

# CHANGING SPACES COMMUNITY SPACES

## Stage 2 Application Form Small and Medium Grants (£10,000-£49,999)

Before completing this application form please make sure that you have collected all the information required at this stage and that you have read the Guidance Notes fully. Please inform your Facilitator if you have specific communication needs or if you would like to receive this document in a different format.

URN (Unique Reference Number)

### Section 1: About Your Group

#### 1. Project name

#### 2. Group main contact

Title  First name

Surname  Date of birth

Position held in group

Contact address including postcode

4 Glendale Terrace  
Totnes  
Devon  
TQ9 5NY

Landline telephone number 01803 849 414

Mobile telephone number 07791 167 896

Fax number

E-mail info@leechwellgarden.org.uk

Communication preference (if not e-mail)

**3. Alternative contact**

Title Mr First name Edward

Surname Vidler Date of birth 30/09/1942

Position held in group

Treasurer

Contact address including postcode

The Laurels  
Sharpham Drive  
Totnes  
Devon  
TQ9 5HE

Landline telephone number 01803 865 609

Mobile telephone number

Fax number

E-mail

Communication preference (if not e-mail)

**4a. Who will take on the role of project manager?**

Main Contact  Alternative Contact  Other  (Please complete table below)

Name	Jim Carfrae
Address including postcode	1 Ashleigh, Kingsbridge Hill Totnes, Devon TQ9 5SZ
Position held in group (if applicable)	
Organisation (if applicable)	
Landline telephone number	01803 862 369
Mobile telephone number	07880 551 922
Fax number	
E-mail	jim@carfrae.com

**4b. Please give us details of your lead professional? Please see the Guidance Notes for more information.**

Name	Charlotte Rathbone MA MA CMLI
Profession / Job Title	Landscape Architect
Organisation (if applicable)	Rathbone Partnership Ltd
Address	29 Church Street, Modbury, Devon PL21 0Qr
Telephone number	01548 830 629

**5. Is your group formally constituted?**

Yes  No

Your group must be formally constituted at this stage. Please enclose a copy of your constitution.

## Section 2: About Your Project

### 6. Please provide us with the address and postcode of your project site.

The Leechwell Garden is not directly accessible from a road and does not have a postcode. It lies behind the houses on the west side of Heath Way (TQ9 5GP) in Totnes, Devon. Primary access is from the nearby car-park.

The OS Reference is 280120E 60198N (N50:25:44 W3:41:21).

### 7. Have there been any changes to your project proposal since your stage 1 application?

Please give details of any changes below.

None

### 8. Please give us a detailed description of your project. Please tick those boxes that best describe your project (tick all that apply).

	Please tick
Access and routeways (inc waterways) improvements	<input type="checkbox"/>
Allotment improvements	<input type="checkbox"/>
Bare rock habitats	<input type="checkbox"/>
Churchyard improvements	<input type="checkbox"/>
City farm improvements	<input type="checkbox"/>
Community garden improvements	<input checked="" type="checkbox"/>
Country park improvements	<input type="checkbox"/>
Courts and squares improvements	<input type="checkbox"/>
Heath/moorlands improvements	<input type="checkbox"/>
Housing green/open spaces improvements	<input checked="" type="checkbox"/>
Industrial estate improvements	<input type="checkbox"/>
Nature area/conservation area/wildlife area improvements	<input checked="" type="checkbox"/>
Pocket park improvements	<input checked="" type="checkbox"/>
Ponds	<input type="checkbox"/>
Streetscape/town squares/town centres improvements	<input type="checkbox"/>
Sea front improvements	<input type="checkbox"/>

Continues on page 6...

	Please tick
Tree nursery developments	<input type="checkbox"/>
Urban park improvements	<input type="checkbox"/>
Verges/boundaries	<input type="checkbox"/>
Village green improvements	<input type="checkbox"/>
Wetlands improvements	<input type="checkbox"/>
Woodlands (community) improvements	<input checked="" type="checkbox"/>
Play sites/multi-use sports areas installations/improvements	<input checked="" type="checkbox"/>
Seating area installations/improvements	<input checked="" type="checkbox"/>
Trim/healthy living trails installations/improvements	<input type="checkbox"/>
Youth shelters installations/improvements	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Please describe your project in detail.

Please attach additional sheets with your URN if necessary.

The Leechwell Garden is a completely new public open space of just under an acre in the heart of Totnes town centre. Historically, the site was a Saxon orchard, but became a derelict and overgrown private garden and orchard, and was acquired by South Hams District Council (SHDC) as part of the Southern Area Development. This is a complex project, with a long history of public consultation and involvement through Design Our Space community group (DOS). See page 4 of the *Supplementary Notes* document.

The basic infrastructure of the open space was agreed between SHDC and the developers of the new housing, and the works that they are committed to and responsible for, are complete. However, the space did not meet the community's needs and requirements, and lacked the key features that were requested by the community during the long consultation period.

In order to meet the identified needs of the community, work on the open space has been divided into three projects, each separately implemented, managed and funded. The application for funding to Community Spaces is for Project 2.

PROJECT 1 – Infrastructure: Funded by S106 and SHDC monies

- Re-grading and re-levelling of the ground (a bungalow was demolished in 2007, and the site occupied by developers' offices 2007-2009)
- Establishing secure boundaries (banks, hedging and fencing)
- Laying of paths
- Water management

PROJECT 2 – Community needs: for which Leechwell Garden Association is seeking Community Spaces funding

- Planting of replacement trees, shrubs and other plants
- Design and construction of a small herb garden with dry stone walling
- Provision of benches, pergola, a play area, gateway and public art

PROJECT 3 – Heritage: Area around and including immersion pool

- Funding source to be identified
- To include design, planting and public art

## DESCRIPTION OF PROJECT 2

As the open space is surrounded on three sides by residential development, both new and old, Leechwell Garden has been carefully designed to reflect an appropriate sense of place and its historical setting. See page 3 of the *Supplementary Notes* document and the plans in *Supporting Document 3 – “Location and Site Plans”*. A Risk Register for the project is provided in *Supporting Document 15*.

### 1. ENTRANCES

There will be four entrances into Leechwell Garden, so that it acts as a central intersection between the main routes in Totnes town centre and as a key meeting place for all sections of the community, as well as a specific destination for those wanting to visit for rest, play or enjoyment of a welcoming green space. The main entrance to the north, with noticeboard and plan of the garden, will be from a car park with places for disabled access and cycle racks. Another entrance will be from the ancient Leechwell Lane, which links the civic centre to the Holy Leechwell and the west of Totnes. The remaining two entrances give access to visitors from the east and south, offering glimpses of the garden beyond the new housing.

### 2. GATES

At the main entrance will be a pair of hand-forged gates, with a lettered arch over, depicting ‘Leechwell Garden’, created by a local artisan blacksmith. To the left, is an oval lawn fringed by the remaining original apple trees, and a wide sweeping arc of new screening hedging and fencing.

### 3. PERGOLA

Continuing along the wheelchair-accessible path, there will be a pergola to draw the eye further into the garden, built by a carpenter in the traditional method, using pegged and braced green oak. It forms a shady walk with fragrant climbers, which will be planted by members of the community.

### 4. HERB GARDEN

To the right of the pergola, nestling beneath the south facing mediaeval walls of the Leechwell Lane, a circular sensory, scented herb garden is to be found, with curved seating and raised beds for all to enjoy, and participate in its creation, and to encourage wildlife into the garden. A low dry-stone wall, constructed by members of the community as part of a supervised workshop, surrounds the locally made oak benches, some of the functional public art that the garden will house.

