

Update from Rotherfold Steering Committee

December 2016

2003 Saturday 21st June Rotherfold Design Day held at Guildhall Totnes to present a report funded by Totnes and Community Strategy Group.

Project failed to progress.

2011 Tuesday 22nd November 'Rotherfold Improvement Plan' public meeting held at the Guildhall Totnes to revisit the possibility of improving the area. Suggestion to form a steering group and Totnes Development Trust offered to chair.

2012 Monday 30th January 2012 'Rotherfold Improvement Plan' public meeting held at the Guildhall to elect steering group.

Steering Group elected consisting of:-

Richard O'Connell	Totnes Development Trust (Chair)
Ed Vidler	Totnes Development Trust
David Horsburgh	Totnes Town Council
Ian Bright	Project Management
Jonathan Lee	Local Residents Representative
Graham Peters	Local Residents Representative
Robert Vint	South Hams District Council
Frances Northrop	Transition Streets
Richard Hoyland	Local Trader's Representative
Louis Victory	Totnes on the Move

2012 Thursday 22nd March Steering Group inaugural meeting held at Conservative Club meeting room. Airing and sharing of views. List of suggestions to improve the Rotherfold drawn up with a view to incorporating these into a questionnaire to be distributed to local residents in the area of the Rotherfold. Ian Bright agreed to design questionnaire and present for approval of the committee.

2012 April 24th Questionnaire layout completed by Ian Bright. 150 copies printed by Richard O'Connell. Jonathan Lee agreed to distribute

Questionnaire distribution through letter boxes



2012 May 5th and 6th 157 questionnaires distributed around the Rotherfold . Questionnaires requested to be returned to Richard Hoyland (Rotherfold Optician) by Monday 21st May.

2012 May 8th Totnes Times publish editorial

A Rotherfold improvement questionnaire will shortly be circulated around the Rotherfold and immediate vicinity. It will call for views on what changes should be made to the square. It is the first step in the process. Once these initial ideas have been received a meeting of the Rotherfold Committee will be called to disseminate those ideas and produce some alternative designs which will then be the subject to a Consultation day held in Birdwood.
The questionnaire can be obtained on the Totnes Development website www.totnesdevelopmenttrust.org.uk Responses are required by the 21st May.

2012 May 23rd Wednesday meeting held at Conservative Club meeting room to review feedback from the questionnaire.

Ross Kennerley SHDC (Parks and Leisure) co-opted onto committee.

81 Responses	Top 4 requests	Seating	93%
		Improve Trees	78%
		Revamp raise area	75%
		Shrubs and Herbs	94%

2012 June 14th Thursday. Brief for architects drawn up and emailed to selected architects on Friday 15th June

Charlotte Rathbone MA.MA.CMLI Rathbone Partnership Ltd
Stuart and Kim Gray SCG Associates
Colette Charsley Associates

Architects presentation meeting arranged for Thursday 28th June at Conservative Club meeting room.

2012 June 21st 20-00hrs Meeting held at Bay Horse to discuss questions for architects. Alex Whish (Landscape Officer SHDC) also attended and co-opted onto committee.

4 questions formalised as only ½ hour per presentation.

1. Please give us an introduction to your organisation and details of other similar schemes that you have been responsible for.
2. Please now present your ideas for the Rotherfold.
3. Why should the committee choose your organisation?
4. Could you suggest a process to carry the project forward?
5. Any questions from Architect?
6. Any questions from Committee

2012 June 28th Thursday Conservative Club meeting room 19-00 hrs to 20-30 hrs architects interviewed. Discussion followed to select an architect. The successful candidate (Charlotte Rathbone) was selected on a points scoring system linked to the 4 presentation criteria laid out in the questionnaire.

2012 June 29th Friday Architects notified of selection

2012 July 17th Tuesday Steering Committee meeting with Charlotte Rathbone at meeting room Totnes Conservative Club to discuss the way forward.

Charlotte put forward 4 options.

Comments on the options were:-

Cycle parking should be 'low key'.

Although in theory grass would be desirable, it could soon deteriorate.

Square vs Round design.

Who would maintain flower beds?

Tree survey to be carried out by SHDC on condition of trees

2012 August 6th Monday Committee discuss the design proposals put forward by Charlotte Rathbone.

Alex Whish (SHDC) stated that a tree survey of the Rotherfold had been completed. The survey showed that none of the trees demonstrated any outstanding features that would prevent their removal if necessary. The residents present at the meeting requested that the two crab apple trees nearest the road should be kept.

The committee's consensus was that the Rotherfold should give the impression of an open area with no high hedges or fences (safe and sheltered space). It should be tastefully lit, with the possibility of uplighters and a focal point of artwork could be introduced.

The committee discussed the question of Public Art in the square and agreed that both the desirability of, and the actual elements would be the subject of a further public consultation. Comments relayed to Charlotte to prepare to designs for presentation at next meeting planned for 20th September.

2012 September 20th Tuesday Committee discuss new proposals from Charlotte. In viewing the three proposals, the committee felt that

Option 1, comprising of a more open town square design did not meet the brief.

Option 2 of a Garden Square and Option 3 of a Town Garden gave a more intimate feel to the area and should be progressed to public consultation. Surfacing would consist of Hogging for Option 2 and Flagstones for Option 3.

Within these two options it was felt that extending the two outer edges of the car parking area to include some foliage would further enhance the area.

2012 October 29th Monday The project is now based around two proposals of either a Garden Square or Town Garden. There has been favourable support from Devon Highways with regards to creating two corner 'build outs' on the side nearest the Bull Inn and also some changes in the road height and surface on Cistern Street to calm traffic and further enhance the appearance of the area. There is a question to be resolved as to the ownership of the two 'build out' areas and whether they can be adopted by SHDC.

