

LGA MEETING WITH GROUNDWORK

Wednesday 15 July at 6.00pm at 5 Heath Way

PRESENT: Mark Chapman (chair), Ed Vidler, Jim Carfrae, Jeannette Willington, Sue Holmes, Charlotte Rathbone, Jackie Francis (Groundwork)

APOLOGIES: Dave and Janet Mitchell

1. PURPOSE

SHDC has engaged Groundwork to give 5 days' support to LGA; it is for LGA to decide how to best use that paid time. The meeting was called to explore and agree ways in which LGA could benefit from Groundwork's support. After an introductory review of the project to date (re-tendering process after redesign costings finalised), and Groundwork's areas of expertise, 4 key areas were identified where Groundwork could assist LGA:

- a. Relationship with SHDC
- b. Funding
- c. Project management
- d. Timescale

2. RELATIONSHIP WITH SHDC

Points agreed:

- LGA's constitution requires a formal agreement with SHDC
- Funders will need to know in place **ACTION: JF, RK,AW**

3. FUNDING

S106 funds not yet with SHDC. £150k to be used for infrastructure and to make garden usable for public; revisions to be kept within budget.

Additional funding required, applications to be made by LGA, supported by SHDC, Groundwork and Town Council (?)

- "Community Spaces" most appropriate, but not guaranteed; up to £50k.
- No requirement for matched funding
- Not start work before grant awarded (excludes infrastructure work)
- Phase 1: Form to be sent by JF to LGA, draft filled in by LGA and checked by Groundwork. **ACTION: JF + LGA**
 - Acknowledgement within 1 week, decision within 6/8 weeks.
 - Will appoint facilitator, arrange meeting to assist with Phase 2
 - Success at this stage positive indication for Phase 2
- Phase 2: Costings and plan, incl maintenance, monitoring, promotion
- Value to community and project completion requires delivery of items that is LGA responsibility to provide (see Discussion notes 13.7.09)
- LGA design sub-group to ask potential suppliers for costings or set budget for items as agreed. Group to include JM **ACTION: LGA**
- Mike Jones for play costings (SH). JC for walling and storage?
- Groundwork fees (after 5 days) included in funding applications (+CR?)
- Separate application form for £1k for specialist support
- Leechwell pool and well: funding application to English Heritage. Essential agreed with SHDC **ACTION: JF + SP, DM, PB,RK, AW**

4. PROJECT MANAGEMENT

- Input from DM and SP re MC's Leechwell document and send to JF as project background and schedule **ACTION: MC, DM, SP**
- JF to send pro forma to MC on project management **ACTION: JF**
- Security of site now and in the future is SHDC's responsibility

5. TIMESCALE

- a. S106 spend timescale? Midas restoration works? **ACTION: JF, RK, AW**
- b. When drawings going to tender to YGS and others? Will LGA have input in award of tender decision? **ACTION: JF, RK, AW**
- c. Community Spaces has 1 year delivery requirement: can specify start date to commence when infrastructure in place

6. NEXT STEPS

1. Exchange of documents as above
2. CR to complete revised drawings **ACTION: CR**
3. EV and CR to agree costings of revised infrastructure **ACTION: EV, CR**
4. JW with other design group members to obtain estimates for community deliverables (see Richard Bailey's Exhibition Document 2005)
5. JF to expedite formal agreement with SHDC, Leechwell pool funding, S106 spend timescale, sustainability of project post-delivery
6. EV to meet RK 24 July to discuss points listed in previous minutes

7. ANY OTHER BUSINESS

Possible grant for restoring Devon Banks?

Agreement of minutes from previous meeting held over

SH contact for Groundworks: express LGA's thanks for support

8. NEXT MEETING

Monday 27 July (time tba) to discuss:

1. Proposal to re-convene Design and Implementation Steering Group (see email with minutes) at meeting AW setting up in August (tba)
2. Figures from design group
3. EV to give revised infrastructure costings and report back on meeting with RK
4. Application draft to be completed and sent to JF to check
5. MC document to be finalised for August meeting with SHDC
6. Approve minutes from previous meetings

SH/18.7.09