### 5. INFORMAL PLAY AREA

Crossing the path from the more formal elements of the garden, the visitor will find that the history of the place has been retained, and enhanced by locally sourced mix of ornamental and indigenous varieties of woodland, fruit and nut trees. Hidden behind screening, an informal play area will be constructed using as its base and inspiration, the large trunk of a recently felled eucalyptus. The play area will incorporate natural materials to encourage imaginative and communal activities, with the smaller branches of the eucalyptus creating the opportunity for wildlife habitats. Nearby picnic benches will provide parents with somewhere to meet while watching and enjoying their children’s activities.

### 6. DESTINATIONS

The path then forks: to the right, the visitor can follow the path to the immersion pool area, secret and enclosed by a willow hedge, which will be accessible by wheelchair; or to the left, a more sloping, winding path, through the wildflower planting in the relatively undisturbed soil of this ancient orchard. This leads down onto the lower path of the garden, giving a view up through the new semi-screening trees and plants, to leave the garden by the entrances between the new housing, or continue back to the main entrance. The path makes a circular journey through the many different areas of the garden, which will change throughout the seasons, offering continuing interest.

### 7. PLANTING

The emphasis of the planting, particularly in the less formal areas of the garden, will be on wild flowers and bulbs, meadow grass and native trees and shrubs. An important aspect of the garden will be its educational opportunities for the community to engage in, and learn more about, sustainability, wildlife, edible landscaping and good soil management.

### 8. PUBLIC ART

In addition to the gates and benches, a public art competition will be held so that local artists, including students, can put forward proposals, to be judged by the community, to enhance the garden and its historical setting, so that the garden can showcase Totnes’ artistic community’s skills.

**9. Which of these outcomes best fits your project?** Please tick all those that apply. We would expect your project to meet at least three of the outcomes below.

Outcomes	Please tick
An increase in the total area of well designed and well-managed public space	<input checked="" type="checkbox"/>
An increase in the number of environmental community assets	<input checked="" type="checkbox"/>
An increase in the protection and enhancement of local landscapes and biodiversity	<input checked="" type="checkbox"/>
An increase in the appreciation and understanding about the value of public space and general environmental issues	<input checked="" type="checkbox"/>
Improvements in health as a result of increased physical exercise and more accessible spaces that stimulate mental well-being	<input type="checkbox"/>
Reductions in the fear of crime and anti-social behaviour, with spaces designed to deter negative activity and promote positive interactions	<input type="checkbox"/>
Increases in social capital and community cohesion, with more people of different ages, beliefs, races and interests having the opportunity to interact in shared spaces	<input checked="" type="checkbox"/>
Higher levels of active citizenship and the development of more 'community' leaders	<input type="checkbox"/>
Increases in the number of people with practical, social and project management skills and the confidence to apply them	<input type="checkbox"/>
Higher levels of participation and volunteering in community projects	<input type="checkbox"/>
Higher standards of support and help for community projects	<input type="checkbox"/>
Better access to information and good practice with more sustainable networks of support, advice and guidance	<input type="checkbox"/>
Shared learning through the dissemination of good practice	<input type="checkbox"/>
New and improved links between communities, organisations and local authorities	<input checked="" type="checkbox"/>
Increased profile and understanding of community green space issues	<input type="checkbox"/>

**10. How will your project contribute to these outcomes?**

Looking at the outcomes that you have ticked in question 9, please tell us how your project will contribute to making these changes.

<p>The project will contribute to the following outcomes:</p> <p><i>1. An increase in the total area of well-designed and well-managed public space</i></p> <ul style="list-style-type: none"> <li>• Leechwell Garden is a new public space in central Totnes, and will increase available amenity green space from 0.29 ha to 0.54 ha per 1000 people. The National Standard is 0.86 ha per 1000 people (Totnes Town Council Public Space: A Strategy for Totnes 2007).</li> <li>• The partnership between local authorities, professionals and community groups, supported by regular community consultation, has ensured the space is well-designed to meet local needs and locality, and create a sense of place and focus for all section of the community.</li> <li>• Management of the space will be subject to a Management Plan and Maintenance Agreement between South Hams District Council and Leechwell Garden Association, and will include regular monitoring and evaluation.</li> </ul>
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## *2. An increase in the number of environmental community assets*

- The land will continue to be owned by SHDC, and will meet the objectives of SHDC's Public Space Strategy 2008-2012, including community involvement in public space management.
- It will be the first community asset in the town centre, with community involvement and responsibilities in all stages of the project: consultation, implementation and maintenance.
- As a woodland, water and wildlife-rich habitat in the town centre, it will be an asset both to the physical environment of the town and to the health and well-being of the community.

## *3. An increase in the protection and enhancement of local landscapes and biodiversity*

- Though the site, when private, provided shelter for wildlife it was not well-managed, and became completely overgrown resulting in the decay and death of several trees and shrubs.
- Under community partnership management it will be properly protected and maintained.
- BTCV, Trees for Health, Agroforestry Research, Orchard Link and Breakthrough Plus, with an interest in wildlife and native plants will be working with LGA to increase biodiversity and enhance the natural and heritage landscape.

## *4. An increase in the appreciation and understanding about the value of public space and general environmental issues*

- Access to open space provides the opportunity to increase awareness of environmental issues, such as best use of scarce resources, by providing educational material, information boards and through volunteers' experiential activities in tree, plant and shrub planting, creating wildlife habitats, maintenance and best practice in soil management.
- The importance and value that the community places in the creation of this open space is indicated in the Consultation Reports in the *Supplementary Notes* document. This will be increased when the garden is launched, on special 'open days' and as a venue for activities.
- The garden also provides a welcome 'green corridor', connecting different areas of the town and reconnecting with the ancient system of walkways known as Leechwell Lane.

## *5. Increases in social capital and community cohesion, with more people of different ages, beliefs, races and interests having the opportunity to interact in shared spaces*

- The garden has been carefully designed, not just as a destination in itself, but also as key route intersection to create a place of social interaction and communal cohesion for all sections of the community, young and old, able and infirm. The Report of March 2010 Public Consultation confirms that the community appreciates and welcomes this aspect of the design.
- The only other public space in the town centre, the Market Square, is not user-friendly, with seats facing away from each other, and with cars crossing through the space. In Leechwell Garden, the seats in the herb garden will form a safe, enclosing space, accessible by wheelchair, for conversing, enjoying the views and watching the activities in the garden as a whole.
- Open days and regular public reviews will ensure that the LGA and its sub-group "The Friends of Leechwell Garden" are vibrant local organisations, creating social capital and cohesion through its interaction with local groups and schools.
- The 2001 census shows that 25% of Totnes households have no gardens and 24 % have dependent children. A survey carried out by DOS in 2004 showed that 40% of parents take children to play areas outside Totnes, because of a lack of facilities in the town. Leechwell Garden, by creating a communal facility in the centre of Totnes, will increase the opportunity for old and young to interact in shared spaces within their own neighbourhood.

## *6. New and improved links between communities, organisations and local authorities*

- The project is a partnership between the local authority (SHDC) and the Leechwell Garden Association, the first to be included in SHDC's Partnership Policy programme.
- Totnes Town Councillors have been actively involved since the beginning of the project, and will work with LGA members to share their specialist expertise in such areas as the elderly and vulnerable, and young people. The Town Council will hold the keys to the garden, with the Town Council caretaker having the responsibility for opening and closing the Garden, liaising closely with the 'Friends of Leechwell Garden', to develop the Garden as a community asset.
- The project is being supported by the Totnes Development Trust whose chair, Ed Vidler, is the treasurer of the LGA. Other organisations to be involved in the implementation of the project include BTCV at Plymouth, Agroforestry Research and Breakthrough Plus at Dartington, Trees for Health and Orchard Link in South Devon, U3A and Transition Town Totnes in Totnes.
- LGA has invited the Grove School, the local primary school (located within 100 metres), to help create the play area, and make use of the garden as an outdoor classroom, particularly for environmental and scientific studies, and the garden's potential has been recognised and welcomed by the head of the Grove School. The new garden will also be within safe and easy

walking distance of local pre-school and family centre groups, which together provide facilities for over 100 children.

