

# Babraham Parish Council

## Annual Parish Meeting

Thursday 11<sup>th</sup> May, 2023 at 19.30, in Babraham School Hall

### Minutes

#### Apologies for Absence

23APM/  
01

Damon Stanwell-Smith, Sally Punshon, Kathryn Waite, Victoria Penty

#### Report from the Chairman of the Parish Council

23APM/  
02

BPC Chair's report 2023

Welcome to everyone and thank you for your time in coming here today. My report will highlight the issues we have and are facing as a village and details of these will be provided by the individuals responsible in subsequent reports.

To begin with, I should like to thank all my fellow councillors and our clerk for their kindness in giving their time in attending meetings and training for their roles – most of which is voluntary.

As you know, Babraham is a beautiful and exceptionally unusual village with a rich agricultural and scientific heritage. We all have a common aim in trying to preserve this.

Although small – 260 residents – as a village we face very large issues and I shall cover these briefly now.

1. Council tax – one of the primary roles of the PC is to set the bar for the CT. A couple of years ago this was inadvertently raised (before my time) due to the change in our boundary which reduced the number of houses. This meant that a slight increase was caused. I am pleased to report that we have now reduced that back to the original level.
2. Babraham is a magnet for dog walkers and we are delighted to provide that facility which provides such a tranquil place for all walkers in this busy world. However, although we provide dog litter bins and have a contractor who is supposed to empty these regularly, you may have noticed that this is not working well. In the past few days, overflow along the Church walk has been pretty revolting. We are seeking to rectify this asap.
3. Another area of import is the occurrence of potholes and crumbling pavements– this is a nationwide issue due to weather systems. Our District Councillor has been most helpful in seeking to rectify our issues in the High Street but sadly the repairs swiftly faltered and we were back to square one. It would seem that tarmac may have had its day and a new material is urgently required for road surfaces. In the meantime, we can only seek to continue to lobby for more hardy repairs and we are doing this on your behalfs.
4. Our biggest issue to face is of course the proposed development by Cheveley Park Farms up towards the A11 and behind the current High Street of 3,500 new homes plus a large motorway style road cutting across the countryside to

enter the Addenbrooke's campus. This proposal is known as CSET (Cambridge South East Transport) and is widely opposed in the village for obvious reasons. An alternative scheme proposed by the campaign Better Busways, proposes a bus lane from the A11 (where a new P and R is to be sited) up to Addenbrooke's along the A1307 and we are favourable towards this as an option.

5. Our best option, however, is within our Neighbourhood Plan which should be taken into account by central planners will be discussed later. It seeks to provide minimal new housing quota by refurbishment of existing or provision of higher density apartments (all eco-friendly) on The Close and a successful exhibition of this to the public was recently provided at The George.
6. The Forest Garden project has been ongoing and is approaching its final year. It has been ably project managed by Hannah and despite significant issues due once again to extreme weather – you will have seen that the majority of carefully chosen plant species are really beginning to take off. It should be a spectacular asset to the community in years to come.
7. Our relationship with the BRC remains close and cordial. Despite ongoing development of its site, the BRC always seeks and is a good neighbour and is fully-involved in the Neighbourhood Plan. Tree-felling due to sycamore fungal disease has ceased at present. Loss of any trees is always a sad situation but re-planting swiftly follows.
8. Traffic – discussions have occurred with regards to a possible Zebra crossing in the High Street especially to facilitate pupils heading for the primary school and this is ongoing. The speed restriction signs, traffic bumps and digital speed display on the bridge have all helped to decrease the speed of traffic through the village. However, this is not perfect and speeding between these areas still occurs. We are still discussing how to improve matters and welcome your input.
9. Fireworks – our annual firework display has not been possible due to the retirement of the main organizer. Despite trying to find a new way forward, new and stricter health and safety issues seem likely to prevent this being resurrected and we are very sorry not to be able to provide, what was one of Babraham's highlights.
10. Finally, I can report that donations from the PC to the Church and pub enabled some Coronation festivities. Tea, cakes and a competition at the Church and a small funfair at the pub. We hope that some of you were able to take advantage of enjoying that.

