

# ***Cottenham Village Design Group***

Meeting Minutes: Held at 6 Tenison Manor Cottenham Cambridge.  
12<sup>th</sup> February 2009 at 7.45.

Attendees: Alex Thoukydides, Steven Poole, Mike Smith, Bill Miller, Alex Darby, Patrick Clark.  
Apologies: Tim Wotherspoon, Alan Leeks.

## **1. *Accept Minutes of Previous Meeting.***

The minutes of the meeting of 20<sup>th</sup> January 2009 were approved.

## **2. *AGM.***

### *Publicity*

AT tabled an A4 poster which John Williams had designed, for the AGM, and distributed copies to attendees for display. MS suggested display on the Parish notice board, AD to write to Julie Groves to arrange this.

***ACTION AD***

### *Accounts*

WM stated he needed the membership list to calculate the membership income for the accounts. AT to forward.

***ACTION AT***

AT stated he would need the accounts by next weekend for the handouts. WM said he would complete them by then.

***ACTION WM***

### *Planning*

SP stated he will prepare the planning comments coordinator's report. He stated that there are about the same number of applications reviewed as last year.

***ACTION SP***

### *Officer Positions*

AT requested nominations for the Chair vacancy, and there were no volunteers.

AT asked for approval for the amendment to the constitution to create the position of Vice Chair (VC). There was discussion of the role: - the VC would take over the day to day activities of the group. SP stated that a VC position was usual for a group of this size. MS stated it would allow for progression from VC to the role of Chair. It was agreed to propose an amendment to the constitution to create the VC position.

AT requested nominations for both the Chair and VC.

SP stated he would consider the VC position in the event of nobody coming forward.

AT outlined some of the things he had been doing in the Chair's role, as follows:

Agenda and forward planning; Checking minutes; Point of Contact; Driver to ensure that the group achieves its goals and gets things done.

PC stated he would consider the role of Chair and VC and make a decision before the AGM.

MS stated he could not devote the time for the Chair but would consider a two year stint if nothing else could be resolved.

AT stated in summary: MS to consider chair if PC does not, and SP to consider VC if PC does not. AT stated there are now candidates for all the officer positions.

AT stated he would propose a change to the constitution to formalise the VC position, and it was agreed that the VC should be a permanent position. It was also agreed that there would not be formalisation of

the succession of the VC to chair. This will make 7 Officers in total. AT will propose a motion at the AGM to create the VC.

**ACTION AT**

*Talk on the A14 upgrade*

AT stated that he had received confirmation from the speakers that they will attend. AT reported that the speakers will bring detailed drawings of the junctions near Cottenham.

**3. Quarterly Newsletter.**

AT listed topics for the April newsletter:

TW to write up a piece on the International Symposium on the 21st Century City.

**ACTION TW**

MS to ask Bill, his contact in Japan, to write a follow up article to the one that MS wrote for the 3<sup>rd</sup> newsletter. PC stated he would write up an article on the A14 talk

**ACTION MS & PC**

It was agreed to include adverts for events we were organizing such as FEFF stand, possible walking tour and Cambridge Cycling Town Demonstration Initiative Talk.

The agreed deadline for all the articles is to be the start of April.

**4. FEFF.**

AT stated we will have a stand in the Culture tent and MS stated the tent would be open 10am to 5pm Saturday and Sunday. AT stated we will use the usual display boards. WM stated that we should display the Quarterly Newsletter copies. SP stated we should use the event to canvass for new members. MS stated a guided walk along the High Street might be a good idea.

WM and AD stated they would consider being joint guides. MS stated that the deadline for advertising the guided walk would be 23<sup>rd</sup> February for the Fen Edge News and the 25<sup>th</sup> April for the Cottenham Newsletter. AD and WM to confer and to formally agree (or not) to act as guides.

**ACTION WM & AD**

It was agreed that there should be a CVDG competition at the FEFF, and a 'Locate the photo competition' was proposed. It was agreed that the prize would be decided later.

AT to provide details of the space required for the stands to MS. MS stated he would book a location for the CVDG stand.

**ACTION AT & MS**

MS stated 9<sup>th</sup> May was the date for the Market and Fun Run.

**5. Cambridge Cycling Town Demonstration Initiative Talk.**

SP stated he had contacted Mike Davis, (programme manager), and suggested either an open meeting or a talk to the committee. Mike had offered a 15minute presentation, and SP stated we need longer than this. WM suggested we could ask Mike if he could suggest a parallel speaker on the cycling topic. SP to investigate speakers and dates for the weeks commencing 11<sup>th</sup> or 18<sup>th</sup> May with a Wednesday or Thursday being the best.

**ACTION SP**

**6. Review of Planning Comments.**

SP stated he had reviewed planning applications with PC on 28<sup>th</sup> January. He ran through the comments that had been made.

**7. Any Other Business.**

SP stated that Nigel Bolitho still owes a comment on whether the Design Group can be notified by SCDC planners in respect to conservation area tree work in the Village.

AT stated that Ann Doubleday had informed him before the meeting that the CVC pond may have to be filled in due to Health and Safety issues. MS stated he would investigate further and report back at the next meeting.

***ACTION MS***

SP and MS gave an update on the proposed community centre project (Methodist Church). A Heritage Grant is the only one available that is able to cover the whole cost of this project.

SP stated there is a 9<sup>th</sup> March deadline for comments on the Minerals & Waste Plan Proposed Additional Sites. He stated that the proposal was designed to process Cambridge's and London's waste.

**7. Date of Next Meeting.**

This was agreed to be Wednesday 25<sup>th</sup> March 2009 venue 6 Tenison Manor at 7.45

END OF MINUTES