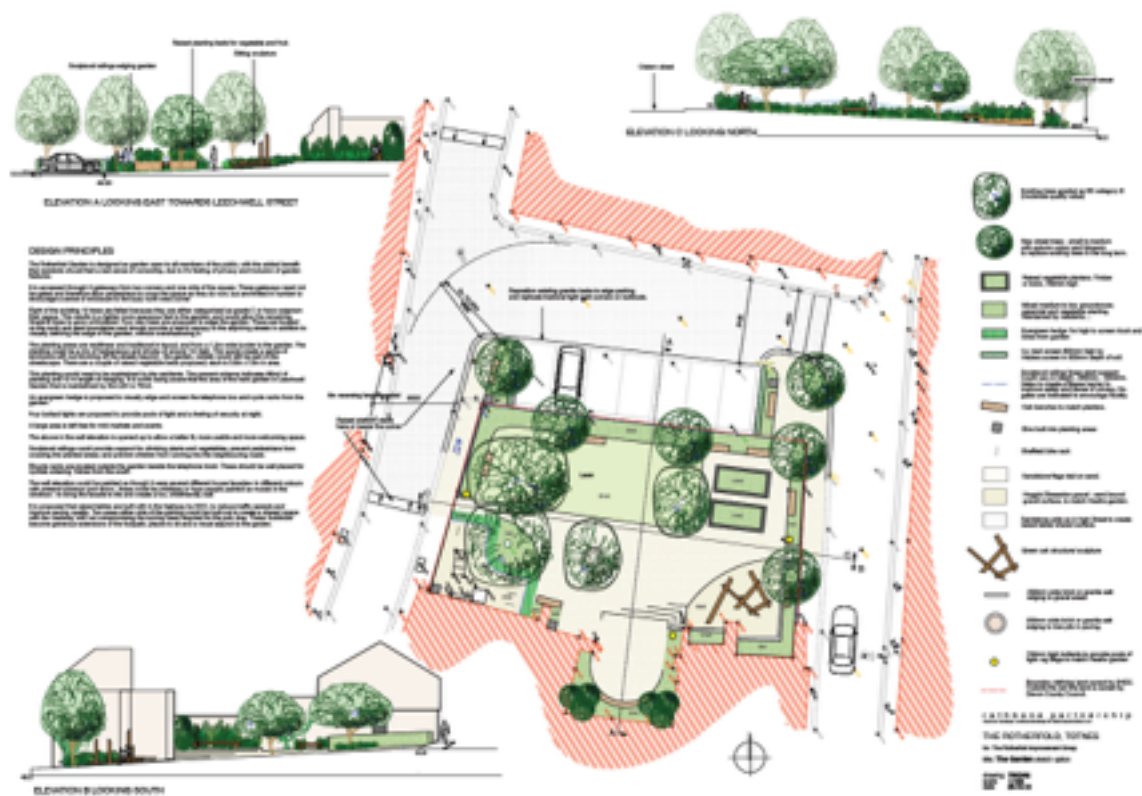
Julian Burn from Transition Town Totnes Cycling group has been most helpful in suggesting a cycle park design and location. His preferred option is on the corner opposite the Bull Inn with a maximum of 8 spaces.

We are still trying to confirm ownership of the walls at the Southern end of the site but it is felt that these probably belong to the properties to which they are attached. A presentation is being prepared to be given to the Town Council on Monday 7th January 2013.

The Square



The G



Next meeting planned for Thursday 29th November.

2012 November 29th Thursday.

Alex Whish (SHDC) reported that the parking area adjacent to the Rotherfold was managed by Devon Highways, but the parking money was collected by SHDC who then passed it to Devon Highways. It was planned to have one parking space for a car club car and one space for recharging electric vehicles, although this could be subject to change (Note DCC have agreed to lose the 2 spaces). Alex Whish had also investigated the possible adoption of the build outs, by SHDC from Devon Highways but he reported that this was not possible.

A date has been confirmed for Monday 7th January to present to the Town Council
Questionnaire drawn up to give feedback from visitors attending the public consultation planned for 18th/19th January 2013.

Discussion took place with regard to including the Shady Garden project with the Rotherfold. It was decided that it should not be included in view of the fact that it was some way behind the Rotherfold project.

2013 January 3rd Thursday

Committee reviewed and approved presentation prepared for town Council meeting on 7th January.

2013 January 7th

Presentation to Town Council. Attending the meeting from the Rotherfold committee were Richard O'Connell, Jonathan Lee and Ed Vidler. Attending in their capacity as councillors were David Horsburgh and Robert Vint.

The presentation was well received and met with general approval.

2013 January 18th Friday / 19th Saturday Public Presentation.

Notices advertising the presentation had been displayed around the Rotherfold on the previous weekend plus a leafleting campaign which included a questionnaire. The Public viewing was held at Bogan House and Birdwood House. Three displays showed the Rotherfold as it is, a garden concept and a square concept. The committee took it in turns to man the exhibition and despite poor weather on the Friday the exhibition generated considerable interest.

The questionnaires from the exhibition will now be analysed.

2013 February 19th Committee Meeting ref design

Review of responses from the public consultation. 136 responses received. It will take about another 3 weeks to fully analyse the results but to date it looks as though 2/3 are in favour of 'The Square' option.

Richard Hoyland, a member of the committee, has discussed the plans with Totnes Chamber of Commerce, who would support either scheme. No official feedback has been received from Totsoc.

Next committee meeting planned for Tuesday 19th March by when the analysis will be completed.

2013 Tuesday 19th March Committee Meeting

Feedback was received from Totsoc via Ian Bright with some suggestions for changing the street layout of the Rotherfold; re-routing the access to Leechwell Street past the Southern shadier side of the site.

Louis Victory then replied to Totsoc on the 13th February stating the following points as to why a redesigned street pattern had been considered by the Rotherfold committee but rejected.

