

Cottenham Village Design Group

Meeting Minutes: Held at the Three Horse Shoes High Street Cottenham
1st September 2008 at 7.45.

Attendees; Alex Thoukydides, Mike Smith, Steven Poole, Bill Miller, Tim Wotherspoon,
Alex Darby.

Apologies; Patrick Clark, Alan Leeks and John Williams.

1. Accept Minutes of Previous Meeting.

The minutes of the meeting of 24th July 2008 were approved. AT stated that there had been minor corrections since circulation of these minutes and they would be posted on the web for the first time.

AT stated he would provide SP with a PDF of the minutes, and SP is to provide them to JW with the next set of planning comments.

ACTION AT+SP

2. Election of Acting Secretary and Information Officer.

AT stated that Kate Heydon's resignation left two posts vacant. These would need to be filled until the next AGM (February) when the posts could be formally offered for re-election. AT gave brief details of the work involved. AD agreed to be acting information officer. WM agreed to be acting secretary.

3. Competition and Stand for Autumn Show.

AT stated that the stands could be erected as at the Fun Run event. He tabled the Quiz Form for the CVDG competition. The format of stands was agreed, and the Quiz Form was thought to be good.

MS stated that the framed photo would be ready for presentation to the quiz winner. It was agreed to fund the framing costs by deduction from the CEAG funds being passed to CVDG.

It was agreed that the Quiz would be pinned up on the stand and they would also be handed out during the show. Some attendees said they could help out to man the stands.

4. Letchworth Garden City Trip.

The Letchworth Garden City Trip will take place on Saturday 13th September and will involve a guided tour by the Museum Curator Josh Tidy. We are to meet at the Letchworth Museum at 10.30. The following stated they were attending SP+Sally, TW, AT, WM+Nancy, AD+1.5, JW and Jenny. MS apologised for not attending. AT reported: - that the fee to Josh Tidy will be £50, - CVDG will charge attendees £3 each and make up the difference from CVDG funds. Subsequent to the meeting Josh Tidy had given directions to the museum and parking locations and had said that payment by cheque will be fine, payable to 'Letchworth Garden City Heritage Foundation'

It was noted that problems had been experienced with the membership@cvdg.org email alias in relation to email replies to attend the trip. AT agreed to check with AL that everything was now working. Subsequent to the meeting SP and AT reported that they could not find any problems. MS agreed to phone PC to see whether he would be planning to attend.

ACTION MS

5. BRE Innovation Park (an exhibition of 6 zero carbon homes).

WM stated that he had booked places for 17th September at 2.30pm for AT SP and himself and 2 from his office. BRE is located at Watford near the M1. It was agreed to meet at WM's

office at 1.00pm. TW said he would like to attend. WM said he would organise another ticket, (assuming they are available) and get back to TW. AT said he would drive a second car if TW was attending. It was agreed that WM should prepare a summary of the tour for a future presentation to the Design Group. (Subsequent to the meeting WM confirmed he had obtained the additional ticket)

ACTION WM

6. Meredith Bowles Talk.

Meredith Bowles is a local Architect who designs low energy buildings. WM stated that Meredith had agreed to talk to the group on 11th November. SP stated he had booked the New Drama Room 1 at CVC from 7.30pm. AT stated he already had JW's agreement to design a poster which would be required by mid October. AT stated we should make an effort to advertise this talk. He suggested a local what's on listing plus web listing, in addition to posters and email flyers. AD said he would liaise with AT. TW agreed to try to get an article in the South Cambs. Magazine, or at least on SCDC's what's on website.

ACTION AT+AD

7. Quarterly Newsletter.

It was agreed that the newsletter should carry on as a joint effort of the Committee Members. The next newsletter should be scheduled for October with the deadline for articles to be 1st October.

AT stated he was looking for articles/topics. The following were discussed.

- Advert for Meredith Bowles Talk (AT)
- Summary of Letchworth visit (AD)
- Autumn Show Competition (AT)
- Photo of competition winner (WM)
- Planning comments (SP)

For the January newsletter potential topics were identified as follows.

- BRE visit (WM)
- International dimensions of the Design Statement (MS)
- An analysis of the effect of village design statements across the country, MS asked if TW could investigate (TW)

8. Footer for Planning Comments.

SP presented a footer for use with planning comments which clarified the role/responsibility of the Design Group members who make the comments. The meeting unanimously approved the footer which is to be used on all planning comments made. An example footer is shown below.

Applications viewed and comments prepared on behalf of Cottenham Village Design Group by Steven Poole and Alexander Thoukydides, 20th July 2008. All quoted text is taken from the Cottenham Village Design Statement, Supplementary Planning Document: http://www.cvdg.org/design-statement-2007.pdf . Comments are based solely on the principles and guidelines set out in this document.
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9. Review of Planning Comments.

SP stated he had reviewed and commented on 1 set of plans since the last meeting, and he tabled these comments which were dated 18th August 2008. He went through the comments made on the notable applications.

SP reported that he had received the Inspectors Report on the refusal of Mereham, together with a copy of the government letter to the developers agent. WM stated it would be interesting to hear the details and arguments used in the refusal. He asked if SP could summarise these at the next meeting.

ACTION SP

TW reported on the progress of the planning application relating to Unit J Broad Lane. SP said that he had hoped that some agreement could be made between the residents and the business involved.

10. Any Other Business.

None

11. Date of Next Meeting.

This was agreed to be Monday 6th October 2008 at 7.45pm at 6 Tenison Manor.

END OF MINUTES