

Clay Farm Community Garden Group (CFCGG) – Steering Group Meeting

Project: Clay Farm Community Garden, Cambridge
Date/Time: 27th April 2018
Location: The Shed, Clay Farm Community Garden

Attendees:

| | | | |
|---------------|----|--------------------------------|--------------------------------|
| Liz Cox | LC | Local resident | Standing in for Carol Holloway |
| Dave Fox | DF | Local resident | |
| Naveen Sedley | NS | Local resident | |
| Carol Wright | CW | Local resident | |
| Lisanne Doran | LD | Lead gardener | |
| Nils Norman | NN | Artist | |
| Paul Gibbs | PG | Director (Landscape Architect) | David Jarvis Associates (DJA) |
| David Malia | DM | Open Spaces Officer | Cambridge City Council (CCC) |
| Jo Clark | JC | Associate Director (Planning) | Countryside Properties (CP) |
| Luke Robinson | LR | Graduate Trainee | Countryside Properties (CP) |

Apologies:

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| Cate Gatti | CG | Local resident | |
| Carol Holloway | CH | Local resident | |
| Mel Shute | MS | Head Teacher | Trumpington Park Primary School (TPPS) |

Distribution to all of above

Meeting Notes:

| Item | Comment | Action |
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| 1. | Introductions | |
| 1.1 | Introductions and apologies as listed above | |
| 1.2 | LC to stand in for Carol Holloway | |
| 2. | Notes from previous meeting | |
| 2.1 | LD applied for £2.5k bursary. Decision due end of May. It was noted that there were no restrictions on use of the funds if awarded. LC has drafted a constitution – to be put to next meeting – funding will then be easier to apply for. | |
| 2.2 | CFCGG to establish core group to handle constitution, finance and to elect members to key positions such as chair, secretary, treasurer and any others deemed appropriate. Establishing constitution will be essential for securing funding. | |
| 2.3 | The group is to explore opportunities for funding streams. An example would be the inclusion of PV panels on the roof of the future building. | |



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| 2.4 | LD to circulate the 'ideas report' to this group and others | |
| 2.5 | Social media is reported to be actively running, including Instagram | |
| 2.6 | Website URL to be converted to wordpress to allow LD to manage | |
| 2.7 | Post cards to be distributed to local residents and some placed in the sales offices and Clay Farm community centre. The post cards could also be placed in the Trumpet to reach a wider audience. | |
| 2.8 | CP to include article on the community garden in the next newsletter edition although one has not been produced for some time | |
| 2.9 | JC to order poly tunnel. CFCGG understand that the poly tunnel is considered temporary and CCC may require that it is removed prior to transfer from CP to CCC. | JC |
| 2.10 | DM was asked if CCC have a list of things that they do not want at the community garden. DM advised that this would not be known until it had been consulted in a formal process. | |
| 2.11 | DM to provide specification for cycle barriers on the path over the gas main. | DM |
| 2.12 | It was noted that the top soil must be BS 3882 2007. PG to confirm that this is appropriate and CP can instruct plant style ensure the soil meets this standard. | |
| 2.13 | LD to organise 'ShedFest' for June/July. Timings of pathway works TBC. | |
| 3. Update from CFCGG | | |
| 3.1 | CFCGG to hold meetings on 16 th May and 16 th June | |
| 3.2 | Constitution and committee members to be appointed at these meetings | |
| 3.3 | Sub-groups to be formed focussing on specific areas of interest | |
| 3.4 | Sub-groups to be involved in the master planning process to identify the needs of different groups | |
| 3.5 | NN suggests using a permaculture or zoning plan | |
| 3.6 | Masterplan is required to give CCC indication of the long term development of the gardens. However, this could identify zones but allow creativity / flexibility for CFCGG within these zones. PG will lead the creation of a workable masterplan by interpreting the needs and desires of the group. | |
| 3.7 | LD to collate ideas from the group before the next steering meeting and pass to PG to interpret to allow a first iteration of the masterplan to be presented at the next meeting (End of June). It is intended that the masterplan will be developed with input primarily from the group but also from CP and CCC to ensure it meets the aspirations of all stakeholders. | |
| 3.8 | It was noted that the school may wish to take an active role in the design and management of the corner quadrant of the garden nearest to the school building. This need is to be co-ordinated into the master plan although MS was unfortunately not able to attend this meeting to make comment, but is keen to continue involvement. | |
| 3.9 | CP programme is outlined as follows: <ul style="list-style-type: none"> • May to end of June – master plan and building design development • August to September – planning application preparation for permanent building • September – submit planning application for permanent building • Start on site – early 2019 | |