1. Most importantly, the very high costs would have fallen on the project, and that would almost certainly have made it a non-starter
2. The current access road running down the south side of the Bull enables a large dray and a huge flower delivery lorry to park reasonably close to their delivery points, and without impeding through traffic. This benefit could have been reinstated by constructing a delivery lay by on Cistern Street, but that would have taken a large slice of the space available for the square
3. If the square were positioned directly to the south side of the Bull, that would significantly change the access to several other businesses too, which would be rather perverse in the overall context
4. Such an arrangement could effectively create a natural smokers' area and beer garden for the Bull, in a predominantly residential area. That would be likely to happen irrespective of what the local regulatory regime might say!

The analyses of 139 returned questionnaires showed in favour of the 'Square' design by 58% to 33%. The remaining percentage showed no preferred choice. All the preferred design options would now be incorporated into the Square design for presentation at the next committee meeting to be held on Thursday 9th May.

Costs estimates for the entire project were still estimated to be circa £150k.

2013 Thursday 9th May Committee Meeting (Final Design)

Final design presented By Charlotte Rathbone and unanimously approved by committee.

SHDC to be approached for their approval.

3D images of the project to be produced

Presentation to be arranged to Totnes Town Council.

Design to be put on public exhibition at Rotherfold, Civic Square and Mansion.

Copies of design to be given to Totsoc and Totnes Chamber of Commerce.

'Friends of the Rotherfold' group to be set up from volunteers who offered their services through the questionnaire to help raise funds.

Funding required still estimated at £150k. Consideration to be given to developing the site in 3 phases so that work can start before the full funding is achieved.

Louis Victory to explore the 'art structure' design possibilities with Totnes Public Art Group.

Apply to DCC for funding through TOTM.

2013 Monday 3rd June Presentation to Totnes Town Council

Presentation of final design made to TCC. As the presentation was not on the Councils agenda official approval could not be sought. Individually however, each attending councillor registered their approval of the final design.

Final Design



2013 Thursday 27th June Committee Meeting

Chairman reported that he had written to TDT to request funding. No written reply received but a verbal confirmation from TDT that £2k would be made available for a Rotherfold art project. Final Design sent to Ross Kennerley of SHDC on 27th May for approval. Despite several follow up requests no reply has been received. Publication of the final design is therefore on hold. Robert Vint has been actioned to follow up.

Carol Whitty from TDT to investigate involving Kevic's art student in a design project for the Rotherfold. Thanks go to Richard Hoyland's son who produced all the 3D images (Sample Below).



2013

Wednesday 10th July Fund Raising Planning Meeting Bay Horse

During the public consultation period some of the Rotherfold and surrounding residents had expressed a wish to become involved with fundraising. A meeting was set up at the Bay Horse, and invites sent to the interested parties. A total of 4 new interested people attended with one apology.

It was decided that an afternoon of stalls and entertainment would be a way of raising some revenue. The event is being planned for Saturday October 5th and will run from approximately 2pm to 6-30pm. Follow up meeting planned for Tuesday 30th July at the Bay Horse.

2013 Tuesday 30th July Fund Raising Meeting Bay Horse.

Meeting arranged to further discuss fundraising. Progress made with ideas for the stalls to include, 'Manufactured in Totnes' stand, Fortune telling, Music, Bring and Buy food stalls.

The painting of the South facing walls of the 3 houses looking onto the square was discussed. Richard O'connell has discussed the painting of these walls with the Community Service department as there is the opportunity to get this underway for little more than the cost of the paint.

2013 Tuesday 27th August Fundraising meeting Bay Horse

Rotherfold Fete confirmed for Saturday 5th October. Square to be prepared prior to the event by Community Service group. This is planned for Monday 30th September. Funding of £2k has been obtained from Community Spaces to hold the event and proof of expenditure must be obtained to reclaim the grant. It was reported by Christine Sweetman-Willis that some local traders were not happy with the loss of two car parking spaces in the approved Rotherfold final design and would not be supporting the event.

2013 Thursday 4th September Rotherfold Improvement Group (RIG)

Discussion took place with regards to painting of the South facing walls. It was decided to leave this until after the fete as some remedial repair work is required to the buttress's and walls prior to painting.

On site meeting planned for Thursday 12th September with Community Service representative (Barry Pitt), SHDC (Alex Whish), Ian Bright (RIG Project manager), Richard O'Connell (RIG) to discuss preparing the square for the fete.

Christine Sweetman-Willis presented a letter from Totnes Chamber of Trade (TCT) expressing their deep concern over the loss of the two car parking spaces plus the allocation of two spaces for car-share/electric charging.

The committee suggested a compromise could be offered whereby the car-share/charging spaces could be put in abeyance until required. Richard O'Connell offered to write a letter offering this compromise to Andy Garner the author and Co-Chair of TCT. Letter sent on 6th September but no reply to date (22/9/13).

Discussion ref' possible phasing of work. Difficult as much of the project is interlinked but could be priced in sections ie paving, railings, trees etc as funding may be forthcoming for specific works.

Louis Victory reported that he was having no success with DCC Highways with reference to funding the "build outs".

Louis also reported that it was proving impossible to get Kevics interested in an art project for the square.

2013 Monday 9th September Fundraising meeting Bay Horse

Meeting planned on site with Hatch Marquees on 12th Sept
Stage area to be covered by tarpaulin
Banners ,posters to be produced and media contacted

2013 Wednesday 18th September Fundraising meeting Bay Horse

Posters and cards advertising the event have been produced
Hatch Marquees to supply and erect 2 off 9mx3m marquees
Electricity supplied courtesy of Tonya Davies.
P.A system sourced via Jonathan Lee.

Valeport, Build Point and Specialty Fasteners & Components Ltd all signed up for the "Manufactured in Totnes" marquee.

