

K1 Meeting Notes

K1 Development

KEY NOTES AND ACTION POINTS

Issued 6 June 2013



Project	Cambridge K1	Title	Meeting	Date	3 June 2013
				Deadline for actions	10 June 2013
Attendees	Robert Copcutt, , Hannah Shields, John Leighton, Adrian French, Chris Creasey, Rhona Maclean, Sandeep Tailor, Claire and Lewis Meek, Miranda Garfoot	In attendance	Adam Broadway, Jim Ross	Apologies	Ruth and James Diver, Donald Allwright, , Nic Leighton, Ann Jarvis, Christiane Meckseper, Chris Wilson, Chris Smith, Stephen Hill,
		Observers	None		

Subject Area	Task/Issue	Key Action	By Whom	By When
Welcome		Adam welcomed those present to the meeting.	ALL	
Minutes from Previous meeting		Approved. ASB reported that City Council are considering a proposal to create a fund to support the professional fees. Other options are being considered to bridge the issue of paying for the professional fees. ASB reported that SCDC have changed their approach re the planning consultation and are willing to consider a Pre Planning Agreement	All	
Membership Update		JL reported on the current position. 6 members have paid up. 4 members to pay. ASB to amend the membership form to include bank details. At this point the meeting engaged in a serious discussion about communication and members interest in the project.	ASB	asap
Update on Decisions		ASB asked for an update on the key decisions either approved or out for consultation.		

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		<p>It was recorded that:</p> <ul style="list-style-type: none"> • The decision making process was approved • PassivHaus Standards and Certification was approved by those members paid up • Agreed that homeworking was not an issue as space would be available in the neighbouring new business centre. <p>The meeting discussed and it was proposed that issues for decision would be either facilitated by a group member or either Stephen or Adam as project facilitators.</p> <p>It was agreed that Sandeep would propose that the current agreement on design standards be approved.</p> <p>A discussion took place re the project size and scale. This was not resolved. It was agreed to discuss at the next client briefing event on Saturday.</p>	<p>ALL</p> <p>ST</p> <p>ALL</p>	<p>ASAP</p> <p>Very imp.</p>
Review of work programme for Client Brief		<p>JR provided a review of the client brief process.</p> <p>Key points are:</p> <ol style="list-style-type: none"> 1. 8 June will focus on the common house and seek to resolve the layout option. <p>RC agreed to speak to Cohousing Network re size/scale for schemes</p> <ol style="list-style-type: none"> 2. Jim confirmed that survey responses had been received 3. The future events will focus on individual properties 	<p>ALL</p> <p>RC</p> <p>JR</p>	<p>8 June</p> <p>ASAP</p>
Treasurer's Report		<p>JL reported that the bank account is set up and in profit.</p> <p>JL to issue balance to group</p>	<p>JL</p>	<p>ASAP</p>
Procurement		<p>SH to issue his report on procurement to City Council</p>	<p>SH</p>	<p>asap</p>
Marketing and Communications	On going	<p>The following points/actions were noted.</p> <ul style="list-style-type: none"> • Draft Press Release needs issuing • ASB proposed a letter to MP to raise awareness of the project and to be considered for a possible grant to pay for the professional fees. Agreed • Group to consider marketing support • Agreed to hold an Open Event in July to promote the 	<p>ASB</p> <p>ASB/ALL</p>	

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		<p>project to wider audience.</p> <ul style="list-style-type: none"> ASB to organise another site visit 	<p>MG/RC ASB</p>	<p>July ASAP</p>
Site Tour		ASB reported that details are awaited of the trip to see a PassivHaus.		
Programme		As previously reported.	ALL	
AOB		<p>None.</p> <p>Next workshop will be at the Meadows centre on sat 8 June.</p>	ALL	Next meeting
Next Meeting		<p>Next meetings</p> <ul style="list-style-type: none"> 8 June Workshop at Meadows 11 June k1 Group meeting at Makespace 	<p>ALL ALL</p>	<p>8 June 11 June</p>
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