- 1400 invitations went out to the local community in the week before the March 2010 Public Consultation, by hand, by email, via school newsletters, to parents of children at pre-school groups, to the church, a drop-in centre for senior residents, health and dental practices, and via an article in the local newspaper. The week-long manned exhibition at the local library attracted wide interest from all sections of the community, increasing community involvement and awareness of the project as a community resource.

A timetable to review progress on achieving project outcomes will be established, which will include regular reviews between SHDC, the residents whose properties border the garden and LGA

## SUMMARY OF EXPECTED OUTCOMES

ECONOMIC	<ul style="list-style-type: none"> <li>&gt; Regeneration of otherwise derelict/inaccessible site</li> <li>&gt; Opportunity for local craftsmen/artists/organisations</li> <li>&gt; Enriching and supporting visitors' experience of the town</li> </ul>
SOCIAL	<ul style="list-style-type: none"> <li>&gt; Stronger community cohesion and involvement</li> <li>&gt; Develop higher levels of resilience within the community</li> </ul>
ENVIRONMENTAL	<ul style="list-style-type: none"> <li>&gt; Best use of scarce resources</li> <li>&gt; Increase in woodland/wildlife/water habitats</li> </ul>
EDUCATIONAL	<ul style="list-style-type: none"> <li>&gt; Accessible courses/educational programmes</li> <li>&gt; Outdoor classroom/skills learning</li> </ul>

## 11. What community consultation have you carried out?

Please can you list the consultation that has taken place? All projects must have undergone some sort of community consultation at this stage.

- *In Stages 1-2, consultation about the garden was undertaken as part of the wider development of the Totnes Southern area. In Stages 3-7 the garden was the central focus of consultation*
- *A summary of Q11-13 is in the Supplementary Notes document, starting on page 6.*

Who was consulted?	When	Details of Consultation
<b>STAGE 1. SOS CAMPAIGN</b> Local community and visitors to Totnes on market days. 300+ people at first public meeting	November 2003 – March 2004	Community action group Save Our Space (SOS) organised a campaign in response to SHDC plans for Southern Area Development via public meetings, High Street stall, press and radio
<b>STAGE 2. DOS 3-DAY BIG EVENT</b> 1. Specialist organisations consulted on ecology, trees and walls. 2. Community, parents, disabled, youth and senior citizen groups; general public in Design Our Space (DOS) High St office and review of community/commercial needs via 1000 questionnaires. 500+ contributors	January - June 2004	a. Assessment of existing open space, trees, wildlife, heritage and play provisions b. Exhibit research findings at public consultation and community planning days, office displays and events. c. 3-day Big Event proceedings filmed. d. Full report of Big Event consultation outcomes in Dossier. See LGA webpage.
<b>STAGE 3. DOS STEERING GROUP 2-DAY EXHIBITION</b> 1. Visitors to 2-day Exhibition in DOS offices after public meeting in Civic Hall, 2. Charlotte Rathbone of Rathbone Partnership 200+ people	June-July 2005	DOS Steering Group set up to produce Feasibility Study. Questionnaires on i. Design and ii. Name and Use of Garden. 1. Full display of Feasibility Study Report and findings, and comments invited; 2. Results given to Rathbone Partnership for design concept. See <i>Supplementary Notes</i> document starting on page 8.

<p><b>STAGE 4. DOS EXHIBITION OF INITIAL GARDEN DESIGN</b> 2-day Garden Exhibition, widely advertised in press, through notices around town and by newsletters. 100+ people</p>	<p>May 2006</p>	<p>First public display of Rathbone's initial design, with plans, wall posters, history of site and consultation process. Landscape architect and DOS members on hand to answer questions. Book for comments and list for volunteers. See <i>Supplementary Notes</i> document starting on page 14.</p>
<p><b>STAGE 5. LEECHWELL GARDEN ASSOCIATION (LGA) 2-DAY UPDATED DESIGN EXHIBITION</b> 500+ invitations to local homes, notices throughout town, Town Hall, Information office and in press. 150+ visitors to exhibition</p>	<p>November 2009</p>	<p>Exhibition to update community on developments, and to check design met community needs. Questionnaires given out at the exhibition and its findings posted on the LGA website and in press. See <i>Supplementary Notes</i> document starting on page 17.</p>
<p><b>STAGE 6. NEW RESIDENTS INPUT</b> New Residents of Heath Way West (10 households), whose properties adjoin Leechwell Garden</p>	<p>November 2009 - March 2010</p>	<p>LGA had detailed correspondence and meetings with new residents so that their specific needs could be included into the design, drawn by Rathbone Partnership.</p>
<p><b>STAGE 7. LGA 6-DAY GARDEN DESIGN EXHIBITION AND WEBSITE</b> Visitors to library exhibition 8-13 March, and visitors to LGA website. 120 visitors; 150 questionnaires</p>	<p>March 2010</p>	<p>1400 invitations by hand, via email to local groups, Councillors, Adult Education Centre, school newsletter to manned library exhibition, and on website, to encourage feedback on garden design. Report available on line. See <i>Supplementary Notes</i> document starting on page 17.</p>

## 12. What needs were identified as a result of your consultation?

### STAGE 1. SOS CAMPAIGN 2003/4:

The campaign against South Hams District Council's plans for the Southern Area, led by Save Our Space, was prompted by the projected loss to car parking of the last potential area of open space in the town centre. The campaign led to the community rejecting SHDC's plans. The need for a full community consultation for the whole of the Southern Area development was agreed. A fully constituted community group, Design Our Space (DOS) was set up. DOS surveys followed methods recommended in Government Planning Document PPG17, that assessment of local need is set by reviewing first the scope of open space, and then by assessing the quality of that space. Research found that in Totnes:

- Present provision for open space was inadequate, hard to access and poorly maintained
- Totnes town centre falls well below English Nature Guidelines for access to natural green space<sup>(1)</sup>
- Of those surveyed, 1/3 of senior citizens in Totnes had no gardens and 1/3 of parents with small children travelled by car to play areas outside Totnes because of poor play provision<sup>(2)</sup>

(1) Totnes Town Council's report "Public Space: A Strategy for Totnes (2008) indicates that:

- National Standard for parks and gardens: 0.41 ha per 1000 people
- Totnes parks and gardens: .017ha per 1000 people (well below half of the National Standard)

(2) This falls below the play provision quality standards in South Hams Public Space Strategy 2008-2012

### STAGE 2. DOS 3-DAY BIG EVENT 2004 :

At the 'Big Event', 303 people contributed to the Community Planning Days, with more than 200 additional contributions. They established the following community needs, with no significant disagreement:

- 2.1. Continuing community involvement in all aspects of open space provision within the Southern Area Development, including design, implementation, management and maintenance
- 2.2. For the new open space to be sited at the former Bungalow Garden (now Leechwell Garden)
- 2.3. For the open space to be a community garden, and to
  - a) be a place for all sections of the community to interact and meet
  - b) provide play spaces that are imaginative
  - c) offer comfortable seating with views
  - d) create greater plant and tree diversity, with wildlife habitats
  - e) show locally produced public art
  - f) retain and enhance the heritage of the garden

g) offer volunteering opportunities in creating and maintaining the garden  
 A small minority wanted allotments, and less than 5% wanted to convert the bungalow into a youth centre.  
 The results of the 3-day Big Event June 2004 were produced in a Dossier available on the LGA website.

