

Cottenham Village Design Group

Committee Meeting Minutes: Held at 243 High Street Cottenham Cambridge 3rd June 2009 at 8.00.

Attendees: Alex Darby, Steven Poole, Alex Thoukydides, Tim Wotherspoon, Mike Smith, Bill Miller, Robin Heydon, Henry Le Brecht, Clare Le Brecht.
Apologies: Alan Leeks, Patrick Clark.

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

The minutes of the meeting of 25th March 2009 were approved.

2. **Matters Arising from Previous Meetings.**

MS stated that he would screen the video of the original Design Statement at the next meeting. MS to add this as an agenda item.

ACTION MS

MS asked if the draft AGM minutes are on the website. WM has checked and no minutes after Dec 2008 have been posted. WM to send minutes to JW.

ACTION WM

It was agreed that the April issue of the Quarterly Newsletter No 5 went out.

MS stated that the Cottenham Village College Pond is not now under threat of being filled in. It was agreed that the draft CVDG letter concerning the pond should *NOT* be sent out.

3. **Quarterly Newsletter.**

MS stated that Quarterly Newsletter No 5 was superb. He thanked contributors including TW for his piece on Liverpool. MS stated that the July newsletter needed copy by 1st July to be issued mid July. Articles were agreed as follows:

- Bill Batty (via MS) to write an update on his Taiwanese student's thesis about approaches to buildings and design in Japan.
- Nick Wilson (via MS), an attendee at the cycling talk, promised an article on the talk.
- AT to include photographs and notes on the FEFF and quiz.
- AD and WM to report on their guided walks at the FEFF.
- SP to describe how the group comments on planning applications and invite more to be involved.
- AD to solicit suggestions for future visits or talks.

ACTION VARIOUS

HLB suggested that a review of a specific planning issue on which CVDG had commented could be done for a future issue. It was felt that individual applications should not be discussed. WM suggested that a review of how the two large estates have integrated with 'old' Cottenham 15 years on would not be contentious. CLB and HLB agreed to consider doing this for a future issue.

4. **Fen Edge Family Festival.**

Display stands

MS stated the pitch for the display was 2.5 by 2.5m. AT stated he would experiment with the stands to see how a display would fit. AT stated he needed content for the display by Friday 5th or at the latest Friday 12th June. The display would include Newsletters, the Competition, the Statement and Maps, Guided Walks. AT stated he would erect and take down the display Saturday a.m. and Sunday p.m. WM to take down the display Saturday p.m. and re-erect Sunday a.m.

ACTION AT WM

Quiz

For the Quiz PC has suggested the identification of a photo of the Wooden House. MS stated it was positive that many correct answers would result, particularly if the quiz included information to gather new members. WM stated the image was too easy to identify and should be cropped to make it harder. RH stated he would take on the production of the quiz to include contact details for people entering the quiz. MS stated it was his priority to get more members. SP stated that the Chair should draw the quiz winner at 5.05 on Sunday outside the main marquee. Draw time and place to be included on the quiz entry art work. This was agreed.

ACTION RH

RH stated that Kate had 2 'ballot' boxes for the completed quizzes which he would acquire.

ACTION RH

Quiz prize

CLB and HLB stated a framed print of a Richard Heeps photo should be given again as the prize. WM to give RH the CD of TIFF images of the photos. The picture is to be the apple printed at A3 size. CVDG will pay for printing. CLB and HLB agreed to approach framers to enquire whether they would donate part of the prize in consideration for their name being mentioned.

ACTION WM RH CLB HLB

Manning the CVDG display

CLB will arrange the rota for manning the display which will be in 2 hour stints say 10-12, 12-2, 2-4, 4-5. RH stated it is important to allow for overlaps.

ACTION CLB

CVDG Architectural walks

AD stated he and WM had met to discuss the walks. The Church to Broad Lane is the preferred location. The walk would discuss the historic buildings on the High Street and their development in style over 4 centuries.

MS stated a minibus should be hired on Saturday to take people to and from the walk from CVC. On Sunday transport along the village is already arranged and can be used for the walks. WM stated he would arrange the hire of the minibus with CVDG. Suggested walk times are 1.30 and 3.30 on Sat. and Sun. with pick up from CVC. MS stated that a risk assessment for the walks is provided. WM to forward a risk assessment to MS.

ACTION WM

MS stated he would send the FEFF logo to AD to add to the walk poster. AD stated he would prepare a poster for the walk and send to RH. RH stated he would add information on the Architectural walks to the back of the quiz. AD to get the poster and RH the quiz to AT Friday 12th June.

ACTION AD RH

5. Review of Cambridge Cycling Demonstration Town Talk.

MS thanked SP for arranging a good talk. SP said turnout was good with non-members attending. This was attributed to good distribution of posters. TW stated that an officer from SCDC had attended and had given good reports of the talk. TW reported that the completion of the cycle path alongside the guided bus route would be a little delayed. MS stated he had registered the names of 30 attendees.

6. Review of Planning Comments.

SP stated that applications were running at 50% of 2008 levels possibly due to the economy and the new Permitted Development Rights. SP stated he had reviewed planning applications on 6th/23rd April and 23rd May. He ran through the comments that had been made. SP stated that the refusal by SCDC of the eastern building plot Church Lane had gone to appeal. SP stated that AD had put in an application for a modern extension to his house in the High Street.

7. Policy where Planning Applications are From Members of CVDG.

A detailed discussion was held concerning planning applications submitted by applicants or agents who are CVDG committee members. It was agreed that care should be taken to ensure that committee members who are applicants or agents are seen to take no part in any planning comments. AT said that the CVDG code of conduct states

‘Any member with a personal interest must declare this and take no part in the proceedings’.

The latest set planning comments included a disclaimer stating that the Applicant is a committee member and has taken no part in the preparation of the comments.

After discussion it was agreed that the new practice should continue for applications by committee members. It was agreed that it should not be required for applications by agents who are members. It was confirmed that members who are agents for planning applications are already excluded from making comments.

8. Cottenham Newsletter Article.

MS stated the deadline for newsletter articles is 25th June next.

- Topics were discussed:
- Nick Wilson’s cycling article
- Quiz winner piece
- Article on what the CVDG does.

AD agreed to produce an article about the group’s FEF activities, including the quiz and walk.

ACTION AD

9. Ideas for Future Visits Talks Etc.

TS stated a walking tour of Accordia Cambridge would be interesting, and this was agreed. Date to be agreed. TW agreed to find out if a tour or show house would be available.

ACTION TW

HLB stated he could arrange a talk on new school building(s) in Cambridge by Mouchel Parkman. Mouchel Parkman are school design consultants. It was agreed that this talk could be for the next AGM.

ACTION HLB

10. AOB.

MS confirmed that he had sent the bank mandate forms to Alliance and Leicester Bank.

WM stated he was awaiting membership monies from AL.

ACTION AL

11. Date of Next Meeting.

This was agreed to be Wednesday 8th July 2009 venue 243 High Street Cottenham Cambridge at 8.00

END OF MINUTES