

MEETING NOTE

Clay Farm Community Garden Steering Group

Held at: The Public Shed, Community Gardens, Clay Farm

23rd February 2018 12-3pm

Attendees:

Dave Fox (DF) – local resident

Cate Gatti(CG) – local resident

Naveen Sedley(NS) – local resident

Ian Storr (IS) – local resident

Carol Wright (CW) – local resident

Dominic Halford (DH) – local resident

Mel Shute (MS) – Headteacher, Trumpington Park Primary School

Lisanne Doran (LD) - lead gardener/artist

Paul Gibbs (PG) - Director, David Jarvis Associates / landscape architect

David Malia (DM) – Open Spaces Officer – Growth Cambridge City Council

Jo Clark (JC) – Associate Director (Planning), Countryside Properties

Distribution: All present plus Carol Holloway who sent apologies.

This is a note of the meeting on 23rd February together with subsequent thoughts from LD/Countryside including under Section 6 - Timelines and post-meeting comments from other participants.

1.	Introductions and Involvement to date	ACTION
1.1	The Steering Group is to comprise of a number of residents from the 'old and new' developments, plus Trumpington Park Primary School, Countryside, the City Council, Paul Gibbs of David Jarvis Associates (landscape architects for the 'strategic' elements of Clay Farm) and Lisanne Doran – lead community gardener/artist. Other members can be nominated through Group members.	
1.2	Some of the attendees including LD and CW were involved in the 'Haboritorials' project over the past few years, which was based at a house on Abode until 2016. This was part of the Clay Farm/Glebe Farm public art programme which is ongoing. DF is our contact at Trumpington Allotment Society. MS is very keen for the Trumpington Park Primary School children to be involved. JC and PG have been involved with the Clay Farm development for over 10 years. CG and NS have been active members of Clay Farm Community Garden Group (CFCGG). IS occupies a home very close to, and overlooking, the	

	<p>garden site and is keen to ensure the area is well kept and considers that a contingency plan is needed. JC explained that Countryside does have a long-term interest in the success of this space, which will extend beyond the house building phase. LD explained that she has looked at a lot of very well-managed community gardens. Countryside had visited Culpeper Community Garden in Islington when the idea was first being discussed several years ago.</p>	
1.3	Residents were present from homes built by Countryside, Cala and Bovis.	
2.	Background Information	
2.1	<p>A series of 7 documents were circulated ahead of the meeting. These can be found in Dropbox using this link: https://www.dropbox.com/sh/p2kyt4wo2mggh40/AADew_-ZbwCsb7mkP-nAFP8ba?dl=0<https://www.dropbox.com/sh/p2kyt4wo2mggh40/AADew_-ZbwCsb7mkP-nAFP8ba?dl=0></p> <p>These documents are:</p> <ol style="list-style-type: none"> 1. 'Clay Farm Allotments and Community Garden Proposal' - document produced to clear a planning condition attached to the overall outline consent. This sets the framework and general thinking for both community gardens and allotments. This is an approved document 2. Base plan with dimensions. The gas main that runs under the site is shown 3. Design statement that accompanied the recently approved planning application for the overall structure of the community gardens area, namely the hedge, fencing and gates. A previous application was approved to permit the first phase (east of Hobson's Avenue) including the Public Shed 4. Location plan 5. Overall layout, first phase outlined in blue 6. Details of cycle parking etc for the Public Shed 7. As item 5 but with the Public Shed shown. <p>Since the meeting PG has added a CAD version of the base plan to Dropbox.</p>	
2.2	<p>The content of the Garden was questioned. The 'Clay Farm Allotments and Community Garden Proposal' document (see Dropbox) included an illustrative layout and some discussion on the purpose and content of the Garden. DM asked about a play area which he said was included in the document/earlier discussions. JC stated that the original proposals for play provision across the Clay Farm site had evolved and changed. A play area is being provided very close by - opposite the primary school - and it was agreed that a formal play area would not be necessary within the community garden although a natural play area/forest school area would be welcome and MS supported this. LD said one function of the community garden will be to provide garden space for</p>	