**STAGE 3. DOS STEERING GROUP 2-DAY EXHIBITION 2005:**

DOS Steering Group’s Feasibility Study findings were supported by two questionnaires:

**3.1. GARDEN DESIGN QUESTIONNAIRE RESULTS July 2005: Total number completed - 52**

A. Most community support for, in order of priority:

1. Wildflower areas (95%)
2. Additional play areas (90%)
3. Seats (86%)
4. Disabled access (84%)

B. Least community support

1. For keeping the existing bungalow on site (24%)
2. For providing a centre for groups to use with lockable space (26%)
3. For installing standard play equipment (29%)
4. For an open-sided shelter (32%)

Most frequent additional comments:

- Children’s play from natural structures
- No dogs
- Concerns over security and vandalism

For detailed comments on heritage, trees, planting, seats, entrances, public art, see “The Big Picture” report available on the LGA website.

**3.2 NAME AND USE OF THE GARDEN QUESTIONNAIRE 2005**

Total 61 completed, half from local community, half from visitors at market stall to raise funds for DOS.

a. Change of name:

Change from Bungalow Garden to Leechwell Garden (95% support)

b. Use of Leechwell Garden:

A Use	Walk 31%	Rest 36%	Play 13%	Heritage 20%
B Arrive	Walk 73%	Bike 10%	Car 15%	Bus 2%
C Age	10-19 yrs 3%	20-39yrs 20%	40-59 42%	60+ 35%
D Footfall	2.5 visits	2 people	Per week	

3.3 At the 2-day Exhibition in DOS’ High Street office(see the LGA website for the 2005 exhibition dossier), many visitors raised the following key issues:

1. The need for wheel chair access into the garden from the car park and to the immersion pool
2. An additional access from Heath Way at the lower end of the new houses, to make access easier for people approaching from the south and west of the town
3. Concerns over anti-social behaviour

3.4 By 2005, the small pool in the Leechwell Garden has been designated a Scheduled Monument by English Heritage. In view of this, the need was identified for separately funded, managed and implemented projects in this area of the site. Project 1, the basic infrastructure; Project 2, to meet community needs and Project 3, the pool area, advised and guided by English Heritage.

**STAGE 4. DOS 2-DAY INITIAL GARDEN DESIGN EXHIBITION 2006:**

The 2006 Exhibition showed the initial design for the new garden, drawn up by the landscape architects, and based on the remit of community needs from previous consultations. Feedback showed overwhelming support for the new garden design, and identified some new needs:

4.1 Opportunities for volunteering: 24 people volunteered to work in garden, and 30 people wanted to be kept informed

4.2 The need for bicycle rack outside garden

4.3 The need to retain felled trees for play and wildlife habitats.

For full transcript of comments see page 14 of the *Supplementary Notes* document.

There then followed a 2½ yr delay while the houses on the Southern Area were built. During this time,

DOS was involved in key decisions on Project 1; the management and planning structures for the garden were put in place for when SHDC and developers had completed their work; DOS kept a watching brief on developments, and kept the community informed.

**STAGE 5. LGA 2-DAY UP-DATED DESIGN EXHIBITION 2009:**

5.1 The new body to deliver the garden, Leechwell Garden Association, was constituted in January 2009.  
 5.2 The need for specific project and financial management skills among members was identified.  
 5.3 At the 2 day Exhibition of Design for Leechwell Garden in November, 48 respondents completed feedback sheets on their views on how the community needs had been interpreted in the plans, and their feedback was later combined with the results of the March 2010 consultation (see Stage 7). Both the November 2009 and March 2010 reveal that the vast majority of respondents are very satisfied (78% and 81%) or satisfied (20% and 12%) with how community wishes have been interpreted in the garden plans (see the Report on the March 2010 Consultation in the *Supplementary Notes* document starting on page 17).

**STAGE 6. NEW RESIDENTS INPUT 2010:**

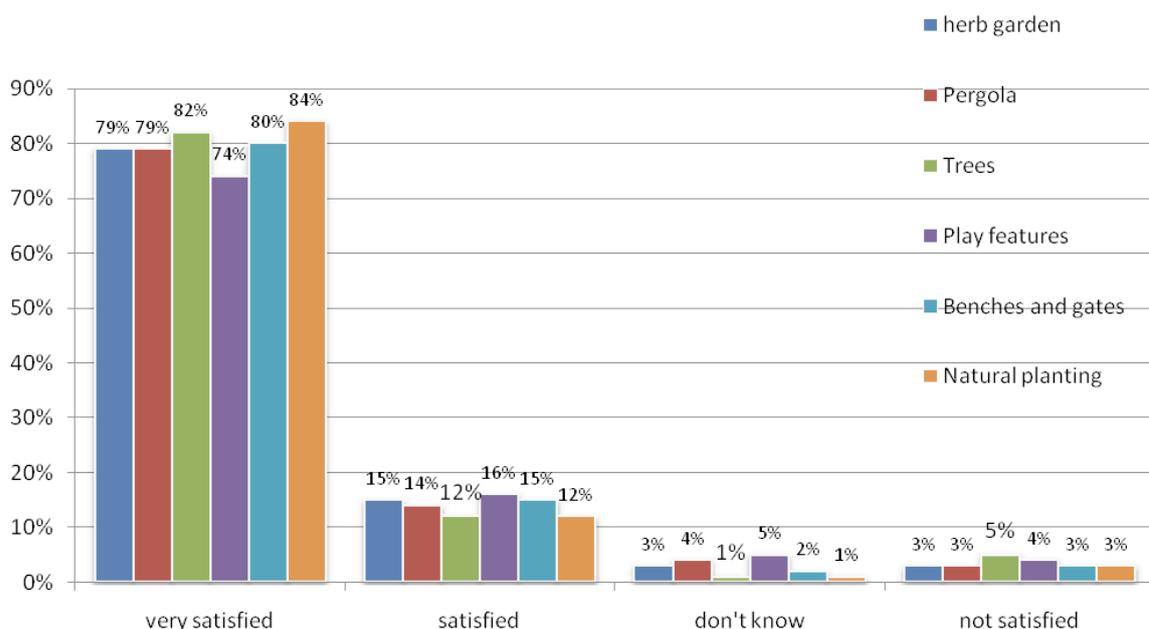
6.1 Consultation with the residents of the new properties in Heath Way, which had direct access to Leechwell Garden, identified the need to re-examine the project, design and community inclusivity throughout the development of the project, with the need for specific management skills to be developed  
 6.2 Continued close co-operation between all owners of adjoining properties and LGA essential  
 6.3 The need for clarity on opening/closing gates and general management of the garden

**STAGE 7. LGA 6-DAY GARDEN DESIGN EXHIBITION AND WEBSITE 2010:**

Over 1400 residents were invited to attend a display in the local library of the most recent garden design, or to look at them online at the LGA website. Questionnaires and comments on the plans were gathered at the library, or returned to the Town Council, or via an on-line feedback form.

7.1 Over 200 questionnaires were completed. A most striking feature of the feedback was the extent to which respondents felt that community wishes had been successfully interpreted in the plans for the new garden. Almost all reported being very satisfied or satisfied with all features. Most popular were in relation to the natural planting (96% satisfied or very satisfied), followed by benches (95%) then trees (94%) and herb garden (94%), pergola (93%) and informal play (90%). There were a few 'don't knows' expressed on some aspects, and a small minority expressed dissatisfaction.

**Figure 1. Summary: feedback different features of the New Garden**



For a detailed breakdown of how Project 2 community wishes had been interpreted in the garden plans, see the Report on the November 2009 and March 2010 Questionnaires in the *Supplementary Notes* document starting on page 17.