### **Financial Report**

**23APM/  
03**

#### **Current balances:**

Unity Trust Business Premium :	£41,800
Unity Trust Current Acc:	£10,542
Cambridge Building Soc:	£80,361
<b>Total:</b>	<b>£132,703</b>

**Reserves: £25,000 Reserved for Playground**

**£1778 for Forest Garden**

**£74,112 for Village Hall**

## £5264 For Neighbourhood Plan

**Precept reduced from just over £16,000 to £14,000**

**Village Hall expenses to date £21,418**

**Traffic calming expenses: £19,000**

**23APM/  
04**

### **Report from Cambridgeshire County Councillors Maria King & Brian Milnes County Councillor Annual Report - Sawston & Shelford Division**

(includes Sawston, Little and Great Shelfords, Stapleford, Babraham, South Trumpington, Hauxton, Harston, Newton and Haslingfield)

Brian Milnes (Brian.Milnes@cambridgeshire.gov.uk) & Maria King (Maria.king@cambridgeshire.gov.uk)

March-April 2023

#### **Introduction**

2022 will be notable as the year of the death of HM Queen Elizabeth II on Thursday 8 September. The accession of HM King Charles III was proclaimed in Cambridge and Ely, and elsewhere in the county, two days later.

The composition of the County Council has changed since my last annual report following the death of Independent Chair of the Council Derek Giles who retired from that role as a result of his ill health, and another councillor switching parties. Cllr Doug Dew (Hemingfords & Fenstanton) left the Conservative Group in January 2023 and joined the Liberal Democrat Group. Cllr Geoff Seeff (Lib Dem) won the St Neots The Eatons seat in the by-election in February following Cllr Giles's death.

Conservatives	27
Liberal Democrats	22
Labour	9
Independents	3

#### **1. Strategy & Resources**

The high rates of inflation in the last year, and the turmoil of the Liz Truss /Kwasi Kwarteng mini budget, increased the costs of providing council services and therefore widened the budget gap.

The Council increased its portion of Council Tax in February, by 4.99 percent in total—2.99 per cent for general services, and two per cent for adult social care. The Conservative opposition proposed an increase of four per cent instead, plugging the council tax gap by using up one-off funding meant for environmental projects, care, and strengthening council services.

#### **2. Adults & Health**

National changes in health and care decision-making took place during the year, with the creation of local Integrated Care Systems spanning health and social care. Cambridgeshire & Peterborough created a joint Health & Wellbeing Board to replace the previous separate Cambridgeshire & Peterborough Boards.

This year has exposed the vulnerability of NHS services nationally and also locally. A BBC investigation last summer of dental provision in the UK revealed that no dental practice in Cambridgeshire was accepting new adult patients.

In addition to Covid, avian flu precautions were implemented across the UK during the year.

#### **3. Children & Young People**

Funding of vouchers over the school holidays for families eligible for free school meals has continued, as has the Holiday Activity & Food programme for the children of eligible families. The cost of living crisis has seen many Cambridgeshire families reliant on such schemes.

The Council was praised by Ofsted for the work of senior leaders in Children's Services in responding to the challenge of Covid, and for maintaining continuity during structural change. Most children in need and those with a child protection plan were supported well.

The council is still seeking residents who would like to make a difference to the life of a child or young person by becoming a foster carer.

In a piece of good news for Cambridgeshire, the council and the Government reached agreement on the 'safety valve' process to resolve the escalating deficit in the cost of Special Educational Needs and Disabilities education. The deficit was expected to grow to over £90m by 2025/26 if left unchecked, and the council was not permitted to divert funding from other sources to fill the gap. Cambridgeshire has been awarded £49M which will be used to create 463 new special school places, with a further £11.3M in capital funding to support new SEND provision on mainstream school sites. Cambridgeshire has historically received less funding per child for education than other areas.

#### **4. COSMIC**

COSMIC (Communities, Social Mobility & Inclusion Committee) has continued to oversee the Household Support Fund, which supports people experiencing immediate financial hardship to pay for food, household energy or other essential items. An increasing number of families are struggling financially at the moment.

COSMIC agreed to use some of the money from the fund to give a 'payment holiday' to pensioners in arrears with their water bills.

A Warm Hubs programme over the winter was funded by the NHS and administered by Cambridgeshire ACRE with fantastic support from local parishes.

A review of the mobile library service resulted in a number of improvements, including more stops, more fuel-efficient routes, and local storage of vehicles. Cambridgeshire's Library@home volunteers were one of three voluntary organisations in the county to be given the Queen's Award for Voluntary Service—the highest award a local voluntary group can receive in the UK.