Facebook page now online for the Rotherfold www.facebook.com/rotherfold



2013 Friday 27th September Fundraising meeting Bay Horse

2013 Friday 4th October Bay Horse Finalising details for the Fete to be held on Saturday 5th October

2013 Saturday 5th October Fete held from 2pm to 6pm. Good weather and excellent number of people attended



2013
of Fete.

Thursday 10th October. Bay Horse, review
Estimated income circa £1700-00.

2013 Thursday 31st October Meeting at SHDC Follaton. Present Alex Whish, Charlotte Rathbone, Ed Vidler and Richard O'Connell.

Meeting to discuss the possible phasing of the Rotherfold project in order to keep development moving whilst raising funds. Decided to try to revamp the alcove area as this could be a stand-alone

2014 Tuesday 11th February

Ian Bright reported that he had an onsite meeting with Barry Pitt from community Services and labour for painting would be £500-00. The committee accepted the quotation.

Deadline to receive quotations for the Alcove refurbishment set for 24th February. Documents sent out on 7th February.

Phil John gave an outline of the play that he had written called "Rotherfold Bull". Performance planned for May.

Jonathan Lee reported that Sima Cutting had proposed an Artisan Market for September. The committee approved the idea.

2014 Tuesday 11th March

At the invitation of Jonathan Lee, Ruth Ben Tovim attended the meeting and gave an outline of her history in assisting community projects such as ours. She is a resident of the Rotherfold and keen to be involved in the project. She had drawn up 5 principles to focus on.

- 1/ The community owns the project.
- 2/ Public art engages, involves and secures funding
- 3/ The square is animated
- 4/ The square heritage explores the future
- 5/ the new square focuses on the themes of 'care' and 'exchange'

Artisan market confirmed for Saturday 27th September.

Only one quotation received for Alcove refurbishment from South Devon Stonemasons. SHDC had declined to quote and Bond Construction had stated that they were too busy. Ian Bright had consequently approached Elfordleigh Nursery and JJT Contractors for quotations.

2014 Wednesday 9th April

Community Service team have cleaned down walls in readiness for painting. Jewsons have agreed to donate 60 lts of paint and scaffolding licence has been submitted to SHDC.

Awards for All grant application has been submitted for £8500-00. Decision due at the end of May. Application made to SHDC for £14k from section 106 funding. Sidney Paige Adams approached for £500-00.

2014 Monday 23rd June

Paint obtained for walls and painting commenced. Walls are more absorbent than anticipated and will therefore need a further coat than planned. Total cost of paint therefore £1014.05 inc vat. Labour cost still at £500-00.

Quotations received for alcove refurbishment from Jan Panther Guest (£14,400-00 no vat) and JJT Contractors (£22k inc vat) Louis Victory, a member of the committee and qualified architect, agreed to double check the quotations on behalf of the committee before the committee decided on the successful bidder.

Confirmed contributions to the project have been received from Awards for All £8500-00 and SHDC £13,800-00. The Paige Adams bid for £500-00 was unsuccessful.

The play entitled 'Rotherfold Bull' has been postponed until the Autumn.

2014 Thursday 24th July

Wall painting now complete.

The committee accepted the quotation from South Devon Stonemasons for the refurbishment of the alcove.

The amount of funding received from the from A4A and SHDC amounts to £22,300-00. It is estimated that the alcove refurbishment will cost a total of £15,600. As there was a surplus of £6700-00 the committee felt that this reserve should be put to expanding the planned works. Ian Bright to discuss with contractor.

Rotherfold Players group to be established and a first meeting to take place at the Kingsbridge Inn on Saturday 27th September at 11am.

2014 Thursday 18th September

EGM to discuss best use of the £6,700-00 surplus in further development of the alcove phase 1 project.

Options were planting £300-00, electricity supply £2k, and bench £5-6k. It was decided that the electricity supply and bench should take priority.

2014 Thursday 2nd October

Final account cost given by Ian Bright for alcove upgrade came to £18,524-00. Thus there was only a surplus of £3776-00 remaining to put towards planting and electricity. Alex Whish offered to see if SHDC would adopt the Rotherfold electricity supply.

Alex Whish presented the committee with a planting plan drawn up by Charlotte Rathbone in conjunction with himself and Ian Bright.

The cherry tree directly in front of the alcove has been removed by SHDC thus increasing the functionality of the square.

A very successful artisan market was organised by Sima Cutting and held on Saturday 27th September. A total of circa £1k was raised in cash and pledges to fund a new bench for the alcove.

The Rotherfold players are due to meet again on Saturday 4th October and it envisaged that the play "Rotherfold Bull" will be performed in the Spring of 2015.

An Advent calendar event is also being planned for the Rotherfold in the lead up to Christmas.

2014 Monday 24th November

Introduction to Rotherfold Players group led by Rosie Race. Play to be staged on 9th and 10th May 2015. Rosie will be paid £300-00 for her time. Jonathan and Rosie reported that there was a healthy interest in the production with a volunteer cast of approximately 20. There will need to be 12 x 3hr rehearsals.

Alex Whish reported that he had discussed the building of the bench with Peter Lanyon a carpenter recommended by Sima Cutting. The idea is that the bench will be built using community involvement and preferably on the square.

2014 Tuesday 9th December

The Artisan market organised by Sima for Saturday 6th December was very successful and raised £225-00

South Hams reported that they are still waiting on Western Power to install the electricity supply. It is expected that this will be completed in the New Year and charged to TDT.

Alex promised bench update for next meeting.

2015 Wednesday 14th January

Rotherfold play The Bull on course for 9/10th May. Rehearsal space is proving a problem.

Town Council to be given an update by Jonathan and Richard on Monday 2nd March

Lighting requirements to be discussed with police.