7.2 The need was also identified to work with local organisations and other community groups, to increase community involvement and cohesion, to ensure professional support and to maximise volunteer opportunities.

7.3 The majority (32%) of potential users of the garden were in the 60+ age group (see Figure 13 on page 33 of the *Supplementary Notes* document). However, contact with the local primary school and nearby pre-school groups revealed that the garden would be very well used by them for educational or recreational purposes. Therefore, children aged under 11 years may comprise a much larger visitor group than is evident from Questionnaire findings based solely on household visits. The group least likely to visit the garden were those aged 10-19, (6%). This may in part be because very few in this age range filled out individual questionnaires, indicating a need for specific proposals to reach, consult and attract this age group.

#### NEEDS IDENTIFIED IN NATIONAL, REGIONAL, DISTRICT AND LOCAL OBJECTIVES

##### NATIONAL:

Dept of Health Guidance Documents 2008: Promoting Sustainable Communities

- the need for communities to help build social capital through community-based activities promoting green space

##### REGIONAL

South West Regional Economic Strategy 2008

- the need to regenerate an otherwise derelict site (Objective 2B2)

##### DISTRICT

South Hams District Council Public Space Strategy 2008-2012

- need for communities to take a much stronger role in management of open space

South Hams District Council Play Strategy 2006-2011

- identifies the need for 'quality play experience', recognising that play is crucial for children's emotional, physical and spiritual growth, for intellectual and educational development, and for acquiring social and behavioural skills

##### LOCAL

Totnes Town Council Public Space Strategy 2008

- the need to create and maintain open spaces for all to enjoy which facilitate sustainable, equitable, healthy communities

### 13. How will your project meet the identified needs of the community?

Each of the seven consultation stages identified distinct needs which were/will be met as follows:

#### **STAGE 1. SOS CAMPAIGN 2003/4:**

The original community action group, Save Our Space (SOS), was constituted as Design Our Space (DOS) to meet the need for a full community consultation, in collaboration with SHDC

#### **STAGE 2. DOS 3-DAY BIG EVENT 2004:**

2.1 To ensure continuing community involvement and provide evidence of community capacity, SHDC authorised DOS in November 2004 to set up a Steering Group and produce a Feasibility Study. See the "How it Could Work" report available on the LGA website. The study's recommendations, including a SHDC/DOS partnership to develop a concept design to meet community parameters, and agree project and management responsibilities, were accepted in full by SHDC.

2.2 In accordance with the expressed community wishes, the SHDC/DOS partnership agreed that the Bungalow Garden would be the site of the new open space, and the bungalow would be demolished. It was also agreed that, to meet the identified needs of the community, there would not be a youth centre or other buildings on site, nor provisions for ball play, and dogs would be excluded.

### **STAGE 3. DOS STEERING GROUP 2-DAY EXHIBITION 2005:**

The Feasibility Study, and the results of the Steering Group's findings and research, were put on public display at a 2-day Exhibition in the DOS office, after a public meeting in the Civic Hall. The Exhibition was to show how the needs of the community previously identified were to be met.

3.1 The results of the Garden Design questionnaire on priorities were to be incorporated into the design

3.2 The name of the new open space was changed to 'Leechwell Garden', in accordance with the results of the Name and Use Questionnaire

3.3 The key issues raised at the Exhibition were addressed by:

a. In addition to providing for wheelchair access along some of the paths in the garden, DOS requested that SHDC Property Services provided disabled parking at the entrance to the garden.

b. Architects redrew housing plans to provide a second Heath Way access, and SHDC acquired necessary adjoining land

c. On the advice of a police 'Secure by Design' representative, concerns about anti-social behaviour will be addressed by closing the garden at dusk, the imposition of an alcohol-free zone if this becomes a problem and the garden would be on the local liaison officer's route. There will also be informal supervision from overlooking properties.

3.4 In order to meet the community's needs for provision of facilities in the new open space, and to protect the heritage of the site, it was decided that the development of the Leechwell Garden would be divided into 3 separately funded, implemented and managed projects:

PROJECT 1: INFRASTRUCTURE: to be funded by S106 and SHDC monies for basic infrastructure including removal of bungalow, re-levelling, paths, water management, and boundaries

PROJECT 2: COMMUNITY NEEDS: the community would seek funding in order to fulfil the identified needs of the community for a garden with natural play, benches, herb garden, volunteering opportunities, public art. The project would be managed by a community group (Leechwell Garden Association- LGA).

PROJECT 3: HERITAGE: to be funded by heritage funding for pool and surrounding area, implemented in consultation with English Heritage, and to be managed by LGA.

The Rathbone Partnership, Landscape Architects, was engaged by DOS to produce a concept design on behalf of the community in response to the needs so far identified. See page 3 of Supporting Document 3 – Location and Site Plans.

### **STAGE 4. DOS 2-DAY EXHIBITION OF INITIAL DESIGN FOR LEECHWELL GARDEN 2006:**

4.1 A register of volunteers was kept, with details of the offers of support and expertise

4.2 Arrangements with SHDC Property Services for cycle racks near to the entrance to the garden.

4.3 A large eucalypt had to be felled because of disease. Its trunk was to be retained and re-positioned to provide the basis for informal, natural play in accordance with the community's needs, and its branches to be used in woodpiles for wildlife habitats.

### **STAGE 5. LGA 2-DAY EXHIBITION OF UPDATE DESIGN FOR LEECHWELL GARDEN 2009:**

5.1 The Leechwell Garden Association was formally constituted and committee elected, to meet the community's wishes to implement, fund and manage Projects 2 and 3. LGA website set up with email address, in order to continue to inform the community of developments, and for enquiries/comments.

5.2 To meet the need for increased community capacity, financial and project management skills and systems, Totnes Development Trust was invited to become partners in the project. The chair of TDT is LGA's treasurer. TDT has access to professional advice through its national association.

5.3 The 2-day Exhibition in November indicated the need for further consultation, which was met in 2010 by the wider distribution of questionnaires, also available on-line on the LGA website, an exhibition in the local library and with separate meetings with the residents of the new houses on Heath Way.

### **STAGE 6. NEW RESIDENTS INPUT 2010:**

6.1 Consultation with the new residents resulted in changes to the design to include greater privacy through additional planting, and the re-siting of the play area further away from the houses.

6.2. The first chair of LGA was one of the new residents and remained a member. Another new resident was invited to be a non-elected member. Regular meetings between LGA, SHDC and owners of all adjoining properties to be held to address any issues in the future management of Leechwell Garden.

6.3 The Town Council has welcomed the proposal that they should hold the keys of the garden (see the Totnes Town Council website at [www.totnestowncouncil.gov.uk](http://www.totnestowncouncil.gov.uk)), and the caretaker, in conjunction with LGA and the residents' committee, will be responsible for opening and closing of the gates. In addition, a sub-group of LGA, the 'Friends of Leechwell Garden' is to be formed from volunteers and local residents to take responsibility for the future maintenance of the garden

## STAGE 7. LGA 6-DAY GARDEN DESIGN EXHIBITION AND WEBSITE 2010:

7.1 The feedback from LGA's latest consultation (see page 17 of the *Supplementary Notes* document) indicates that the new garden will meet the identified needs of the community and will be a very valuable resource for the town, and feature prominently in the lives of Totnes residents and visitors.

- Almost all respondents (97%) expected to visit the garden – usually on foot (83%). Frequent visits were likely, with 65% of the sample saying that they would visit the new garden at least once a week.
- Respondents estimated the number of people from their household who would be visiting the garden– in excess of 427 people (almost 10% of the population of Totnes Town).
- The majority wanted to use the garden to walk and relax. Many (28%) expressed a desire to help to care for the garden and several provided contact details.

