

**Meeting Minutes**  
**Clay Farm Community Garden Steering Group**  
**Held on Teams**  
**16<sup>th</sup> March 2021 10:00 – 11:30**

**Attendees**

Chairing - Katie Thornburrow (Executive Councillor)  
Ed Nugent (Community Engagement)  
Katherine Beck (BPHA)  
Bruce White (Local Resident)  
Andrew Blackhurst (Residents Association)  
Jo Clark (Countryside)  
Mark Saragossi (Neighbours of Clay Farm Community Group)  
Phillipa Slatter (Clay Farm Allotments)  
Hanna Wallis Planning Services)  
David Malia (Cambridge City Council)  
Mel Shute (Education, Head Teacher)  
Sarah Tovell (Cambridge City Council)  
Carol Wright (Resident)  
Diego Magrini (Resident)  
Anthony French (Assets Streets and Open Spaces)  
Danny Clark (Countryside)  
Corey Isolda (Countryside)  
Christopher Macfarlane (Resident)  
Dan Summerbell (Councillor)

**Apologies**

Paul Gibbs (DJA) , John Parrott (Streets and Open Spaces),Wendy Johnston (Environmental services), Alistair Wilson (Streets and Open Spaces).

1.	Planning Application	
1.2	<p>JC outlined the updated work schedule for the build out of the community garden building. Revised schedule notes would be issued and posted on site noticeboards</p>	
1.3	<p>Planning Permission was granted in September 2020.</p> <p>DC pointed out that Groupbridge had now been appointed as main construction contractor. They were scheduled to make a start week commencing 15 March 2021, and their work would take approximately 15 weeks to complete the community building.</p> <p>Additional works such as amended footpath construction to be completed in early April 2021.</p> <p>Parking bays and water points also scheduled for completion in early April 2021.</p> <p>Pond preconstruction meeting had been arranged with Plantstyle, Countryside and Community Garden Group for week commencing the 22 March 2021.</p> <p>BW expressed concerns that the original timescales for the build out had now slipped, and the quality of the soil was causing concerns amongst the Community Gardeners. He also outlined broadly what the Community Garden Group had discuss with Countryside regarding decompaction removing debris from the soil.</p> <p>DC pointed out that the decompaction and debris removal would be looked at during the post construction work. Delays in buildout were generally due to special permissions that were needed for working in and around a high-pressure gas main.</p> <p>PS expressed concerns about the suitability of Bodpave for car park areas.CO pointed out that the weight loading would be checked to ensure that the ground reinforcement was fit for purpose.</p> <p>DM enquired about the possibility of future electrical charging point for cars and the extent of the water supply. DC confirmed that there was already a water <u>and electrical</u> supply to the Communal building and the system would be extended to provide water points on both the east and west Gardens.</p>	

	DC pointed out that Countryside were also looking at feasibility of utilising an existing septic tank, as future water harvesting.	
2.	Communal building fit out/Soil compaction	
2.1	BW expressed concern about the quality of the soil on both sides of the gardens following the recent construction works. It was pointed out that decompaction work was needed across the site. Both the intended wildflower and grass areas on the master plan required seeding following decompaction work. DC confirmed that Countryside were working closely with the community garden group and seeding was likely to be carried out April 2021 for the east gardens and autumn for the west.	
2.2	<p>CW asked about access to water during the construction period. DC confirmed that water supply would be maintained.</p> <p>JC and CI outlined that the intended arch ways which were part of the community art provision for the site were to be amended and relocated largely as this would not be acceptable as construction over the high pressure gas main. This was to be discuss further with the Community Art Group.</p> <p>BW/CW/DM all made suggestions regarding elements of the fit out of the Communal building. Including.          Separate numbered lock for the storage room.          Separate external access to storage room.          Possible security measures such as CCTV cameras sensory lighting.          Material for glass house.          Smoke detectors.          Electrical charging points for cars.</p> <p>KT pointed out that a meeting with the community garden group would be arranged to discuss the possible license agreement and the extent of security measures for the building.</p>	
3.	Future Management and Licence	
3.1	<p>CW confirmed that the Community Garden Group was now a constituted body, which had a bank account. The group was eager to have clarification on the detail of a future licence agreement including discussions regarding building insurance and income generation.</p> <p>KT pointed out that there would be a separate meeting in approximately three weeks' time to discuss the detail of the proposed licence agreement.</p>	

4.	Allotments	
4.1	<p>DWM updated group on progress with the allotment lease transfer. There had been a number of delays with finalising the formal transfer, however the final licence agreement had been circulated to the three parties involved in the 106 agreement and signatures and engrossment should be completed in a matter of days.</p> <p>PS pointed out that there were some issues around the ground reinforcement system and she questioned whether this particular system was suitable for this application. KT pointed out that this would be investigated.</p> <p>CM asked why the letters offering plots could not be sent out as the plots had now been prepared.</p> <p>ST confirmed that letters of offer had been prepared by the City Council, and the letters would be issued to those on the waiting list following notification that the lease transfer was signed by all three parties.</p> <p>KT confirmed that invitations had been sent for the official allotment opening on the 1 April 2021</p>	
5.	<p>Date for next meeting</p> <p>TBC.</p>	