	those who do not have any.	
3.	Remit, Governance and Finance	
3.1	Remit – It is clear that the role and purpose of the Steering Group and the CFCGG respectively require detailed discussion. Broadly, the Steering Group’s role will be to lead/direct decisions on how the community garden is delivered, its phasing, financing, the constitution of the final group etc. It will feed information to the CFCGG which has already met a few times on an informal basis and will eventually become the group which manages the Garden. LD, CG, CW and CH are part of that group too.	
3.2	Governance - The Steering Group consists of representatives who can report on behalf of, and back to, Countryside Properties Limited (CPL), Cambridge City Council (CCC) and Clay Farm Community Garden Group (CFCGG) etc	
3.3	It is envisaged that the Group will meet at least 4 times up to September (when LD’s current formal role will cease) and beyond. Potentially April, June and September.	
3.4	Discussion took place on what form of governance the CFCGG should adopt. It was agreed that a fairly simple constituted group can be formed imminently, and that the ability to amend it should be built in. However a more complex form of governance may be needed in the longer-term depending on how the Group wishes to use and manage the site. Ultimately this could become a charity. CCC’s advice on this will be helpful. DF suggested looking to the Federation of City Farms and Community Gardens for their ‘management template’. <i>Post meeting note from CW: CW has already shared the constitution and other documents drawn up by the Empty Commons Community Garden (with legal advice) http://www.verdantearth.co.uk/community-growing-spaces/</i>	
3.5	Finance – this was not discussed in detail so some of the following is LD/JC’s additions: What are the likely minimum overheads? What grants are available and from where? Can CCC offer any advice and support on identifying sources of funding etc? It was suggested that the permanent building could have solar panels and power sold back to the Grid.Suggest CFCGG looks into potential income streams – to report back to next Steering Group.	LD
4.	Survey/Communication	
4.1	DF had conducted a survey relating to the new allotments and the community garden, to which 35 people responded with varying degrees of interest/expertise/enthusiasm. Email addresses were provided. CW queried data protection.	
4.2	LD has a contact list built up over the past 3 years which contains around 200 people.In 2015 an ‘Ideas Report’ was produced – LD to circulate.	LD
4.3	There is a Clay Farm Community Garden website (www.clayfarmgarden.org) and Facebook page (www.facebook/clayfarmgarden). There is also the Habitorials website (www.habitorials.org). DH has dealt with the website to	LD/DH

	date but may need to pass this task to others soon.LD to look at social media presence and website with DH.	
4.4	JC suggested that the Countryside newsletter should contain a feature on the community garden. CW (Bovis resident) said she never receives this. JC to check distribution.	JC
4.5	There is an existing noticeboard on site.	
5.	Early decisions needed	
5.1	Decisions are needed imminently on type, size and location of a greenhouse/polytunnel which is required imminently to start to grow plants from seed etc.	
5.2	Greenhouse/polytunnel – the planning permission for the temporary building ie The Public Shed includes an attached greenhouse. Discussions have taken place between LD and CFCGG and Countryside subsequent to this permission being granted, and a standalone greenhouse or polytunnel is now proposed. The Steering Group discussed this and whilst it was thought that greenhouses are generally more attractive, a polytunnel would be more practical. There was some concern over vandalism but DF pointed out that the polytunnel at the Foster Road Allotments has been in place for several years and has never been vandalised. DF said self-closing windows would be good. It was thought that a polytunnel may not require planning permission. Overall it was felt that space was more important than appearance and a polytunnel was likely to offer more indoor space so was favoured. LD/Countryside to take forward.	LD/JC
5.3	Signage also needs to be agreed. LD suggested that there should be signs at each end of the path which will run east-west through the centre of the Garden, perhaps in the form of an entrance 'arch'.	
5.4	The permanent building was also discussed, although this will be provided later. Countryside must provide a building which serves the needs of both the allotment holders and the Community Garden. The illustrative plan contained in the 2010 document (Document 1. listed in section 2 above) shows this in the north-east corner of the Community Garden site however it may be better located in the south-eastern corner due to the high pressure gas main limiting the area available within the north-east section. It needs to be in the eastern portion of the site ie east of Hobson's Avenue so that it is convenient for allotment holders too. CFCGG will need to carry out some consultation on this. In response to a question JC explained that the building will provide: tool storage for allotment holders and the Community Garden, a meeting room, a kitchen and toilet. There was some surprise that sheds are not to be allowed on the allotment site and that consequently this building needs to provide most/all storage. DM emphasised that this is indeed the assumption to date and remains so. Will the building be able to cope? Lockers may need to be separately accessible from the rest of the building. Toolboxes were suggested on the allotment site.	