7.2 Approaches were made to local community groups, such as Transition Town Totnes, and to local specialist organisations, such as Agroforestry Research Trust, to further develop the project and community involvement.

7.3 LGA agreed 4 proposals to increase young people's involvement in the project:

- that the play provider works with young people from King Edward VI Community College (KEVICC), the local senior school, and the Grove School, to create the play installation.
- that KEVICC students be invited to enter the public art competition
- that a sub group for volunteers, working with BTCV and to include young people, is set up for activities such as dry-stone walling, planting trees and creating wildlife habitats
- that KEVICC students be invited to participate in the launch event

Progress review meetings between SHDC, LGA and community representatives, and continuing community consultation, will help ensure the identified needs of the community continue to be met.

### 14. How many people will directly benefit from the completed project?

500+

See the section entitled "*Population Statistics*" on page 35 of the *Supplementary Notes* document for more information about this.

### 15. How many organisations will benefit from using or visiting your project?

At least 5

See the section entitled "*Local Organisations who will directly benefit*" on page 36 of the *Supplementary Notes* document for more information about this.

### 16. Will your project provide opportunities for community involvement?

Yes  No

If yes, how many people will be involved and what activities will they be doing? Please see page 6 in the Guidance Notes.

No. of Volunteers	Who?	Activity
10	LGA Committee	Managing the implementation of the garden, organising consultations, exhibitions, meetings, etc.
50+	LGA Committee, Grove School, SHDC	Launch Event
24	People from the community who have volunteered	Herb Garden planning and planting
19	“ “	Planning for wildlife
26	“ “	Planting bulbs, wildflowers, meadow perennials, water-margin and pergola plants
24	“ “	Organising volunteers, computing, play-area

Although some people are involved in more than one activity, the total number of volunteers involved currently stands at over 80.

**17. Are any other organisations currently involved in developing your project, and will any be involved in delivery?**

Yes  No

If yes, please let us know who the organisations are and tell us about their present and/or future involvement.

Organisation	Involvement
BTCV	Managing volunteers/courses; wildlife preservation
Agroforestry Research Trust, Dartington	Consultancy and courses
Trees for Health (S Devon)	Sustainable use of hedgerow species, wild foods
Orchard Link (S Devon)	Advice on small traditional orchards
Transition Town Totnes	Advice on community building
Totnes Allotments Association	Herb growing specialist advice
Breakthrough Plus Ltd, School farm, Dartington	Funded by Dept of Education, work in therapeutic horticulture, using experiential cultivation, with school groups and excluded children.

**18. When and how are you going to deliver your project?**

Please estimate when the milestones listed below will be delivered.

Milestones	Date
Contractor appointed	August 2010
Commence physical work	Mid August 2010
Complete physical work	End September 2010
Launch event	October 2010
Sustainability plan submitted	August 2010
Final report and claim submitted	November 2010

From these milestones, please tell us how you will deliver the project. You should do this by completing the project plan template below. Please see page 7 in the Guidance Notes.

Task	Start date	End Date	Activity	Who will be involved?
Prepare Tender Documents	1/6/2010	1/7/2010	Admin	Committee, Project manager
Appoint Contractors	31/7/2010	14/8/2010	Admin	Committee, Project manager
Community planting	15/8/2010	14/9/2010	Site work	Friends of Leechwell Garden, Committee

Build play structure	15/8/2010	20/8/2010	Site work	Contractor
Erect Pergola	20/8/2010	25/8/2010	Site work	Contractor
Hang Gates	25/8/2010	30/8/2010	Site work	Contractor
Make good	21/9/2010	30/9/2010	Site Work	Project manager, Committee, Friends.
Launch Event	1/10/2010	30/10/2010	Preparation, Publicity, Celebration	Committee, Friends, Community, School, SHDC

**19. Is your group currently involved with the delivery of any other projects?**

Yes  No

If yes, please give details, including dates

<p>Various members of the LGA committee are involved in related projects such as:</p> <ul style="list-style-type: none"> <li>• Leechwell Garden Project 1 (Infrastructure) with SHDC officers</li> <li>• Leechwell Garden Project 3 (Heritage)</li> <li>• Heath's Garden</li> <li>• ATMOS Project</li> <li>• Totnes Healthy Futures projects for three sites in Totnes</li> </ul>
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**20. Have you obtained permission from the landowner to use the land where your project is located? Please tick one box**

Please tick	Explanation	Action
<input checked="" type="checkbox"/>	Permission has been given by the landowner	Enclose a signed Landowner Permission Form
<input type="checkbox"/>	Your group owns the freehold of the project site	Enclose a copy of your deeds showing this
<input type="checkbox"/>	Your group hold a formal lease on the project site	Enclose a copy of your lease agreement, and a signed Landowner Permission Form.

**21a. Public Liability Insurance.**



Please tick this box to confirm that there is public liability insurance cover for the site of your proposed project (see guidance for further information). Please enclose a copy of the insurance certificate with your application.

**21b. Project Asset Insurance.**



Please tick this box to confirm that the project assets purchased with Community Spaces funding will be covered by asset insurance. Please see Guidance Notes for further information.

**22. Does your project require planning permission?** Please note that you must have planning permission, if needed, at this stage.

Yes



Please enclose a copy of your planning permission award letter.

No



Please enclose a copy of a letter from your planning department confirming that you do not require planning permission.

**23. Are there any other permissions required for the delivery of your project?** Please give details of any other consents you require for your project to go ahead, and enclose evidence that you have gained these consents. If you state that no additional permissions are necessary please say who you have consulted with to find this out.

An email from English Heritage gives their permission for the scheduled works – see *Supporting Document 8 – Other Permissions*). SHDC, the local planning authority, have confirmed that no other permissions were required for the delivery of the project.

**24. Who will be maintaining the site once your project is complete?**

If any organisation other than your group will be assuming this role please enclose a copy of a letter confirming this.

The LGA and SHDC will jointly manage and maintain the site – see *Supporting Document 6 – Public Liability Insurance Cover and Contingency and Maintenance Agreement* and *Supporting Document 9 – Maintenance Responsibility*

**25. How do you intend to make sure your project continues as a valuable and popular community resource in the longer term?**

- The main responsible body for the day-to-day maintenance of the site will be the Leechwell Garden Association (LGA), supported by adjacent residents, many of whom are members of the Association, in co-operation with SHDC.
- A legally binding Memorandum of Agreement being prepared by South Hams District Council (SHDC) sets out the terms on which the land is licensed to the LGA/Totnes Development Trust (TDT) This document states that responsibility will fall on SHDC should both the LGA and TDT not meet their obligations. See *Supporting Document 9 – Maintenance Responsibility*).
- The LGA has a list of more than seventy volunteers who have offered practical support for the garden. We expect this number to increase. The local media, who have also been very supportive of the project, have agreed in principle to run “volunteer” articles.
- Some of the LGA Trustees have close links with Transition Town Totnes (another local organisation with large numbers of volunteers interested in practical project work).
- TDT currently has at least 2 qualified volunteers (MSc level) who are capable of and prepared to undertake training of volunteers. Alternatively, we would use a local organisation Breakthrough Plus, Dartington, which is funded by the Department of

Education, and run courses for school groups.

