

# K1 Meeting Notes

## K1 Development

### KEY NOTES AND ACTION POINTS

Issued 11 March 2013



<b>Project</b>	Cambridge K1	<b>Title</b>	Meeting	<b>Date</b>	7 March 2013
				<b>Deadline for actions</b>	16 March 2013
<b>Attendees</b>	Chris Wilson, Robert Copcutt, Rhona Maclean, John and Nic Leighton, Donald Allwright, Ann Jarvis, Adrian French, Christiane Meckseper, Telmo Soares,	<b>In attendance</b>	Stephen Hill, Adam Broadway, Richard Egan for part	<b>Apologies</b>	Ruth Diver, Chris and Giovanna Creasey, Joe Garfoot

Subject Area	Task/Issue	Key Action	By Whom	By When
Welcome		Adam welcomed those present to the meeting and chaired the meeting.	ALL	
Minutes from Previous meeting		Approved and no matters arising	All	
Treasurer's Report		Bank account still to be set up. JL chasing.	JL	
Membership Arrangements		Agreed to defer Membership until next meeting/when bank account set up.	ALL	
Steering group		<p>A steering group meeting had been held prior to the meeting. Four members of the group attended, John Leighton, Ann Jarvis, Donald Allwright and Robert Copcutt. Two Councillors and Clare Blair from Orchard Park Community Council were present.</p> <p>Richard Egan from Cambridge City Council reported to the group on the outcomes of the meeting. These were:-</p> <ul style="list-style-type: none"> <li>Members were positive and encouraged by the group and work achieved to-date</li> <li>In principle the revised programme was accepted though needs formal approval</li> </ul>		

## K1 Meeting Notes

		<ul style="list-style-type: none"> <li>• The steering group to meet monthly</li> <li>• RE suggested the group should progress formation of the company as soon as possible to confirm commitment and address some issues of funding for professional services</li> <li>• Issues of fees/funding to be resolved</li> <li>• A request was made for a site sign board</li> </ul> <p>Richard departed after this item</p>		
<b>New meeting schedule</b>	<b>Outcome</b>	After discussion a new schedule of meetings was agreed. ASB to circulate	<b>ASB</b>	<b>asap</b>
<b>Legal working group</b>		<p>The meeting discussed how to progress the legal options. A working group was agreed to be formed.</p> <p>JL/CW/RC agreed to be on the group. An invitation for other members to join would be issued.</p> <p>Group to meet and report back findings/proposals for group approval.</p> <p>SH reminded the group that legal advice should be sort rather than simply buying a ltd company. Legal Working Group to review options and at appropriate time select a legal practice for advice.</p>		
<b>Marketing and Communications</b>	<b>On going</b>	<p>Chris W agreed to add a series of documents and details to the web site.</p> <p>It was agreed that a members area would be set up...access would be given once payment for membership accepted.</p> <p>It was agreed that further marketing is required:-</p> <ul style="list-style-type: none"> <li>• Agreed to join Cohousing Network</li> <li>• ASB to produce editorials</li> <li>• SH to pursue local journalist</li> <li>• SH to investigate re possible York University research project</li> <li>• ASB to chase Guardian</li> <li>• City were asked to put a sign board on the site</li> </ul> <p>Stephen departed after this item</p>		

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Client Brief	On going	<p>Group agreed that progress is needed re developing the client brief.</p> <p>ASB to chase Jim re outputs from last workshop</p> <p>Jim to issue work plan against new schedule of meetings.</p>		
Current Progress		<p>ASB asked members about how the project was going.</p> <p>RC reported that some people had said progress was slow.</p> <p>Other reported that more sharing of tasks is taking place but more work using working groups would be good.</p> <p>It was noted that more work re recruitment and managing new members was needed.</p>		
Programme		<p>A revised programme was presented to the Steering Group. Once formally approved by city this will be circulated.</p> <p>The new programme extends the work plan to later in year with a planning application during summer.</p>	ASB/SH	
AOB		<p>JL reported that he had spoken with Jo Gooding at Cohousing Network. JL forward email which highlights the discussed items.</p> <p>The Group discussed approaches to consensus decision making. Rhona agreed to set up a working group to progress.</p> <p>RC reported that the Cohousing AGM is in May and being held at Threshold in Gillingham, Dorset.</p> <p>CW reported that he had been to Eco Build and collected lots of information.</p>	<p>JL</p> <p>RMc</p> <p>RC/ALL</p> <p>CW</p>	<p>Asap</p> <p>Next meeting</p>
Next Meeting		<p>Next Main Group meeting: Monday 18 March <b>Orchard Park Community Centre</b>. ASB to facilitate.</p> <p>The next social event will be at John and Nic's.</p>	ALL/ASB	
Contact details	For info	<p>email <a href="mailto:adam@instinctivelygreen.co.uk">adam@instinctivelygreen.co.uk</a> or Phone 07817 888448</p>		