA volunteer workers- both groups covered by insurance. A letter will be sent to residents asking them not to use the garden until contract work is complete. **RK**

**Licence:** This will be modelled on the licence for the Lamb, so still some time away. Work can proceed in meantime. Ross' letter to TDT of 3 August confirms arrangements.

**7. REPORT FROM TEAMS.** Some already circulated. Jeannette's seen as an ideal model.

**8. ADVISORY COMMITTEE:** Now to be called Friends of the Leechwell Garden, with wider groups of nearby residents involved. Lorette is acting as liaison with LGA for this. Role will include monitoring the garden. Some discussion of Bye Laws, dogs, alcohol in the garden etc and what would trigger call for intervention. Noted that SHDC will draft two documents outlining a) Access and management agreement, gating, licence etc and b) Maintenance agreement These two documents will provide guide to the operation of the site, and will done in conjunction with TDT, Friends, LGA, Police. TTC, etc **RK**

**10. MEETING WITH RESIDENTS:** Sue noted that the LGA is following the terms and conditions regarding access and other aspects of the site determined by MIDAS and SHDC as set in SHDC letter which accompanied the CS bid (Matters Arising 2a above). There was need to clarify exactly what the situation is as it was felt that there was some confusion. Residents felt after the meeting that certain matters were still open for discussion which the earlier letter had implied were closed. These meeting should be minuted in future and minutes sent to LGA. **SHDC**

In discussion the following points were made. Land under future Heathway Management Company agreement re rights of access includes:

- 1) **front access to resident's car parks and front doors**
- 2) **side entrance central path between houses into the garden**
- 3) **side entrance lower path below houses into the garden**
- 4) **back entrance path along the rear** of the Heathway houses.

The LGA is only concerned with 2/3/4 of these.

Lorette noted that residents were particularly unhappy about the public use of 3) the side access lower path and 4) the back access rear path. The provision of steps into the garden from 2) the side entrance central path beside the round pool would minimise both of these problems by allowing entry directly up into the garden.

There was some discussion of the possibilities which will be explored further by SHDC with Management Company and LGA.

**12. NEXT MEETING: Thursday 24<sup>th</sup> August 5.30 Birdwood House**

Not all items on the Agenda were covered (hence gaps) Sue's notes on missing items appended below.

## **SUE HOLMES NOTES ON UNCOMPLETED AGENDA ITEMS**

### **6. PROJECT MANAGER REPORT**

Launch event:

Helen Sands, Jim Carfrae, Shirley Prendergast, Sue Holmes met 23 July on site. It was agreed:

1. The Launch event is scheduled for Sunday 17 October, at 3.00pm.
2. Part of the car park will need to be closed
3. Helen proposes to use all 4 entries
4. There will be workshops for local schools
5. Tony Whitty, as Mayor, has been invited to officiate
6. All councillors have been invited
7. This will be the public opening of the garden
8. Community Spaces have sent information on PR, and will need to be included/invited + Jowanna

A committee member (Shirley?) will be needed to liaise with Helen, press, residents, volunteers, CS etc

## 7. REPORT FROM TEAMS

Reports from Activities Group and Herb Garden Group have been circulated. I have asked Wendy to set up the Tree and Wildlife Group, with Anna. I have arranged for a meeting with Ross on Public Art on 2 August. Jim is going to draw up a chart to show lines of communication and responsibilities. All groups must involve volunteers (Jeannette has circulated the list), local community groups and the organisations listed in the bid application; keep minutes, liaise with Jim and submit reports before the next meeting. Alan's role of working with the elderly and vulnerable has to be linked to all groups.

## 8. ADVISORY COMMITTEE

Heathway residents have expressed strong reservations about volunteers clearing the garden at closing time. Steve Howrihane, SHDC Buildings Manager, suggested that closing the gates might be undertaken by the SHDC official who closes (and sometimes clears) the toilets. He would already be covered by insurance, risk, training etc, operates in the evenings and would drive up in his official van. I have put this to Ross and Alex as part of their discussions with Heathway Management Company.

## 9. BTCV

All groups to draw up list of activities that could involve BTCV bringing in semi-skilled volunteers, or to run courses. So far, I know of

1. Dry stone walls
2. Willow structures
3. Linking path
4. Tree planting
5. Creating willow(?) edging for herb garden beds

## 10 MEETING WITH RESIDENTS

Issues raised included:

1. Additional screening: I have registered for Woodland trust's free trees suitable for wildlife. We will hear in August if we have been successful
2. Numbers of people using garden: I am working with other groups to re-open Castle Meadow, as a large open space, and also the small Lamb site, so that there are more places for people to go.

3. Use of pools: This has been raised generally, but I think we have a potential specific issue with the circular pool constructed by Midas, which has not been raised so far. This looks like a paddling pool, and can be accessed easily by children from the upper water feature. The surround is smooth, and there is a drop onto the path. I would propose that a mesh barrier is placed inside it, with plants growing through the mesh, and with the smooth surround covered, perhaps as one of the public art features.

#### 11. AOB

1. Dave – could we have a FAQ page on the website?
2. Janet – could you look at a procedure for responding to donations?
3. Shirley has reminded me that we need to look for someone to take over her role as secretary
4. As my time in future is going to be limited, I think we also need a deputy chair (not Ed or Jim – they have too much to do already!)
5. Can someone do an up-to-date contact list, including partner contacts, please?
6. Are there any points we need to discuss with Charlotte?

#### 12. NEXT MEETING

Shirley, as secretary, can you see whether Birdwood House is free for the date you all agreed? If not, TDT can get special rates at the Mansion. It is going to be a tough 10 weeks till the launch, and meetings are going to have to be a lot tighter if we are to get through the agenda items and work (see above!) A more business-like setting will help this, as has been proved.