2015 Monday 23rd February

Rehearsals for the play arranged at The Mansion for £12-50 a session. Total 10 sessions

Electricity now installed

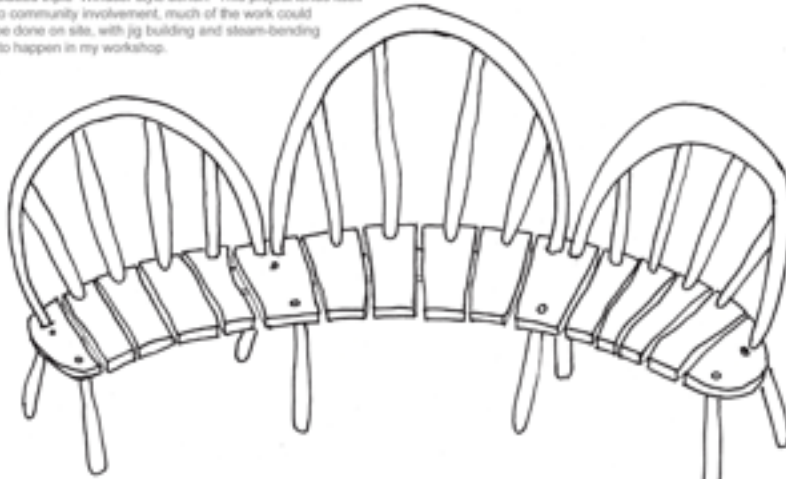
Discussion with regards to the bench design by Peter Lanyon. Cost £3500-00

2015 Tuesday 31st March

Peter Lanyon presented his proposal to the group for the design of a semi-circular oak bench. The bench would be a community project involving up to 8 people and spread over approximately 8 days. There would be in 2 phases. The preparation of the timber and secondly the construction and installation.

Alex Whish offered transport for the timber if required.

Slatted triple 'Windsor' style bench. This project lends itself to community involvement, much of the work could be done on site, with jig building and steam-bending to happen in my workshop.



Proposal 2

Three solid oak benches with steam bent and carved oak back rests. This design lends itself well to community involvement and would involve local craftswoman Isabel Coulton delivering 3 workshops on woodcarving. Depending on numbers more spindles may be added.



Robert Vint tasked with following up DCC for information on the build outs.
Jonathan Lee to discuss alcove lighting with community police.
Rotherfold Players are on course to present "The Rotherfold Bull" on 9th and 10th May.

2015 Monday 27th April

Meeting to discuss the Rotherfold Play "The Rotherfold Bull"

2015 Tuesday 2nd June

Bench update from Peter Lanyon. The committee had commented that the two proposed designs did not appear rugged enough for the square. The new design will incorporate a high back made from vertical planks. Ian Bright to obtain quotation for Green Oak from Anton Coker. Peter estimates 5 days to build and 2 days to assemble.

Alex Whish reported that SHDC would put £3k towards the cost of the bench the final price of which will be £3.5k.

Electricity has now been connected and Jonathan Lee will be the key holder. Meter readings need to be taken before and after events.

Some planting of the flower beds has taken place by volunteers.

The next phase (Phase 2) of the improvement will be the repaving of most of the square but leaving the cycle parking until the build outs can be completed. SHDC could have circa £20k in December from new build housing to match fund phase 2. Ian Bright has obtained a price of £500-00 from the Community Service team to lift and stack the paving slabs in preparation for phase 2.

Totnes Trust has offered match funding of £20k. Richard and Jonathan to present the project to them on 25th June.

“The Rotherfold Bull” raised £752-94. Costs were circa £598-00 leaving a profit of 154-44

2015 Dates and times for bench building

Thursday 30th July - prep day in the workshop

Friday 31st July - Cleaving oak and storing rough components in Bay horse

7th Aug - Initial shaping of seat slab, roughing out timber uprights

14th Aug - Jointing seat slab, ongoing work on uprights

21st Aug - Cleaning up edges and top of seat slab, cleaning uprights

28th Aug - Finishing uprights

Autumn installation dates to be confirmed.

All days start at 9.30 setting up, with introduction and work properly starting at 10.

Clearing up from 4, for a 4.30 finish.

Bench Building in progress



2015 Thursday 25th June

Presentation to Totnes Trust by Richard O'Connell and Jonathan Lee. Match funding of £20k approved.

2015 Thursday 24th September

Bench Project

The Rotherfold bench sections are now completed and ready for assembly. The final phases will be : -

29/30th October assembly in Peter's workshop

12/13th November on site installation

Total price £3500-00

Planting Update

Alex and Ian to finalise details. Cost should be around £400-00

Phase 2

Ian Bright reported that circa £50k would be required to complete the next phase. The community service team would lift and stack the paving slabs for £500-00. The balance would be required for the supply and laying of the paving plus the forming of the flower beds. Cycle parking would remain on the square until the build outs were completed.

Clarification needed on the type of cycle racks required plus the space for an Eco car.

Rotherfold Events

An event called "Head in the Clouds" is planned for Saturday 26th September. The Rotherfold community organised this event to donate money to the recent refugee crisis. The RIG expressed concern that these type of events, although commendable could not be subsidised from the Trust and must be funded by the community organising the event. The involvement of the Trust and the RIG is to raise funds to complete the project.

2015 Tuesday 20th October

Andy Garner attended the meeting on Behalf of the Totnes Chamber of Commerce and stated that they had serious concerns about the proposed reduction of parking spaces shown on the Rotherfold improvement plan. The seven existing metered spaces would be reduced to five and of these one would be allocated for electric car charging and the other for car share. This only left three spaces for people wishing to 'pop and shop'. After much discussion it was felt by all parties that a compromise could be agreed upon whereby only one car space would be lost, thus leaving 6. If this proposal is accepted by TCC the RIG will arrange to have the plans redrawn to include the new parking layout.

