

Cottenham Village Design Group

Meeting Minutes: Held at 243 High Street, Cottenham, Cambridge
21 April 2010 at 8pm

Attendees: Mike Smith (MS), Alex Thoukydides (AT), Steven Poole (SP), Bill Miller (WM), Henry Le Brecht (HLB), Clare Le Brecht (CLB)

Apologies: Tim Wotherspoon (TW), Alan Leeks (AL), Sue Gymer (SG)

1. Accept Minutes of Previous Meeting

The minutes of the meeting of 27 January 2010 and the AGM on 2 March 2010 were approved.

JW to update website with both sets of minutes, amendment to the constitution, Building Futures Talk write up and accompanying presentation.

2. Action points from last meeting and AGM

All previous action points are covered on the agenda.

3. Quarterly newsletter

The committee agreed that there should be three newsletters a year in January, May and September. Forthcoming articles are to include:

- Review of the Building Futures talk prepared by AT.
- Review of the group's visit to Donarbon. **SP to speak to Jenny to prepare the article. MS will review.**
- Review of workshop on tall buildings which was held by Cambridge Horizons. SG attended this workshop and **WM will obtain a copy of the minutes to prepare a summary.**

Next issue will be May. **AT to compile and distribute the May newsletter.**

4. Cottenham newsletter articles

Articles to include are:

- Summary of Building Futures talk – **AT to condense his note of the Building Futures talk and provide a link to the CVDG website (for full article) and SCDC website (for more information on CVC Sixth Form plans).**
- QN article summary – **MS to chase up AD on preparing a summary for this.**

The deadline for articles is 25 April 2010 but there may be some flexibility on this.

5. CVC media students

There is a proposal for CVC media students to create a film about the CVDG. Amy Wormold (Arts Development Officer at CVC) is the key contact for this.

HLB will prepare a brief for the film for the next meeting.

The following ideas were discussed for inclusion in the film:

- Village buildings
- Committee meetings
- Examples of CVDG's influence on planning applications
- Using clips from original video
- Images of newsletters and boards
- Photos of Fen Edge Family Festival (FEFF)
- Tour of village
- Footage of two new estates

MS will contact Amy Wormold once we have a brief.

6. Review of AGM

All considered that the Building Futures talk was excellent and well prepared. Likewise the AGM presentation was well prepared and delivered by PC.

However, despite an interesting topic and sufficient advertising, the talk and AGM were poorly attended. This could have been for two reasons:

- It was unfortunate that the AGM clashed with a Parish Council meeting. The date of Parish Council meetings needs to be checked when organising future meetings.
- The CVC Sixth Form is not a big topic in terms of village interest.

The committee needs to discuss ways to improve attendance. **MS to add a brainstorming session to the next CVDG committee meeting and all committee members are to bring their ideas.**

7. Review of planning issues

Five sets of planning comments have been submitted since the beginning of 2010 including the Methodist Church (change of use to new community centre), public art sculpture at CVC and renewal of outline permission on Church Lane.

The CVC sixth form extension has been approved. The tree is to be retained (this was a comment made by CVDG in their comments).

The Smithy Fen appeal has been rejected.

Two pre-application discussions have taken place:

- 13 Church Lane – the main issue was the complexity of the plans. SP and JW met with the applicant having previously commented that the design was not 'barn-like' as suggested in the previous outline application, it was more like a large cottage with its dormer features. The applicant brought revised sketch drawings which showed the dormers removed and replaced with skylights. CVDG will comment again once the plans are re-submitted.
- 50 Church Lane – again the main issue was the complexity of the plans. SP and AT met with the applicant and their architect. They suggested simplifying the layout by putting the projections at the back rather than the front. CVDG will comment again once the plans are re-submitted.

The committee discussed their involvement with tree-related applications. SP had contacted Andrew Grimmer (SCDC Tree Officer) who said that CVDG should contact the Parish Council to get sight of applications. SP contacted Julie from the Parish Council and requested that copies are passed on. The applications are not available on-line. **SP will send an email to SCDC to ask why the applications are not available on-line** (as other councils make them available in this way). **CLB will look on the planning portal website to find out the recommended consultation process for tree-related applications.**

8. Review of Donarbon visit

Approximately 14 people visited the waste recycling facility at Donarbon. Those who attended felt it was well organised and well received.

9. Feedback from other events

See earlier comments on talk prior to AGM

10. Membership update

HLB has taken over from AL as membership secretary. **HLB is to request the following from AL:**

- **Membership notes**
- **List of people who signed up to receive information on CVDG at the FEF.**
- **List of people who attended to cycle talk**

WM is to send a list of members and a list of who has paid membership fees to HLB.

The committee considered how membership could be increased:

- Include members on planning comments rota
- Target groups for membership could include:
 - Local architects – **PC to provide a list of architects to HLB and WM will ask his colleagues**
 - Parish councillors
 - Village Society
 - Archaeology group
 - Sustainability group
 - Former members of CVDG
 - Businesses in the village
- Could do a similar quiz to FEF at Autumn Show
- Social networking eg: Facebook. **HLB to set up Facebook page for CVDG.**

MS to add membership to future CVDG committee meeting agendas.

11. Ideas for future visits and talks

The committee discussed the following ideas:

- Accordia – this will be a self-guided tour using a podcast available for download from http://www.shape-east.org.uk/tours/Accordia_Podcast.html. **CLB will send an email to the rest of the members to inform them of this event.** The visit on Saturday 12 June will begin with lunch (**HLB/CLB to find a local pub**). **WM will consider parking options.**
- Weekend in Dorset including Poundbury / Jurassic Coast / Maiden Castle. This would be a two nights. A guide is needed.

Other ideas include Milton Keynes eco houses and SPEP Hockerton, Notts.

12. Minerals and waste plan

SP advised that the Smithy Fen area had been taken out of the current plan.

13. AOB / items for next agenda

- Future of insulation in buildings (**WM to investigate ahead of next meeting**)
- Consideration of energy generation (wind, solar etc)
- Brainstorm for increasing attendance at future meetings
- Increasing membership

14. Date of next meeting

23 June, 8pm at 243 High Street