- The LGA intends to apply for a Sustainability Grant for tools and a storage facility to assist the project and will hold fund raising events as necessary if there is any shortfall. Friends of the LGA will pay an annual subscription, amount yet to be determined, which will cover continuing expenses such as BTCV insurance.
- SHDC will carry out initial and subsequent regular safety checks on the play area – see *Supporting Document 6 – Public Liability Insurance Cover and Contingency and Maintenance Agreement*
- LGA’s sub-group ‘Friends of Leechwell Garden’ will have responsibility for such activities as clearing litter, reporting damage (to be covered by insurance) and plant maintenance.
- The garden has a clear “No Dogs” policy, which will be indicated on a notice board at the entrance to the garden (to be provided by SHDC) which should limit fouling.
- An annual Performance Review will ensure on-going evaluation of social, environmental and educational outcomes identified.

**26. At what times will your project be open to the public?**



Please tick this box to confirm that your project will be open for all or a substantial part of at least six days per week, and comply with the conditions listed in the stage 2 application form Guidance Notes on page 10.

Please specify how many hours where appropriate in the table below to confirm when your project will be open to the public. See the Guidance Notes for definitions.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Morning</b>	3-4 hrs	3-4 hrs	3-4 hrs	3-4 hrs	3-4 hrs	3-4 hrs	3-4 hrs
<b>Afternoon</b>	4-5 hrs	4-5 hrs	4-5 hrs	4-5 hrs	4-5 hrs	4-5 hrs	4-5 hrs
<b>Evening</b>	0-3 hrs	0-3 hrs	0-3 hrs	0-3 hrs	0-3 hrs	0-3 hrs	0-3 hrs

The table shows the time in hours the garden will be open. As a general rule the garden will be closed before sunset, so, for example, in mid-December it will close before 5pm, and in mid-June it will be open until 8pm or even later. Totnes Town Council will hold the keys to the gates.

**27. Please tell us about any plans that your group has for increasing the use of your project throughout the wider community (i.e. beyond the members of your group)?**

The plans to increase the use of the project for the benefit of the wider community include:

- on-site horticultural lessons
- communal activities such as tree planting
- children involved in creating the play facilities
- use of garden as outdoor classroom
- dry-stone walling classes
- the garden will be part of a Totnes public art trail
- annual ‘open day’ event
- opportunities for learning about maintenance through volunteering opportunities.
-

**28. Please tell us about how you will publicise and launch your project?** Please refer to Guidance Notes on page 10.

The Totnes Development Trust publicity specialist will shortly produce a publicity plan, to publicise with notices of events, volunteering opportunities and public meetings, through the use of

- LGA, TDT, SHDC and Transition Town Totnes' websites
- Local library (venue for one of the recent community consultations)
- The Mansion Adult Education Centre
- Local school and pre-school groups
- Tourist Information Centre, Job Centre, Community Centres
- Church and shop notice boards
- Town Council and SHDC newsletters
- Local radio and TV
- On-going PR schedule for Press releases and photo opportunities.

In any publicity material or activities, LGA will be guided by Community Spaces publications, rules and requirements.

## Section 3: Finance

**29. What do you estimate is the total cost of your project (including irrecoverable VAT)?**

£	75,930
---	--------

**30. How much money are you applying for from Community Spaces (including irrecoverable VAT)?** This must be a figure between £10,000 and £49,999.

£	49,980
---	--------

### 31. Match funding

If some of the money for your project will come from other sources, tell us where it will come from. Tell us how much it is and whether you have secured it yet?

Source of funding	Amount	Secured (tick if applicable)	Yet to be secured (tick if applicable)	Decision date (if not yet secured)	To be spent by?
n/a	none	n/a	n/a	n/a	n/a

Please tell us about any in-kind contributions you will receive.

In-kind contribution	Value £
Flowers, shrubs and trees	200
bench	200
General unskilled labour by volunteers @ £150 per day x 50	7500
Specialist labour @ £250 per day x 20	5000
Professional services, including TDT pro bono legal advice @ £350 per day x 3	1050
LGA Committee (£35 per hour x 8 people x 25 hours)	7000
<b>TOTAL</b>	<b>20950</b>

### 32a. How do you intend to spend your Community Spaces grant?

Please list how you will spend your Community Spaces grant, listing capital and revenue items separately in the two tables below. Please refer to Guidance Notes on page 12.

#### Capital expenditure

If your application is approved you will need to provide an asset register for all items of capital expenditure over £500. Further guidance on this is provided on our website and in the Guidance Notes.

Description	Amount requested from Community Spaces (£)	Total item cost
Dry-stone walling: 12m at 500mm high, including stone	700	700
Pergola. Green Oak with pegged joints: 2.5m by 2.6m by 16.6m long – see note below †	9810	9810

2 x Curved Oak benches for herb garden – see note below †	1600	1600
Straight Oak bench with high back – see note below †	1300	1300
2 x Oak picnic table with built in benches – see note below †	4600	4600
One-off commissioned gates with lettered arch over. 1 x double main gate, 1 x single side gate – see note below †	6825	6825
One-off commissioned play structure built around felled tree trunk – see note below †	9995	9995
Specimen trees x 4, plus protection. (excluding donated specimens)	500	500
Herbs for herb garden. (excluding donated specimens)	1000	1000
Signage	500	500
Public Art: Community judged competition – see note below †	5000	5000
Professional Fees: Landscape Architect and Project management.	3200	3200
Making Good	2260	2260
SHDC will cover CONTINGENCY COSTS See letter dated 21 <sup>st</sup> April 2010 in <i>Supporting Document 6 - Insurance Cover and Maintenance Agreement.</i>	0	5000
Total	47290	52290

† See *Supporting Document 10 – Quotes* for more details about these items

### Revenue expenditure

Please note revenue costs must not exceed 25% of your total grant request.

Description	Amount requested from Community Spaces (£)	Total item cost
Opening event: Lantern procession with willow puppets, refreshments, Animator – see below †	1500	1500
Administration Fee from Totnes Development Trust	1000	1000
Insurance for asset register (£190 pa for 1 year)	190	190
Total	£ 2690	2690

† See *Supporting Document 10 - Quotes* for more details about this item.

**32b. Please tick the relevant box to confirm the tender status of your project.**

- I confirm we have already competitively tendered for all items over £10,000 in accordance with Community Spaces tender requirements (please see Guidance Notes) and enclose a tender record sheet.
- I confirm we will be competitively tendering for all items over £10,000 in accordance with Community Spaces tender requirements (please see Guidance Notes).
- I confirm that we will not be tendering (please see below).

If you are not tendering please give reasons why below:

None of the items currently planned will cost more than £10,000. The LGA will maintain an insured asset register for all items over £500.

**33. Will you be using an accountable body to manage the grant award on your behalf?**

If you require more information about the role of an accountable body please see the Guidance Notes or discuss with your Facilitator.

- Yes  No  If no, you must complete questions 34-38.  
If yes, please go to question 39.

**34. Is your group registered for Value Added Tax (VAT)?**

- Yes  No

If yes please give your VAT registration number:

**35. Have you contacted your local VAT office or a VAT expert to find out if and how much VAT you can recover on the cost of your scheme, and do your budget costs reflect this?**

- Yes  No  If no, you must complete question 36.  
If yes, please go to question 37.

**36. If no please confirm that you have included VAT in your budget costs. This is important, as we cannot increase your grant at a later date.**

- Yes  No

**37. Does your group have a bank account?**

- Yes  No

**38. The designated bank account must have a minimum of two unrelated signatories for any cheque or withdrawal. It must also bear the name of the organisation as given in your constitution. Please confirm that the nominated bank account meets this requirement.**

Yes  No

#### Section 4: Accountable Body

##### 39. Accountable body information

Which organisation have you appointed as your accountable body?

Organisation

Details of authorised contact at this organisation:

Title  First name  Surname

Position held in organisation

Contact address including postcode

The Laurels  
Sharpham Drive  
Totnes  
Devon  
TQ9 5HE

Landline telephone number

Mobile telephone number

Fax number

E-mail

##### 40. Is the accountable body registered for Value Added Tax (VAT)?

Yes  No

If yes please give your VAT registration number:

If no, please complete question 41.