- 1/ The cycle parking would be divided and placed onto the two build outs
- 2/ Electric charging point ducting would be installed, but the actual meter installation and allocation of a space left until need demanded.
- 3/ A shared car space will be allocated

The Chairman to write to Chamber of Commerce with this proposal.

Bench Project

The bench sections are completed and ready for assembly. The final phases will be: -

29/30th October assembly in Peter's workshop

12/13th November on site installation

Wendy Reid addressed the committee on behalf of Totnes Gardens who were concerned about the unkempt appearance of the Rotherfold flower beds.

Jonathan Lee also expressed his concern that although a planting plan had been drawn up before the summer, including a costing, the plan had not been implemented. Subsequently the flower beds were now covered in weeds and were being used by dog walkers for benefit of their pets. He suggested that we need to raise a working party to tackle the problem. Wendy offered assistance from Totnes Gardens for this but stated that they were not prepared to take on the Rotherfold gardens on a continuous basis.

Ian Bright was tasked with liaising with Alex Whish to set a programme in motion.

(Since the meeting, a plan has been put forward for a group of volunteers to clear the flower beds at 12 noon on Saturday 31st October

Phase 2

If the TCC approve the new proposal for parking Charlotte Rathbone will be approached to redraw the design of the build outs which will be altered to divide the cycle parking.

There also needs to be a discussion to determine if the build out areas, which are at present owned by Devon Highways, can be transferred to SHDC. Ian Bright and Louis Victory to consult with Mike Jones highway officer and Peter Rees (Traffic Forum)

A schedule of work required to obtain quotations is still outstanding.

Funding

There is approximately £40k to £50k earmarked for the Phase 2 development. Totnes Trust have expressed an interest in seeing the Rotherfold project brought to a conclusion and some more funding is a possibility if the 'build outs' could somehow be progressed.

Rotherfold Events

Head in the Clouds

An event titled "Head in the Clouds" was put on during the afternoon of Saturday 26th September, organised by the Rotherfold community. The purpose of the event was to raise a donation to the recent refugee crisis.

The event was very successful and raised a total of £545-52 (£295-52 net after event costs)

As the event did not directly involve the RIG the selection of a suitable charity will be left to the organisers.

Advent Windows

Jonathan Lee reported that Ellie Stuart, a resident of the Rotherfold, has offered to organise an Advent Window project to coincide with one of the Christmas evening Markets. RIG to be kept updated.

2015 Monday 30th November

At the last RIG meeting a compromise arrangement with regards to the amount of available parking spaces allocated in the Rotherfold design was discussed. The RIG proposed a new layout with 6 spaces thus losing one of the 7 now available. This was subsequently put to the TCoC but has been rejected on the grounds of even losing one parking space will have a serious effect on business income in the area.

After much discussion it was decided that it may be possible to retain the 7 spaces if the build outs and cycle parking could be modified. Louis Victory offered to produce a scale drawing to test the feasibility of the suggestion.

Richard O'Connell to write to an official letter to the Chamber confirming the RIG support for the new proposal of 7 parking spaces.

Bench Project

The bench has been successfully installed and an article appeared in the Totnes times on Wednesday 18th November. Final payment to be made.

Planting

Flower beds have been cleared and now ready for planting. Alex Whish has advised that this should go ahead in January.

Phase 2

Funding

A match funding letter will be obtained from Totnes Trust.

With an application also made to SHDC. The Totnes Chamber of Commerce will also supply a letter of support.

Schedule of works

A job specification now needs to be urgently drawn up. Ian Bright to contact Charlotte Rathbone. SHDC have agreed to pay for the schedule.

A list of contractors also needs to be drawn up and quotations obtained.

Robert Vint suggested that contact should be made with a Facebook page called 'Totnesians' which could increase our profile.

2016 Tuesday 19th January

A cheque for £100-00 had been received from the Chamber of Commerce. This will be banked by Totnes Trust and allocated to The Rotherfold.

Flower Bed Planting

The committee were concerned that little progress appears to have been made on this. In his absence, the committee were

Letter to Totnes Chamber of Commerce



made aware that Ian Bright was keen to progress the planting. The committee therefore proposed to use £500-00 from the Rotherfold account to fund the purchase of plants as per the approved specification. This money can then be reclaimed from SHDC.

Phase 2

Funding

Ed Vidler reported that he had successfully sent off the funding application to SHDC. The committee thanked Ed for his efforts in putting this application together.

Feedback suggests that SHDC are approximately 2 weeks behind with the decision to allocate funding. Alex Whish to be contacted to clarify.

Schedule of works

A list of contractors has been drawn up and quotations obtained.
Quotes are as follows:-

	JTT	£42k
South West Stonemasons		£50k
YGS Landscapes		£61k

If funding is forthcoming JTT will be awarded the contract.

2016 Monday 29th February

Flower Bed Planting

Saturday 12th March earmarked for planting. Ian Bright is sourcing plants from Plants Direct SW at an estimated cost of £700-00. Photographs of the planting will be taken for the Rotherfold Facebook page.

Phase 2

JTT have been informed that they are successful. Now need to follow up SHDC to see if funding has been approved.

Events

Artisan market planned for Saturday 8th October

2016 Monday 18th April

The chairman stated that the main purpose of the meeting was to determine a plan of action in view of the funding now being available for phase 2.

Flower Bed Planting

Planting took place as planned on Saturday 12th March. There was a good turnout from the local community to help and the Rotherfold Facebook page and The Totnes both reported on the occasion. The planting came in close to the £700-00 budget.

Fundraising



The latest round of fundraising has seen a contribution of £20k from Totnes Trust and £22k from SHDC.

This enabled us to now confirm with JTT that the work can commence.

Phase 2

JTT to start 3rd May

Charlotte Rathbone and Ian Bright have met the contractors on site and agreed a schedule of works.