The Government is introducing a requirement for photographic ID for voters at elections. This starts with the elections in May, and will cost up to £180M over ten years, despite cases of voter identity fraud at polling stations being almost non-existent.

Around two million voters in the UK do not have the right form of ID to enable them to vote—they can apply for free Voter Authority Certificates, but applications for these are extremely slow and many people are likely to find themselves deprived of their right to vote on 4 May. Cllr Dupre has been working with County Council officers on ways in which the council can support the effort to ensure the many people without the required photo ID apply for a free Voter Authority Certificate so that they are not denied their right to vote. I proposed a motion on this to the county council which was agreed.

#### **5. Environment**

The Council awarded the first spending from its Just Transition fund, including £2.175M for a business case for the first phase of the Council's plan for Cambridgeshire to reach Net Zero carbon by 2045. £1.75M was also awarded for flood work and nature restoration.

On the hottest day on record in the UK, Joint Administration members of the County Council voted to sign Zero Hour's Nature & Climate Declaration, while the tarmac melted in the council car park outside the building.

The County Council is working with district councils on energy retrofits in homes with poor energy efficiency. A number of Cambridgeshire residents individual invitations to apply for this.

Anglian Water and Cambridge Water announced in the autumn their preferred location for a new reservoir in the Fens, north of Chatteris, to come onstream in the late 2030s. A planning application will come in due course and progress through a number of stages. It will be a decision for the Secretary of State through the Planning Inspectorate, as with other major infrastructure schemes.

The council has published an interim Tree Strategy, which it will revise once it has baseline information about what trees the council has, where they are, and how the council can expand and improve its tree assets.

We received details of the County Council's carbon emissions for the year. There was a significant reduction in the early stages of the pandemic, due to construction work ceasing, but this is likely to increase again in future years.

We agreed a motion to the Full Council calling for managed divestment by the council's Pension Fund from fossil fuels.

The council ran a #LetsGetOutdoors campaign over the summer to encourage residents to make use of Cambridgeshire's fantastic parks.

## **6. Highways & Transport**

The condition of Cambridgeshire's roads and pavements remains a serious challenge. This situation has been building for many years in which the council's approach was one of 'managed decline'. However, recent extreme weather has speeded up that decline very significantly. The peaty soil under the road surface has shrunk in hot dry weather, and expanded in wet weather, causing the surface to crater and split. Adding more tarmac to level the surface simply increases the weight and makes matters worse. The severity and extent of the problem is far beyond the maintenance budget of the council, so simply 'freeing up some money' is not an option. The council has been actively engaging with the Department for Transport to seek their support and funding.

The council used a data interpretation and modelling tool to identify a 'Safe and Dry' programme of 115 locations where work was needed to improve flood resilience, and work began on the first fifty of these locations. The council is also undertaking a two-year programme to clean and plot all gullies and surface drainage features to improve highways drainage management into the future.

The freezing spell over winter caused many road and pavement surface defects, and failure of pothole repairs. We encourage residents to report faults online.

The county council plans to fit street lighting with energy-efficient LEDs. The council spends £3.3M a year on energy for street lights, and this sum will pay back in under six years.

The working group on Heavy Goods Vehicles produced a new policy and criteria against which to judge applications for weight limits in villages. A number of applications have already come forward. The new funding pot for 20MPH schemes has attracted a large amount of interest.

In autumn the Greater Cambridge Partnership (GCP) consulted on its proposals for improved bus provision and active travel in the Cambridge area, which it proposed to fund through a charge for driving in a 'Sustainable Travel Zone' between 7:00AM and 7:00PM on weekdays.

The results of the consultation will be published in the late spring, and the GCP needs to listen to the concerns of residents. The current proposals are not fair or equitable for South Cambs residents, and should not be implemented. What is needed is action to address the decades of decline in public transport inflicted by successive Governments and local councils.

## **7. Combined Authority**

The Combined Authority has had a somewhat turbulent year, including an attempt to depose the elected Mayor of Cambridgeshire & Peterborough (dubbed the Fenpowder Plot) which was unsuccessful. Most significantly, the auditors (EY) wrote to the Authority in June expressing concerns about the functioning of the Combined Authority, and the Department for Levelling Up, Housing & Communities has become involved, setting some clear requirements for improvement.

The Combined Authority has agreed an Improvement programme with package of external support, and an Independent Improvement Board has been established.