**41. If no, please confirm that you have included VAT in your budget costs. This is important, as we cannot increase your grant at a later date.**

Yes  No

**42. Does the accountable body have a bank account? Please see point 12 in the Checklist.**

Yes  No

**43. The designated bank account used by a nominated accountable body must have a minimum of two unrelated signatories for any cheque or withdrawal. It must also bear the legal name of the organisation. Please confirm that the nominated bank account meets this requirement.**

Yes  No

### Section 5: Checklist

It is vital that you enclose all of the following information. Before submitting your stage 2 application form, please make sure you can tick all the boxes below:

<b>You must enclose the following:</b>	<b>Enclosed</b>
1. Constitution document (Q5)	<input checked="" type="checkbox"/>
2. At least 2 photographs of the project site (Q8)	<input checked="" type="checkbox"/>
3. Copies of location plan and site plan (Q8)	<input checked="" type="checkbox"/>
4. Letters of support (Q17)	<input checked="" type="checkbox"/>
5. Evidence of landowner permission (Q20)	<input checked="" type="checkbox"/>
6. Evidence of public liability insurance cover (Q21)	<input checked="" type="checkbox"/>
7. Evidence of planning permission approval, or a letter from your planning department saying it is not necessary (Q22)	<input checked="" type="checkbox"/>
8. Evidence of other permissions (if applicable) (Q23)	<input checked="" type="checkbox"/>
9. Evidence of ongoing maintenance responsibility provision (Q24)	<input checked="" type="checkbox"/>
10. Copies of quotes, catalogues and other material to support your costings (Q29)	<input checked="" type="checkbox"/>
11. Last available group annual accounts, or last three months bank statements if more recently established (Q37)	<input checked="" type="checkbox"/>
12. Accountable body – last available annual accounts (if not a public body) (Q41)	<input checked="" type="checkbox"/>
13. Independent Referee Form (Appendix 1)	<input checked="" type="checkbox"/>
14. Diversity and Monitoring Form (Appendix 2)	<input checked="" type="checkbox"/>

## Section 6: Declaration

### Data Protection Act 1998

Groundwork UK and its agents as scheme administrator and data processor on behalf of the Big Lottery Fund will store information you provide on a database. We will use the information you give us on the application form and supporting documents during assessment and for the life of any grant we award you to administer and analyse grants and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have.

These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other Lottery distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention and detection of fraud.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

### Freedom of Information Act 2000

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Your signatures on this form will be taken as confirmation of your understanding of our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfillment of our obligations under the relevant law.

By signing I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.

### Facilitator Agreement



Please tick this box to confirm that your Facilitator has checked your completed application before submission.

**Group Name**

Leechwell Garden Association

**URN**

JWES-7VGG56

**Signed**

*Sue Holmes*

**Print name**

Susan Holmes

**Position in group**

Chair

**Contact details**

01803 849 414

**Date**

1<sup>st</sup> May 2010

**Project name**

Leechwell Garden

When complete please e-mail your application to [applications@community-spaces.org.uk](mailto:applications@community-spaces.org.uk). If submitting by e-mail please print out the declaration pages, complete the signatory details, sign, and post to the address below-

**Community Spaces, Groundwork UK,  
Lockside, 5, Scotland Street, Birmingham B1 2RR**

If we do not receive your declaration page with original signature within 5 working days your application will not be considered. If you are unable to e-mail your completed application form please post it (with original signature) to the above address.

## Section 7: Accountable Body Declaration

Project name

Leechwell Garden

URN

JWES-7VGG56

Name of group

Leechwell Garden Association

Totnes Development Trust (insert name of accountable body) confirm that we agree to act as the accountable body for the group named above. As part of the role as accountable body we will ensure that the monies received from Community Spaces are accounted for separately and used solely for the project detailed above. We understand that we will be required to sign the grant agreement along with the community group we are supporting.

We confirm that if we, as an organisation, are making a charge for our services as an accountable body, the correct agreed figure is included in the project budget (question 32).

We also confirm that we have read the application and supporting documents and support the request for funding.

We have supplied a copy of our latest available annual accounts.

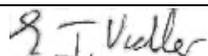
Name

E.T. Vidler

Position in organisation

Chair

Signed



Date

3/5/2010

## Appendix 1: Your Independent Referee

Project name  URN

### Independent referee details

Title  First name

Surname  Date of birth

Employer  Occupation

Job title  E-mail

Membership of a professional body

Membership number

### Home address including full postcode

45 Copland Meadows  
Totnes  
Devon  
TQ9 6ES

### Telephone (one must be a landline)

Day  Evening

### Contact address including full postcode – where all correspondence will be sent to (if different from residential address)

Totnes Town Council  
Guildhall Offices  
5 Ramparts Walk  
Totnes, Devon  
TQ9 5QH

How long have you known the organisation?      years  months

How do you know the organisation applying?

I have known this group and its work for at least one year or from its start. I have read the application and I support this request for funding. I am willing to be contacted, if required, to discuss this application and at a later date to comment on the grant, if this application is successful.

I confirm that I am not at present nor have ever been, a member, beneficiary or trustee of the organisation, or related to a person who is currently a member, trustee or member of staff of the organisation.

Signed  Date

## Appendix 2. Diversity and Programme Monitoring

### 1. Please estimate how many people from the following groups will benefit from your project.

Please enter the numbers within the boxes provided.

Asian or Asian British		Black or Black British		Mixed		White		Other	
	Indian		Caribbean		White and Black Caribbean	500+	British	5+	No specific Ethnic background
	Pakistani		African		White and Black African		Irish		Other Ethnic background
	Bangladesh		Other		White and Asian		Other		Other Ethnic background
	Other				Other				Travellers
									Any other background

Please specify all other backgrounds in the space provided.

Less than 1% of district's population is of minority ethnic origin of which there is no predominant ethnic majority group. See the section on "*Population Statistics*" on page 35 of the *Supplementary Notes* document.

### 2. How many people from particular age groups will your project benefit?

Age (Years)	0 - 4	5 – 9	10-14	15-19	20-24	25-34	35-44	45-55	55-64	65+	All ages
Numbers	30	40	20	15	40	50	75	70	70	90	500+

### 3. Is your project directed at, or of particular relevance to a specific gender? (Please tick one)

Male       Female       No specific gender

Please tell us how many people of each gender will be directly involved in your project

Male       Female

### 4. Is your project directed at, or of particular relevance to people with a disability?

Yes       No       How many?

### 5. Is your project directed at, or of particular relevance to people of a particular faith?

(Please tick one only)

Buddhist       Christian       Hindu       Jewish  
 Muslim       Sikh       No specific faith       Other faith

Please specify:

### 6. Is your project directed at, or of particular relevance to those with a specific sexual orientation?

Yes       No

### 7. Is your project directed at, or of particular relevance to those with caring responsibilities?

Yes       No

**8. Please indicate your estimated project outputs in the following categories.** (see guidance for further information and definitions)

Output	Number
Land improved (inc routeways) – square metres	2500
Number of trees planted	4-6
Person days of those actively involved	500+
Person days (partner organisations)	75+
Number of schools actively involved	2

**9. Issues onsite:**

Please rate on a scale of 1 to 10 the following issues, with 1 being no problem and 10 being very problematic. Please complete based on your views at present.

	1	2	3	4	5	6	7	8	9	10
Dog fouling	✓									
Litter			✓							
Graffiti	✓									
Anti-social Behaviour			✓							
Vandalism		✓								
Serious crime	✓									