

Cottenham Village Design Group

Meeting Minutes: Held at 243 High Street, Cottenham, Cambridge
15 February 2011 at 8pm

Attendees: Mike Smith (MS), Steven Poole (SP), Henry Le Brecht (HLB), Alex Thoukydides (AT), Alex Darby (AD)

Apologies: Clare Le Brecht (CLB)

This meeting was held specifically to discuss the forthcoming AGM to be held on 15 March 2011 at the Cottenham Community Centre.

1. Proposed speakers

Ken Doyle has accepted the invitation to talk about solar panels for houses and in particular Listed Buildings and Conservation Areas.

HLB has contacted Abbey Renewables to talk about the solar farm proposals in Wilburton and Chittering. The proposed speaker is currently too busy to consider this. **HLB to follow up on Monday 21 February.** If this speaker cannot be confirmed then Ken Doyle will be the only speaker.

2. Publicity

AT to find a suitable image from the internet for the publicity poster

HLB to prepare some text (two paragraphs at most) and send to Alex T for approval

The image and text is to be sent to John W by Tuesday 22 February to prepare a poster.

AD is to print the posters and MS will collect and distribute to notice boards including Parish Council, Coop etc

AD is to produce the AGM notice and send a draft for comment

HLB to issue AGM notice to all members and prospective members

MS to provide Sustainable Cottenham (Kate Heydon) with details of the AGM talk

3. Times and format of AGM

Start at 7.30 – refreshments etc

7.45 – introduce first speaker

9.00 – Start AGM (including Chairs report, Treasurer summary, Planning officer comments)

10.00 – Close

If there is only one speaker, he will have 40 minutes to talk with 20 minutes of questions.
If there are two speakers they will have 20 minutes to talk and 10 minutes of questions each.

4. Committee roles for 2011/12

The following existing committee members volunteered for roles on the 2011/12 committee. These roles will be put to the vote at the AGM:

MS volunteered to remain as chair

SP volunteered to be Vice Chair

HLB volunteered to be Treasurer

AT volunteered to be Information Officer

MS to speak to AD to see if he would be willing to volunteer for the planning comments coordinator role

MS to speak to WM to see if he would be willing to volunteer for the Membership Secretary role

5. Provision of projector, refreshments etc

MS is to organise the projector

AD is to organise refreshments, cups etc

SP to seek permission from the community centre's trustees re serving wine at the AGM