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| | <ul style="list-style-type: none"> Handover to CCC – Mid-2019 | |
| 4. Ownership and Management | | |
| 4.1 | The importance of the group constitution and obtaining funding was discussed earlier in the meeting. | |
| 4.2 | DM was asked if a phased approach to the handover could be taken by formally handing over the gardens to CCC with the building to follow once constructed. DM responded that this approach had happened elsewhere but thought CCC would require the building to be constructed before handover. | |
| 4.3 | DM was asked if the lease terms to the constituted group had been considered once transfer to CCC had occurred. These were not yet available and would be negotiated with a constituted group following transfer to CCC. CP would like to make transfer to CCC in approx. 1 years time. | |
| 4.4 | Alongside the development of the masterplan a long term management and maintenance plan will need to be created and approved by CCC. PG could create this and provide guidance but will need input from CFCGG. | |
| 4.5 | NS passed on an item about including animals in the gardens | |
| 4.6 | It was suggested that a 'tools library' could be made available in order to limit the storage requirement and therefore the size of the building | |
| 5. Building Design | | |
| 5.1 | Initial concept design created by DJA was shared with the group. PG explains the constraints and design intent of the concept drawing. The cost and deliverability of this design has not yet been assessed by CP but it was felt that it was a good starting point for the master planning exercise to be carried out over the coming months. All from the steering group to feedback comments on the layout and masterplan in advance of the next meeting. | |
| 5.2 | DF suggested that storage should be at the East end of the building to minimize the carry distance for allotment users. | |
| 5.3 | DM suggested that a visit to the Nine Wells allotment building could be arranged for interested parties to see an example of what could be achieved albeit this building caters for a much smaller need. Date for visit TBC. Photos of the building were viewed during the meeting. | DM |
| 5.4 | Concern was raised by the group regarding the size of the building and if it could accommodate the combined use of over 100 allotment users plus the needs of the CFCGG. Other main concerns noted were the size of the storage units, security for the storage and the size of the kitchen facilities. | |
| 5.5 | It was suggested that discrete lockable tool boxes on the allotments itself would be a much better storage solution. DM stated that these are not permitted but will feedback the concern to colleagues at CCC. DM stated that his argument would be strengthened if evidence could be provided that the size of the building would need to grow significantly if in situ tool boxes were not permitted on the allotments. The allotments are due to open imminently. DF to look into how storage works at Nuffield Road allotments. | DM |



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| 5.5 | Input on the building design will be required by CFCGG in conjunction with the master planning exercise. | |
| 6. Public Art | | |
| 6.1 | NN introduction on involvement to date | |
| 6.2 | NN intends to use the public art budget create a feature from an item which the CFCGG require. Art with a function. A suggestion for example would be a composting station. The gateway into the site also provides an opportunity. | |
| 6.3 | These features could have a connection to the 'bird screens' in the country park and the bridges to be installed across the Brook. This idea was supported. | |
| 6.4 | Other ideas could be feature seating as this will be an important part of the final community garden design. The Trumpington Meadows allotment table was also mentioned. | |
| 6.5 | The group expressed a desire for the community garden to be seen as a destination and therefore the public art should reflect this. | |
| 6.6 | NN to liaise with LD to attend the clay farm art steering group to inform designs 16 th May at 19:30 | |
| 7. Any Other Business | | |
| 7.1 | Clay Farm Garden registered as a postal address | |

Next meeting June 2018, date TBC