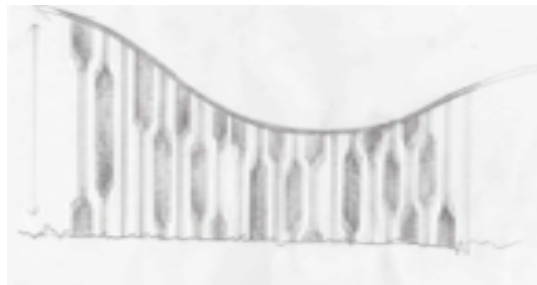
Peter Lanyon will again be asked to provide a design for another community project bench. Peter is at present having a hip operation.

There were two designs put forward for the railings. One from Simon Ridley for a total of £3535-00 and one from Richard Bent for a total of £3000-00. Added to this price was a suggestion to include mosaics supplied by Jan O'Highway at £875-00.



Richard Bent

Ridley



Simon

The committee selected the Simon Ridley design but wished to make some modifications to the design whereby the uprights would be narrower and further apart and a guard rail would be added along the base.

The matter of lighting for the Rotherfold was again discussed as late night drinking is taking place in the alcove.

Signage and lighting options to be further investigated

Events

Rosie Race has offered to produce and direct some entertainment activities. For this she will require funding of £5k. Art Council grants to be investigated.

2016 Thursday 19th May

Phase 2

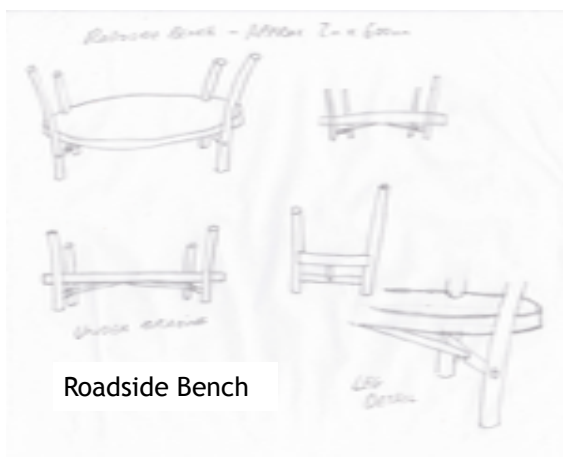
Schedule of Work Progress

JTT commenced work on 3rd May as planned. All slabs highlighted in the area of Phase 2 have been lifted and brick screening areas for flowerbeds and trees completed.

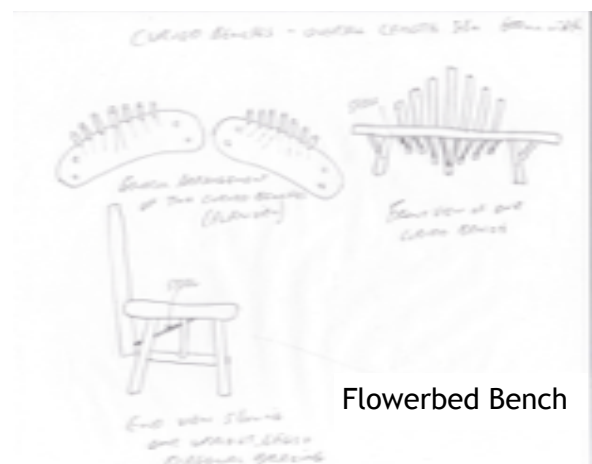
There has however been an unfortunate setback in that the delivered paving slabs are not of the specified 40mm thickness. The contractor ordered these in error and they will be returned at his cost. The dilemma is that the waiting time for the correct slabs is 12-14 weeks.

The committee discussed various options and decided to consider changing to pre-cast concrete sets which are available off the shelf and could come in at the quoted price. It was decided to arrange for a small batch of these sets to be delivered to the site for evaluation.

Benches



Roadside Bench



Flowerbed Bench

Peter Lanyon presented designs for 2 benches and a roadside seat to complement the bench built during Phase 1 which now stands in the alcove. The designs were approved by the committee and the total cost will be £3300-00. The benches will be built once again mainly on site as a community project.

Peter to liaise with the Jonathan when he has acquired the necessary materials. Email to be sent to Peter confirming the order.

Railings

A modified design has been supplied by Simon Ridley the approved manufacturer. Total approved cost £3535.00. A deposit of £1414.00 has been arranged by Totnes Trust.

There will also be 7 community plaques produced for the Square and one of these will be attached to the railings at a position to be confirmed at a later date.

Flower Bed Planting

Quotation from Plants Direct for Phase 2 amounts to £487-71. Committee approved this amount. Planting will be left until the flower beds are completed.

Planned Events

Manufacturing Benches July/August

August 27th Ready-made food stall from the Kitchen Table ref' Totnes Music Festival

October 8th Food Market from Kitchen Table and Transition Town.

"Seven Centuries in Seven Hours" is an event being planned for performance during the Summer and will feature the Rotherfold through the Ages.

Rosie Race has offered to produce and direct some entertainment activities. For this she will require funding of £5k. Art Council grants to be investigated.

Meeting Location

The meeting venue was discussed by the attendees as to whether it would be better to use premises which did not have any political affiliation. Various locations were suggested by members. Locations that were private may need to be hired and how would this be funded? Public venues could not guarantee quiet spaces for presentations etc. As there were no positive suggestions for a change of venue the next meeting to be held on **Thursday 2nd June** would again be at the Con Club.

Ed Vidler

Ed has announced that he is standing down from the RIG. The committee thanked Ed for his commitment to the project and in particular for his efforts in raising funds, which are never easy to source.

AOB

Robert Vint asked for a presentation for "The Town Council Peoples Committee" which will be held near the end of June. Richard O'Connell to liaise with Robert.