6.	Timelines	
6.1	The Group will need to consider when the Community Garden is delivered and how it is phased. DF made a suggestion of delivering it in quarters as the site naturally divides into 4; Hobson's Avenue halves it north-south and the foot/cyclepath will bisect it laterally ie east-west. This was supported.	
	<p><i>Added post-meeting: The Public SHED Spring/Summer 2018:</i></p> <p>MARCH Trumpington Network meeting (12th) Landscaping/building meeting LL/JC/CG (13th) Clay Farm Building Spring Fair – SHEDCAFE (17th) Therapeutic Gardening session (22nd) set up grow areas and sow seeds Fencing and hedging w/Plantstyle Landscape planting & path w/Plantstyle polytunnel – source & erect develop website and social media design, print and distribute leaflet</p> <p>APRIL community build benches/tables/shelving etc. 2 x gardening sessions 2 x design sessions design drop-in Therapeutic Gardening sessions CFCG Group meeting Steering Group meeting</p> <p>MAY SHEDFEST CFCG Group meeting 2 x gardening sessions 2 x design sessions design drop-in Therapeutic Gardening sessions</p> <p>JUNE Green Back Yard Community Garden visit Steering Group meeting 2 x gardening sessions 2 x design sessions design drop-in Therapeutic Gardening sessions CFCG Group meeting</p> <p>JULY Trumpington Network meeting (12th) 2 x gardening session 2 x design sessions</p> <p>AUGUST drop-in gardening sessions (school holidays)</p> <p>SEPTEMBER 2 x design sessions Handover to CFCGG Management Committee prepare garden for Autumn/Winter closing event for The Public Shed project Steering Group meeting</p> <p>ongoing Trumpington Network meeting (12th) Planning application for Permanent Building Steering Group meetings</p>	

7.	Cala Community Programme	
7.1	IS had brought this item to JC/LD's attention and he explained that Cala operates a community programme which can be applied to for funding community projects. LD is to apply. The deadline is 23 rd March.	LD
7.2	LD noted that the CFCGG had already applied for funding from the RHS who advised that it was too early. She also suggested the Heritage Lottery Grant.	LD
8.	Other matters	
8.1	<i>Note: Matters which were discussed but do not clearly fall under any of the agenda item headings are set out here.</i>	
8.2	Boundary planting and pathways - LD/JC/PG explained that planning permission has been applied for for a post and wire fence and hedge around the entire perimeter of the community garden site and foot/cyclepath running east-west through the centre of the site. Permission has been granted for the eastern half (this planning permission also covers the temporary building) and the application for the western half is pending subject to information on drainage being provided to the Council (soakage tests taking place w/c 5 th March – postponed from the previous week due to the snow). There was some concern over the path being very straight and potential for cyclists to pick up speed. It was explained that it is straight as it runs over the top of the gas pipeline and that planting cannot take place over that area; also it was shown in this location and alignment in early planning documents including the outline planning permission parameter plans and Design Code (2011). It was agreed that measures need to be in place to slow cyclists. DM said a staggered barrier was expected on either side of Hobson's Avenue. The boundary works and paths will be planted/laid during March. PG to discuss timing and phasing with Plantstyle who will be carrying out the works. Provision of taps or troughs was raised. DF said troughs are preferable. In a recent meeting between Countryside and the City Council it was agreed that approx. 8 water connection points would be allowed for when the path is laid. Further discussion needed. The Group felt that a tap is required on the permanent building.	PG CPL/CCC
8.3	DF asked who will maintain the hedge as this can be very costly? JC replied that Countryside would initially.	
8.4	DM advised that the pathway through the centre will be adopted by the County Council and that they would be responsible for maintenance of a strip either side. DF asked when the route will be usable – early usage was seen as an opportunity and a threat potentially.	
8.5	Soil conditioning will also take place. The whole of the section on the west side of Hobson Avenue will be done using a weed suppressing membrane and green manure. Countryside to confirm topsoil treatment.	JC

8.6	Fire pit – a fire pit was suggested which generated no opposition.	
8.7	DF requested composting facilities.	
8.8	Events – LD advised that the Clay Farm Centre is due to open on 17 th March and that a walking tour is to take place which could be extended to the Community Garden. This would be an opportunity to recruit more volunteers. LD proposes an event – ‘Shedfest’ - on the Garden in mid-May. Leaflet required – LD to talk to CFCGG and agree with Countryside.	LD/JC
9.	Next meetings	
9.1	Dates for the next 3 meetings to be fixed soon. Fridays are good but CW requested that the meetings should work around the dates fixed for events at the Trumpington Village Hall. JC/LD to circulate dates via a Doodle poll or similar.	JC
10.	AOB	
10.1	No one raised any points under AOB at the meeting. The meeting closed at 2.45pm.	

Meeting note compiled by Jo Clark, Countryside Properties with inputs from Paul Gibbs and Lisanne Doran.

12th March 2018.