In September 2022 Stagecoach gave six weeks' notice of its intention to withdraw from a large number of bus routes. The Combined Authority pulled together a tender process at very short notice, and was able to find new providers for most of those routes, though there have been changes in frequency and extent of several of them. Additional funding was diverted to support these routes, and the Mayor has decided to levy a precept which will be added to the council tax to ensure the stability of these services for a further year. The Combined Authority really needs to move ahead with a system of franchising of local bus services, which would give democratic control of routes, timetables, and fares, but to do this it needs to find sources of large amounts of income, and in any case franchising would take around five years to implement. Meanwhile the Combined Authority is finalising a Bus Strategy for submission to Government.

#### **APPENDIX A: Cambourne to Cambridge (C2C) Busway**

Cambourne situation is acute – a town built with no decent public transport, now with children growing up and reaching secondary school age and further developments to come (in Bourn and Camborne - which are the best alternative to developing in the green belt) - it is extremely important to address the chronic lack of public transport in Camborne.

Officers have given a clear steer that the proposed on-road route is not good enough to meet the needs of Camborne, and risks disturbing Madingley Wood, and ancient and hugely bio diverse site (SSI). It also involves cutting down trees, including some which are in very sensitive sites. The officers' view has been tested as it has been subject to an independent assessment, which has confirmed the view.

The loss of trees in Coton Orchard, a private site without public access, is a significant issue for us. However, the final route will be designed to reduce to a minimum the number of lost trees, almost all (or potentially all) of which will be commercial fruit trees around 30 years old. It is very likely that large replacement sites with a wilder mix of native species will be able to more than replace the lost biodiversity, along with other benefits such as public access to wilderness, and a bus stop for Coton. It is also important to remember that the busway option will bring with it cycling space too. There will therefore be carbon reduction gains from providing improvements for active travel, as well as public transport meaning fewer private car journeys will be necessary. Supporting the current proposals was a balanced decision. It did not come easily however all the research and information gathered over the many years leading up to it provided evidence for moving it forward.

#### **APPENDIX B: 20 mph zone FAQs**

##### ***Does a 20mph zone have any effects on maintenance, i.e. positively/negatively in comparison to a 30mph/40mph road?***

Outside of any site specific risk assessment or remaining available budget determining whether a road in a higher speed limit is prioritised over one within a 20mph limit there are no negative maintenance implications should a 20mph limit be introduced.

Over time we also expect that introducing a 20mph limit will impact positively on our future maintenance costs in the following ways

- The potential removal of any road markings other than statutory or safety related ones throughout 20mph areas.

- A reduction in the lengths of higher more expensive materials and High Friction Surfacing required on the approaches to signalised crossings.
- A reduction in the amount of signs and sign lighting units as the requirements and guidance is significantly relaxed in a 20mph limit compared to a 0mph or above in this regard.
- A reduction in fixed Vehicle Activated Signs / flashing signs and the future maintenance costs associated with these as they would become obsolete.

***How can we make Parishes aware of who is involved with regards to the final decision making / who is the delegated authority for TRO related objections?***

I will pick this up with our Policy & Regulation team and see what can be pulled together to inform parishes of the current process.

***Clarification that buffer zones in some cases would be automatically put in alongside the 20mph where applicable.***

Where possible, and budget allowing this will be the case on all approaches to 20mph limits where there is currently a speed limit of 50mph or higher on the approaches to the proposed start of the 20mph.

**Report from South Cambridgeshire District Councillor Peter McDonald**

**23APM/  
05**

**Report on the Neighbourhood Plan**

**23APM/  
06**

Activities undertaken since last update (April 2023)

• **Neighbourhood Plan (NP) Phase 2 progress**

The NP Working Group held a three-day drop-in exhibition at The George on 19<sup>th</sup>, 20<sup>th</sup> and 22<sup>nd</sup> April to inform the community about NP progress and to seek feedback on the draft Landscape Appraisal, Village Design Guide and the Masterplan options for The Close. Chris Chapman attended all sessions on behalf of Babraham Research Campus to provide specific information on the Campus' Vision for The Close.

Over 80 people from all parts of the Parish attended the drop-in exhibition and the general feedback given to the Working Group was overwhelmingly positive.

