

Cottenham Village Design Group

Meeting Minutes: Held at 6 Tenison Manor – 24th July 2008 at 7.45.

Attendees; Alex Thoukydides, Mike Smith, Patrick Clark, Steven Poole, Bill Miller.
Apologies; Robin Heydon, Alex Darby, Katherine Heydon, John Williams.

1. Accept Minutes of Previous Meeting.

The minutes of the meetings of 14th April and 9th June were approved with minor corrections.

2. Review of Procedure for Planning Comments.

SP stated that planning comments were being reviewed in accordance with the Code of Conduct dated 2004. SP stated that as applications are now online the Design Group has more time to review them. There is a three week period from the date of registration of the application.

SP stated that the reviewers used telephone and email communication to agree their comments in relation to applications. He said he felt this system was working successfully, but there could be pressure to submit comments on time. The Web copy of plans was used, due to difficulty of access to hardcopy plans, which were held at Cambourne or in the Parish Office, (which involves Julie Groves being present). Flexibility of email commenting is therefore required.

MS stated that there should be face to face meetings for larger applications.

The meeting voted 3-2 for a verbal discussion,

AT said that this small majority should mean that from now on there will always be a *preference* for a verbal telephone or in person discussions, before the first set of planning comments are drafted.

AT stated that a disclaimer could be added to the bottom of each set of planning comments when they were published. It was agreed that this would be added and should confirm that the comments had been made by the Committee as a whole and not by individual committee members acting alone.

SP said he would prepare a simple disclaimer for approval by the committee.

ACTION SP

3. Review of Visit to Beaufort Court.

AT reported that this was an interesting and successful visit.

AT stated that Committee members attended and there were no general members. He questioned if more publicity should have been undertaken. SP said members do not need to be active participants.

PC stated that the Committee should continue to arrange visits even if only for the benefit of Committee Members.

4. Proposed Group Outings.

LETCHWORTH GARDEN CITY

MS stated that he had arranged a group visit to Letchworth Garden City on 13th September 2008. He said that there would be a tour by Josh Tidy, Curator of the Exhibition and Garden City Heritage Museum.

AT said we would charge £3 per person for the visit and this was agreed.

MS stated no time was set at present. The tour would be 2 hours, with 0.5 hour in the museum, and 1-2 hours walking.

AT stated we should leave at 9.am for a 10am start with lunch at a pub to follow. This was agreed.

MS to contact Josh Tidy to arrange time etc. (Update: Mike and Josh have agreed a 10.30 start in stead of 10am)

ACTION MS

AT stated he will circulate an email flyer once times had been agreed. The draft will be circulated to WM and PC for approval.

ACTION AT

BRE INNOVATION PARK

WM reported that the costs for visiting the park had escalated to £75 each and no special discounts are available. It was agreed that a group visit is not now possible and neither is group funding.

(WM stated that his office would be visiting the park at full price on 17th September 2008, and anyone was welcome to join in with this visit. AT and SP expressed interest. (If SP is not able to make it MS expressed an interest) AT may report back to the Committee with a short presentation on the visit).

5. Competition and Stand for Autumn Show.

AT tabled the draft CVDG & CEAG quiz for the Autumn Show, and asked for comments. These were very favourable. It was agreed that some minor amendments to the questions would be made. It was agreed that we will tell contestants that the answers to the quiz can be found in either the CVDG Design Statement or the CEAG 'The Cottenham Landscape'. It was agreed that the DG information and membership form could be attached to the quiz, but with minor modifications.

ACTION AT

AT asked MS to check out if there was an unframed Richard Heeps photograph, which could be framed as a competition prize. It was agreed that CVDG would pay for the framing.

ACTION MS

6. Quarterly Newsletter.

It was agreed that this item should be put on hold as Kate Heydon was not present.

7. Public Meeting / Talk.

WM stated that Meredith Bowles (a Cambridge Architect with a practice in Prickwillow) would be prepared to talk to the group on the general subject of 'The design of buildings to reduce energy consumption and CO₂ emissions'. WM stated he had won an RIBA award for his own house and designed and built an extension for the University School of Architecture.

AT suggested WM ask for a title and bullets, so that JW could be asked about publicity. We will propose November 11th 18th or 25th at 7.30 at the CVDG lecture room.

ACTION WM

SP to check room availability.

ACTION SP

AT suggested that publicity should be considered at the next meeting.

8. Review of Planning Comments.

SP stated he had reviewed 2 sets of plans since the last meeting firstly on 23/6 and secondly on 20/07. He went through the comments made on the notable applications.

9. Any Other Business.

AT, (CVDG Chair), tendered his resignation. In part this was due to KH's disagreement with him over the content of the Quarterly Newsletter.

The committee persuaded him to withdraw his resignation, and he agreed to remain chair until the next AGM.

10. Date of Next Meeting.

This was agreed to be Monday 1st September 2008 at 7.45pm at 6 Tenison Manor.

END OF MINUTES