

**MINUTES FOR LEECHWELL GARDEN ASSOCIATION COMMITTEE MEETING**  
**Wednesday 8<sup>th</sup> March 2017 6pm at Leecwhell Cottage**

**PRESENT:** David Mitchell (Chair); Louise Overy; Jeannette Craig Willington; Shirley Prendergast; David Martin; Keith Rennels

This was a special meeting, called to discuss arrangements for the Opening of the new Play Structure on 22<sup>nd</sup> March. The following topics were discussed:

**Invitations:**

Dave, Keith and Shirley had issued invitations to almost everyone. Lu agreed to make sure the Heath Way residents were invited and Dave agreed to invite Rosie Musgrave. Steve Peacock of the Totnes Times will be invited and SHDC will arrange for official photography (Shirley will check with the Grove if parental permission is needed).

**The Weather:**

It was agreed that if the weather was really bad we would still go ahead with the actual opening ceremony but that the choir and refreshments would be cancelled.

**New Trees:**

The 3 new trees will not be delivered in time to be planted before the ceremony, but Keith will go ahead with ordering them – the LGA will pay and hope that SHDC will reimburse us for two of them (as agreed with Alex Whish).

**Garden Preparations:**

Keith will arrange for the grass to be cut a week before the opening - including the new turf, so the Ops Team will need to bring a spanner! The Sand Pit notice has now been agreed and will be fixed to a low post near the sand pit. The SHDC/Allianz insurance inspection is due this week and should not cause any problems.

**Closing the Garden:**

The garden will be closed from noon until 3pm to allow Earth Wrights to remove the fencing and the LGA to set up a gazebo and table and put tape and ribbon around the play structure. Keith will get SHDC's permission for the closure.

**Order of Events:**

- |              |   |
|--------------|---|
| 12.00 - 3.00 | garden closed – Earth Wrights will remove the fencing<br>LGA will put tape/ribbon around the play structure<br>LGA will erect a gazebo or two with tables<br>LGA will lay out simple refreshments (see below) |
| 3.00         | gates unlocked  |
| 3.00 – 3.30  | teachers, parents and children, invited guests and townsfolk will arrive  |
| 3.00 – 4.00  | refreshments available  |
| 3.30 approx  | Dave will say a few words of introduction, thank all the funders and introduce the choir  |
| 3.35 approx  | the choir will sing a couple of songs   |
| 3.45 approx  | the Mayor will say a few words, cut the ribbon to open the play structure<br>LGA members will remove the pins and tape  |
| 4.30         | refreshments gazebo closed  |

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**Refreshments:**

LGA will provide bottled water and fruit squash to drink and biscuits and pieces of cake to eat. Lu will provide plastic cups, plates and paper napkins. They will be free - though donations will be accepted! Dave will negotiate with the Riverford Farm Shop, Seeds and Happy Apple about providing the refreshments at cost (or free). They will be picked up on the Wednesday morning and delivered while the garden is closed. We assume there may be as many as 200 attending. The cost will come out of the LGA Play Structure fund (should be less than £100).

**Notices:**

Keith will get notices (designed by Shirley) printed and laminated. He will put them up around Southern Totnes. Lu will put a copy in the box outside the garden. Dave will update the website.

**Stewards:**

Any committee members able to attend