2016 Thursday 2nd June

The chairman welcomed everyone and stated that the main purpose of the meeting was to consider our position in view of the failure of JTT to come forward with a proposal of how they were going to proceed as a result of the holdup caused by the supply of the wrong size slabs. It appears that there could be a hold up of at least 16 weeks.

The chairman reported that he had made an appointment and visited JTT at their office in Broadclyst on that morning. He spoke with Debbie Stevens who is a manager for the company but not a director. She stated that they had ordered the correct slabs but Marshals who are the suppliers had delivered incorrectly 15 mm slabs instead of 40mm slabs.

A director of JTT, named Phil Cuff phoned the chairman that afternoon and stated that they were investigating the matter. The chairman made it clear that JTT were bound to complete the contract at the quoted price.

JTT have asked for a stage payment, which has been refused by the committee, as none was agreed in the contract which should have been completed in 3 weeks.

2016 Thursday 28th July

JTT

The chairman and Alex Whish have now completed their negotiations with JTT with reference to the incorrect paving slabs being supplied and extra cost. SHDC have kindly offered to cover the extra £5k for the 40mm paving slabs. Although there was some discussion that JTT should be held to account for their error the total cost of the project will still come it at less than the other quotes received. The total price now will be circa £47k compared to SW Stonemasons at £50k and YGS Landscapes at £61k. The delivery of the slabs will still be about 3 months.

Ian Bright reported that he had achieved some savings on the project which were £262 on manure for the flower beds and £168-80 on the cost of the tree pit covering. There was however an extra cost of £178 for the lighting bollard.

Phase 3 is now a distinct possibility and the committee decided that now was the time to start costing it up.

In order for this to progress a detailed drawing needs to be prepared and the committee was hopeful that the cost of this would be borne by SHDC.

Benches

Peter Lanyon attended the meeting and reported that the bench project was now underway. He had been unable to obtain suitable oak for the staves and therefore the seating would be made from oak and the staves from chestnut which is just as durable.

Once again the production of the two benches will be a community project and anyone is welcome to join in.

After an initial day at Follaton preparing the timber on Friday 29th July, the project will move to the Rotherfold and will be held on the following days, Friday 5th, Thursday 11th and Friday 19th August. Installation is expected to be at the end of September.

Railings

The installation of the railings and planting has been successfully carried out and met with public approval.

2016 Tuesday 6th September

Phase 2

JTT

The chairman contacted JTT for an update on the 30th August. Sarah Thomas the MD replied the same day stating that the replacement paving slabs will be arriving mid to end of September. They will re-commence work immediately they arrive.

Benches

Peter Lanyon sent the committee a written update. The preparation of the timber for the benches has now been completed and installation will take place sometime during October. A stage payment invoice for £1100-00 has been received and passed by the chairman to Totnes Trust for payment.

Phase 3

The committee felt that as Phase 2 was now planned and underway that Phase 3 should now be discussed. Some of the paving that covers an area of Phase 3 has fallen into disrepair and has resulted in a fall to a passer-by precipitating in an insurance claim to SHDC. Alex Whish has discussed the situation with the relevant SHDC management team who have agreed to fund the design and construction of Phase 3 that ends at the kerb edge.. The estimated cost will be £10k which will be wholly funded by SHDC. The cost of the planned railings for that area however will fall to the Rotherfold Group.

An approach will need to be made to DCC Highways with regard to the build outs.

The group thanked Alex Whish for his effort in realising this achievement.

Rotherfold Maintenance.

Some volunteers are coming forward and expressing a wish to help maintain the shrub beds of the Rotherfold. Ian has offered to be the contact in order to coordinate these activities.

2016 Tuesday 8th November

The Chairman reported that he had been pressing JTT for confirmation that the shipment of paving slabs had landed and a start date was urgently required. No definite confirmation had been received.

Phase 2

Alex and Ian had met with Charlotte Rathbone who had produced an updated drawing showing how Phase 2 could now be completed with the help of extra funding and labour from SHDC.

Richard to keep chasing JTT and keep Jonathan updated in case we have a newsworthy announcement to make.

Benches

Peter Lanyon had confirmed that the bench installation would take place on Friday 18th November. The offers of help for the bench project from the Totnes community had been very disappointing.

Railings

Ian Bright had obtained a quotation for the next set of railings to complement the ones already installed. The length is much longer than the present ones and the quotation given is circa £6K. The committee felt this was rather high and asked Ian to negotiate a better figure.

Cycle Park

Ian Bright has found some cycle racks that can be moved as the Square progresses. The committee gave approval for Ian to progress finding more details.

Phase 3

Phase 3 now needs planning progress which can be done at the next meeting.

2016 Tuesday 29th November

JTT re-commence work on the square and their work is completed on 17th December.

2016 Monday 5th December

Update meeting by Chairman with Alex Whish for an update on SHDC offer to complete the paving of the Rotherfold not covered by JTT's quotation.

The stone slabs are being moved today into the new working area where SHDC team will begin works on Monday 11th December.

- The Heras fencing will be replaced this week •

Alex in discussions with Sureset now and have requested samples to ensure we are happy with colour matches - this will then be implemented in the New Year. • Paul is looking at galvanised posts to place at end of parking spaces as more robust and will match new sculptural fence - open for comments!

- We are confident that there are sufficient slabs to complete as a result of JTT over ordering.
- Motor cycle parking is being addressed - there are no Orders in place for the Rotherfold so SHDC will making arrangements - in discussion with DCC over potential marked space on highway
- SHDC will pressure wash the alcove slabs at end of works to better match sparkling new ones
- SHDC reviewing bins and designs - will try to direct towards one to match Louis's in Shady Garden - the recycling ones are not being used well so would go
- SHDC will repaint the finger sign

Richard O'Connell. (Chair Rotherfold Improvement Group)