A summary of feedback:

- All the proposals for Local Green Spaces in the village had more than 70% of people strongly supporting them
- 100% of people (46) responding said they supported the Valued Landscape proposal
- 98% of people supported protection for the important views identified
- With the exception of one principle (to explore moving the nursery, which had a No Preference majority response), all the proposed Design Guide principles were either Strongly Supported or Supported by the majority of people
- Although the Masterplan policies (for any of the three options) for redevelopment of the Close were supported by the majority, the consensus preferred the medium density, more environmentally friendly redevelopment option and its associated development principles (option 3).

We are currently analysing the feedback in more detail. A report of the feedback will be made available on the NP website.

- **NP grant status**

The NP work is funded by a government grant from Locality. The grant period finished on 31<sup>st</sup> March. We will be submitting a report of progress and funds spent and will be returning all remaining unspent funds. A new application for funds will be submitted immediately afterwards to enable work to continue.

Total grant awarded	£9,870.00
Total funds spent in NP Phase 2 (September 2022 – March 2023)	£4,505.40
Funds to be returned at grant end (31 March 2023)	£5,364.60
Funds to be reapplied for to cover NP Phase 3 (July – December	£5,364.60

### Next Steps

- Drop-in event results analysis and report (May)
- Finalised Landscape Appraisal, Design Guide and Masterplan for The Close (May)
- Submission of the grant report to Locality (May)
- Application for further Locality funds for the final phase of the NP (June)
- Assuming successful, we aim to publish the draft NP for comment (by September)
- The final NP (taking account of any comments) will then be submitted to the local authority (by December) with the formal referendum of the village undertaken by the Local Authority (by Spring 2024)
- If the majority approves, then the NP will be adopted in time to be used as evidence in the public inquiry for the new Local Authority Plan during 2024

### Report from the Village Hall Committee

**23APM/  
07**

Village Hall Update – May 2023

We have planning permission approval to build a small extension to the existing school hall includes a larger kitchen, toilets, storage areas and meeting room. The meeting room will be available to the parish to hire during the day, evenings, and weekends. The school hall will be available to the Babraham village hall during evenings and weekends, with a little TLC (painting, VA s

To date we have spent £18k, which has all come out of the s106 funds. £14k on architect fees and £4k on the planning process (including searches and surveys). The original funds remain untouched.

As the land is owned by Bush & Bennett and leased to demat we also need approval and an amendment to the licence. The legal fees which Bush & Bennett will incur are approximately £10k and we are just about to approve these costs so that we can move the project forward.

We are expecting the legal framework to take approximately 6 months and then hopefully once all amendments have been made to the licence we can start the build!.

Report from Babraham Primary School

**23APM/  
08**

May 2023

At long last we are able to operate without covid restrictions. Everyone at school is enjoying the freedom to mix, and parents are once again welcome into school for assemblies and other events.

The Executive Headship model came to an end in December 2022, with the headteacher now working full-time at Babraham. The former assistant headteacher has been promoted within the Trust, and the current staff team is working well to provide an excellent education to the 88 pupils on roll.

The school continues to be organised in four classes. We continue to work informally with Thriplow Primary School, sharing some subject leadership and participating in a joint residential to the Isle of Wight with the oldest children. The Diocese of Ely Multi-Academy Trust continues to support the school with curriculum development, and we were delighted to re-engage with the Babraham Institute for some enrichment activities for Science.

We have enjoyed going to Church and look forward to participating in village and community events.

Victoria Penty

Report from St Peter's Church

**23APM/09** St Peter's Report for Babraham Parish Council AGM 11 May 2023

During 2022 we continued with two services a month, a Service of Morning Worship on the first Sunday of the month and a service of Holy Communion on the third Sunday of the month. Children's activities are provided during these services. We are fortunate to have the help of The Reverend Petra Shakeshaft, who was licensed to the parish as an Associate Priest during the year, and of Canon John Pinder. There were 2 funeral services and 1 memorial service held at St Peter's during the year.

Normal routine maintenance was carried out which included treatment for Wood Boring Beetle in several places around the church. We are extremely grateful to the Parish Council and the Babraham Institute who have continued to help maintain the churchyard.

The vicar has continued with her weekly visits to Babraham Primary School which includes taking an assembly. She is also on the Local Governing Body of the school. The school has restarted attending the church, following the lifting of Covid restrictions, for special services which included the School Carol service which was also attended by many parents.

A number of activities were held in the church during the year including monthly Saturday afternoon teas during the summer, Easter and Harvest treasure hunts, and an Art Exhibition in September which were very successful. The Summer Concert and Strawberry teas were popular as ever with several children from the local primary school/village playing, in addition to our regular organist Alan Bright. All these events helped to bring in very much needed funds. It is a continuous challenge to raise the funds for the maintenance of the church and we certainly could not function without the support of all our volunteers.

