

CLAY FARM COMMUNITY GARDEN GROUP

Minutes of meeting held on 18 August 2018

PRESENT: Carol Holloway (Chair) CH, Liz Cox (Secretary) LC, Li Doran LD, Dave Fox DF, Dave Jackson DJ, Serena Michell SM, Henry Goodfellow HG.

APOLOGIES: Carol Wright, Naveen Paterno, Cate Gatti, Ian Storr.

1. CH welcomed everyone to the meeting.
2. **Matters arising** from meeting 19 July 2018 –
 - Bank Account. This was ongoing as RBS had managed to lose LC's ID details. It is hoped this will be resolved on Monday 20th August. **ACTION - LC**
 - The Steering Group meeting confirmed that the storage area would be in the NW corner of the site.
 - Dave Fox had already reported on his attendance at the council meeting.
 - Headway will be starting their permaculture workshops at the beginning of September. These will be held on Thursdays and will be open to interested others. In addition, Headway will continue to hold their therapeutic gardening sessions on Thursday mornings. Headway is currently clearing a garden in Fulbourn and they will donate surplus items to CFCG.
 - Li to follow up on the tools that were offered a few weeks ago by an unnamed person who was moving house. It was agreed that we should encourage the donation of gardening tools. **ACTION - LD**
3. **Report of the Steering Group** meeting held on 17 August and matters arising from this report.

Building and Storage

- The haul road is to be removed and the footpath will be installed. Subsoil and topsoil will be added to the site in early September. First Tunnels will be erecting the polytunnel at a date to be fixed.
- David Malia (City Council) had not yet drafted the plan for the footpath with a chicane. It was confirmed that it will be 3 metres wide and there will be no lighting. It has been suggested that we may be able to line the path in part with raised beds.
- Jo Clark and Danny Clark need to be asked about the design of the path and the edging. Will this be included in the consultation exercise? **ACTION – CH**
- Danny Clark had agreed to look at whether the National Grid easement could be amended.
- Katie Thornburrow, City Councillor, is the lead councillor for both Public Art and for Open Spaces. She has indicated that she would like to see people using the allotments by the end of this year. Katie wants CFCG to be an award winning garden.
- There has been email correspondence between Sarah Tovell (City Council Officer) and Philippa Slatter (potential allotment holder) about the question of storage lockers on the allotments. This would be copied to the Core Group and followed up by CH.

ACTION - CH

- Jo Clark stated that the Public Art Steering Group should be consulted about the remaining budget available and any art proposed for the garden. LC said that there were several unfinished Public Art projects on the developments and that there should be a proper face to face meeting of the Steering Group to look at these issues. LC agreed to contact Andy Robinson, copy to Jo Clark, on this matter.

ACTION - LC

- LD is hoping to arrange a visit to Peterborough Green Backyard. DF suggested that the next meeting of the Steering Group, which is on 28 September, should start at Foster Road allotments and continue at the Shed. CH to suggest to Jo Clark.

ACTION - CH

- LC asked about £15,000 earmarked for future maintenance of the garden (3.4 Steering Group minutes 22 June 2018). Would this be passed over to the CFCGG or kept by the City Council? CH to pursue.

ACTION - CH

Consultation Process – Please see attached document for additional information.

- CPL had agreed to a grant of £1000 for publicity materials for the consultation.
- It was agreed that there would be a meeting at on 4 September to discuss consultation planning with the aim of starting the wider consultation at the end of September. The Clay Farm Centre opening was now 19/20 October.

4. Group Structure

- CH had produced a paper on this matter. The suggestions in the paper were considered and it was agreed to adopt the 3 categories:
 1. Core Group - elected by members at the AGM
 2. Members - active volunteers
 3. Friends - those who are not active but have an interest in the garden.

This will have practical implications for communications, with the first two receiving emails asking for help and/or consultation about operational matters and the latter receiving occasional updates and news of events but not the more detailed communications. The Core Group will receive the agendas and notes of meetings, which will be on the website for others to view. LC will need to organise Mail Chimp lists accordingly.

ACTION - LC

- LD wanted to discuss the name of the Core Group. CH thought that as this had been agreed when the constitution was adopted; any changes to the constitution must be done at a Special meeting or the AGM. LC to double check this is what the constitution requires.

ACTION - LC

- Interested volunteers will be asked to become members. SM will design a simple form. This could be a sign up sheet that we can have available at the Garden Parties.

ACTION - SM

5. **Fundraising** – It was agreed to add this to the agenda for next meeting. **ACTION - LC**

6. **Events and publicity**

- LD and SM plan to get an alcohol licence for the garden parties in September.
- DF asked that we use the watering can image on publicity materials where feasible and the email address – info@clayfarmgarden.org. We should no longer use the Gmail address. DF encouraged the use of the website for the consultation process. He was keen to have other people trained to use WordPress and able to update the website.
- LD had agreed to ask the person who designed the postcards to produce a logo for the garden. However, this had not yet been possible as the person concerned had been very ill. **When appropriate ACTION – LD**
- Winter events to be discussed at the next meeting. Agenda item **ACTION - LC**
- LC undertook to check the situation with regard to Mail Chimp as she had heard that if recipients did not open their emails over a certain period of time, they were unsubscribed. **ACTION -LC**

7. **Watering and garden maintenance sessions**

- Watering would continue during the dry spell of weather.
- If anyone has any spare time, there is some weeding to be done.

8. **A.O.B.** – None

9. **Date of next meetings:**

Monday 17 September at 7.30 pm

Saturday 20 October at 10.30 am

Thursday 15 November at 7.30 pm

Saturday 15 December at 10.30 am

Elizabeth Cox

Clay Farm Community Garden Secretary