

MINUTES FOR LEECHWELL GARDEN ASSOCIATION MEETING
Tuesday 17 February 2009 7.00pm Birdwood House

PRESENT:

Mark Chapman (Chair) Sue Holmes (Secretary) Shirley Prendergast (Deputy Secretary) Neil Chadborn (new co-opted member) Lauel Ellis, David Mitchell, Janet Mitchell, Wendy Reid, Robert Vint

APOLOGIES: Ed Vidler, Jim Carfrae

1. INTRODUCTION

Neil Chadborn co-ordinator of Transition Town Totnes' Health and Wellbeing Group, was welcomed as a new co-opted member.

2. PREVIOUS MINUTES

Proposed meeting with SHDC has been postponed: SHDC, Midas and Charlotte Rathbone still agreeing schedule/costings/ timetable for Midas works. See 10. The minutes were agreed.

3. AGREE CONSTITUTION

Following amendments were agreed:

3 a) to manage, in association with the landowner (currently SHDC), the public open space in Totnes known as the "Leechwell Garden" for the benefit of the people of Totnes *in accordance with the agreement Appendix 1.*

Proposed by RV, seconded by DM

b) to manage, if and when required, neighbouring public open spaces if this is desired by both the Committee and the landowner *in co-operation with other interested parties.*

Proposed by SH, seconded by SP

c) to promote and organise participation and co-operation in the achievement of *those purposes* and to that end etc

The Constitution thus amended was adopted. **SH to amend**

4. REVIEW EXISTING PROJECT PARAMETERS

SH had circulated before the meeting (to be re-sent) 5 sheets of background information to form the basis of agreed project parameters.

1. Timeline of key events Oct 2003 to Jan 2009
2. Agreed project parameters from June 2004 to end 2008
3. Proposed delivery mechanisms agreed between SHDC + DIG 2008
4. Midas costings 2008
 - incomplete, superceded by present negotiations
5. Matters still to be agreed, including project management plan
 - see section 10.

5. SCOPE OF PROJECT

Need to find out contracted scope of work, costings and timeline between Midas/SHDC before scoping project **MC to talk to site manager**

Charlotte has sent DM drawings re boundary (forwarded also to SH)

Note: rill to use stored stone

6. SUB-GROUPS AND COMMITTEE MEMBERS RESPONSIBILITIES

SP handed out a proposal for setting up sub-groups, following the DOS model, which was agreed. Further details to be discussed by officers at a separate meeting

SH to arrange meeting

Committee members put themselves forward to lead the following sub-groups:

- | | |
|--------------------------------|--------------------------|
| a. General planting and trees: | Jeannette* and Wendy |
| b. Play area | Sue |
| c. Public art | Janet and Laurel |
| d. Herb garden | Neil and Angela Chapman* |
| e. Pool repairs | Shirley |
| f. PR | Mark |
| g. Fundraising | Robert and Ed* |
| h. Website | Dave |
| i. Boundary | Jim* |
| j. Bike rack | Robert* |

* not present/agreed

Robin Lacey and Jan O'Highway to give public art presentation at next meeting

SH to confirm

NOTE: Committee agreed that potential providers for commissioned work should not sit on committee; but not considered whether can sit on sub-group

It was agreed committee minutes be put on website, except confidential matters.

7. PARTNERS AND THEIR ROLES, INCLUDING TDT

Discussion re TDT postponed until next meeting

Liaison with other groups

MC and RV

8. POTENTIAL FUNDERS

Joint application to New Heritage Lottery (see notes for 6.)

Discuss further at next meeting

DOS funds to be transferred to LGA account when set up by TDT, cheques signed for invoices by SP and Lionel Harper.

Refer to EV

9. OFFICE AND MEETING SPACE

TDT's use of Birdwood room not suitable.

Strategy Group looking to set up community office **RV to progress**

Sub-groups to meet in member's house

10. DISCUSS POINTS TO BE RAISED AT SHDC MEETING

See separate sheet.

11. AOB

Photographic record to be kept of garden

D & JM

Threshold into garden from car park important.

12. NEXT MEETING

Tuesday 17 March at 7.00pm Birdwood kitchen

SH to confirm

SH/19.2.09

LIST OF POINTS TO BE RAISED WITH SHDC
(please amend/ add to and send back)

1. Contractual arrangement between SHDC and LGA for Constitution Appendix 1
2. Contracted scope of work between Midas/SHDC/Charlotte Rathbone, costings and timeline particularly division between a. restoration b. hard-landscaping
3. Scope of work for LGA, allocation of funding and timeline
4. SHDC future role
5. Charlotte Rathbone's future role and payment
6. Insurance
7. Commissioning and competition arrangements: need for accountability and transparency
8. Extent of Groundwork's role
9. SHDC representative to attend LGA committee meetings
10. Permission for an open day
11. Agreements with sub-contractors
- 12 Management of volunteers