Sadly, we no longer have a church warden, Mary Hunt stepping down after many years of loyal service for which we are extremely grateful. With such a small PCC and

lack of officers this does raise the question of the sustainability of the church. We hope that more members of the wider community will be interested in helping to maintain our beautiful Grade 1 listed building for generations to come, and a public meeting is planned for the autumn when various ideas will be discussed.

Kathryn Waite  
Vicar

**23APM/  
10** Report from the Bush and Bennett Charity

Report from the Bush & Bennett Charity  
Annual Parish Council Meeting, May 2023

Apologies for not being able to attend this evening's Annual Parish Council Meeting. A short report this year!

We are happy to be able to report that the Trustee Board, Almshouse Residents and Old School Room tenants all remain the same this year and are all still very well supported by our lovely Old School House residents – Ed & Mary Hunt.

Our biggest project this year has been the repair/replacement of most of the Almshouse windows and the front doors (costing in the order of £22,000 since they are all bespoke) and there are generally essential restoration/repair works being undertaken across all of the properties as a result of their age and condition. Our next Quinquennial survey is due at the beginning of next year (2024) - despite the exponential inflationary rise in building costs we continue to look after the fabric of the Listed buildings to the best of our ability and continue to put the needs of our residents (not forgetting our educational objective) at the forefront of everything we do.

We have also been working, over the last year, with the Village Hall Committee and Babraham School to progress the idea of a shared school/village facility. This will unfortunately require legal changes to our governing document, which we hope we will be able to progress very soon.

Sally Punshon

On behalf of the Bush & Bennett Charity Trustees

May 2023

**Report from Babraham Research Campus**

**23APM/  
11**

**23APM/  
12** Report on Forest Garden  
Progress on activities since the last report (April 2023 PC meeting)

1. Forest Garden progress

Working parties have continued in the Forest Garden. It appears that most of the main garden trees have survived the extreme temperatures we experienced last summer and winter and most are now in full leaf and blossom. Unfortunately, the hornbeam hedge trees have not fared so well, and there has been significant mortality. Alternative planting will be discussed with the working group and forest garden designer.

2. Forest garden gates

Although the original plan for an additional bridle gate at the very north end of the garden was adjusted to cover the costs of rabbit proofing, the new arrangement is working very well in terms of protecting the newly planted shrubs, probably better than if there had been a bridle gate installed. As there is a gate at the north end of the garden, just before the rabbit proofed section, once the trees in the main area become well established, it will be possible to unlock both existing gates to allow through access to the garden while keeping the much more vulnerable plants protected from rabbits, dogs and deer.

### 3. Forest garden governance

The Forest Garden Steering Group structure was agreed at the last PC meeting. Representatives who have agreed to be part of the Steering Group:

- Chris Chapman (Babraham Research Campus)
- Jane Goody (Babraham Parish Council)
- Hannah Thomas (Babraham Forest Garden Management)
- Emma Adeane (Babraham Community)

### 4. Babraham Community Forest Garden Project - Year 2 Summary

Year 2 ended at the end of March 2023. Activities carried out during Year 2:

- North end of the garden fenced and rabbit proofed
- 6 more heritage apple and gage trees and 42 fruiting shrubs planted
- Three 1000-litre water tanks (IBCs) installed for permanent irrigation
- Forest Garden poster designed for the Babraham Institute Green Impact Awards Event
- Forest Garden presentation to 150 Cambridgeshire school children at the Climate COP Schools event held at Sawston Village College
- 16 open gardening sessions (May – March) bringing the community together
- Facebook page with 83 followers maintains a visual record of the community engagement

A summary of project costs and justifications is provided in Appendix 1. There is an £1,589 underspend to be carried over to Year 3 once VAT has been reclaimed.

#### Next steps

- Applications and proposals to fund the Forest Garden Year 3 will be prepared (May)
- Terms of Reference will be created to outline the roles and responsibilities for the Steering Group and a first meeting arranged (June)
- Year 3 plan to be drafted (June)

**23APM/ 13 Any Other Business / Open Forum**

Signature: *Anne Charteris* Clerk 6th May 2023

10 Duxford Rd, Hinxton, Saffron Walden, Essex CB10 1RB