



Chair: Graham Marshall gmarshall@maxim-ud.co.uk
 Sec': Charlotte Read charlotteread@tep.uk.com

MEETING NOTE

Date: 5th February 2007, 7:00pm.

Branch Committee Meeting

Venue: Dr Duncans, Old Haymarket, Liverpool.

Attendees	Non-Attendees	Apologies	Circulation
Graham Marshall Charlotte Read Nick Harrison Rachel Devine Rachel Fryer Jonathan Miley Paul Grey Stephanie Kotalla Ian Lanchbury (part)		Katrine Heath Lucy Garret	

Agenda:

1. Welcome to new committee
2. Meeting structure
 - Update Items (approval/apologies/actions from minutes unless in reports.)
 - Rolling Items (reports – issued before the meeting)
 - Business Theme (e.g. CPD)
3. Chairs update
4. Reports
5. Agenda for year
6. Meeting location, frequency and themes
7. AOB

Action:

1.0 GM welcomed the new committee and expressed hope that we could maintain the critical mass and momentum we now had throughout the year. After some negotiation throughout the meeting the committee is recorded as follows:

Committee Post		Additional Role
Chair	Graham Marshall	Communication's coordinator
Secretary	Charlotte Read	Communication's assistance
Treasurer	Paul Grey	P2C coordinator
Branch Representative	Rachel Fryers	P2C assistance
Student Representative	Ian Lanchbury	SLIC Council
Committee Member	Rachel Devine	CPD coordinator
Committee Member	Nick Harrison	Web site
Committee Member	Katrine Heath	
Committee Member	Lucy Garret	News letter editor
Committee Member	Jonathan Miley	News letter editor
Committee Member	Stephanie Kotalla	Events coordinator
	Emily Rees	Events assistance
	Tim Johns	CPD assistance

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	<p>Don Kernott P2C assistance</p> <p>We are still short of a Branch Link Coordinator – Rachel D will ask Andy Thompson to see if he would be interested. In the interim GM and CR will develop relations</p> <p>It is likely that we will also require a Schools/Education Coordinator – more will be known after the Branch Forum on Wednesday.</p> <p>MMU tutors – do they want to be included? Generally we need to encourage and maintain links with the schools, either through their attendance at meetings or simply being on the circulation list for minutes (note that a circulation box is included in these minutes). To be discussed further at a future meeting.</p>	<p>RD</p> <p>GM</p> <p>GM</p>
2.0	<p>Meeting structure</p> <ul style="list-style-type: none"> - Update Items (approval/apologies/actions unless covered by reports) - Rolling Items (reports – issued before the meeting) - Business Theme (e.g. CPD) <p>Agreed that we should continue with this structure.</p>	
3.0	<p>Chairs Update (verbal)</p> <p>Congratulations to all for a successful AGM (despite the 'not as advertised' accommodation)</p> <p>Key things to come out of the AGM were the need to improve communication, focus resources on younger professionals, to connect more effectively with pan-professionals and to have some fun. We need to action these things by preparing an agenda for the year (Agenda Item 5)</p> <p>On the communications front, Nick reported that the Secretariat is seeking to implement a bespoke database. Charlotte to follow-up.</p> <p>Branch Forum – Rachel D and Graham will attend this coming Wednesday. Items for discussion include CPD, Planning Aid, Talking to Schools, Shared Values, Communications and Branch Action Plans. GM will attempt to sit on his hands when the Secretariat seeks a pilot region for the Planning Aid Initiative (post meeting note – GM agreed to look further into the Northwest being the pilot area!). Will feed back to next meeting.</p> <p>GM noted that he had received several complaints about the recent oral examinations, particularly the standardised feedback candidates received. Through discussion it was felt that the new system will immeasurably improve things for Associates working toward their Chartership and the branch will focus on nurturing and assisting this process in the most appropriate way we can</p>	<p>All</p> <p>CR</p> <p>GM/RD</p>



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	<p>within the resources available. As none of the complaints were formal, no further action can be taken.</p> <p>Final note – the Chair now represents the Institute on the Management Group of the Urban Design Alliance (UDAL). Will update the committee after the next meeting (19th April).</p>	
4.0	<p>REPORTS</p> <p>CPD Coordinator</p> <p>Sub-committee New faces on the committee: Tim Johns (CPD) t.johns@manchester.gov.uk Stephanie Kotalla (Events) sk@planitedc.com Emily Rees (Events) emilyrees@tep.uk.com</p> <p>We had a meeting in December and discussed the questionnaire etc. The idea is to meet as a group independently of the committee and then summarise the minutes at the committee meeting.</p> <p>Pan-Professional Development Attended the RIBA CPD Forum on the 8 November 2006. Next event: 7 February at Renew. Myself and Tim Johns attending. This is the start of regular meetings between the different professions in the NW.</p> <p>Questionnaire As a result of first committee meeting Tim Johns drafted out a CPD questionnaire. This was commented on by myself, Graham Marshall, Nick Harrison and Sue Beard. Final version was emailed out on 24 Jan as a pdf and also posted out later that week. 15 responses received to date. Only 2 from the committee!</p> <p>Use of the questionnaire to be discussed at Branch Forum on the 13 February and the Education sub-committee on the 2 February. LI want to use it as a template for all branches to use, which was one reason for us to do it – keeping LI-NW high profile at the LI.</p> <p>Events None organized directly by LI-NW to date. 14 February - a CGT lecture on John Evelyn by Maggie Campbell-Culver in Manchester. 6-12 March - workshop events on the Use of Recycled Compost organised by Envirolink and ReMade.</p>	<p>RD</p> <p>All</p> <p>RD</p>

	<p>Other initiatives:</p> <ul style="list-style-type: none"> • Approach by Trevor Atkinson of Trevor Roberts Associates (www.tra-ltd.co.uk) – they organize development control/building control/project management/quality assurance/contract management/tree officer training type events for both public and private practice. Will bring list of events to meeting for discussion. • Michele Martin is the NW contact for the Society of Garden Designers. I have contacted her with regards to doing a joint visit with the SGD later this year. • We penciled in a Tree Hazard Assessment day at Myerscough which would be good to do <p>We'll look at all the options in the light of the results of the questionnaire.</p> <p>In helping to sort a venue out for the ReMade workshops I got a lot of suggestions from members further north. I intend to start of collate venue suggestions for future reference.</p> <p>CIC Details of the CIC's website for CPD have previously been circulated: cpdevents.org.uk. I suggest a list of events useful to landscape architects is taken from this and included within each issue of SPACE.</p> <p>LI Branch Forum CPD is on the agenda for the meeting on 7 Feb. I'm going down with Graham and will report back.</p> <p>It was discussed whether or not we needed to certify our CPD events. This is currently being considered by the Secretariat. (Post meeting note – was discussed at the Branch Forum)</p> <p>P2C Coordinator</p> <p>Aim to set up a LI web forum specifically for the P2C. I am informed that this is on its way already so it's just a case of progressing this with Marco Forgione to get it up and running. Nick noted that Marco would be leaving the Institute in the next few months so would be worth waiting until his replacement was in post.</p> <p>We would like to get the Northwest Branch rolling along the lines of the Yorkshire branch. Last year they set up a load of seminars to tackle key subjects like planning, contracts, etc. We intend to devise a programme based on the curriculum and coere various 'experts' from the branch to give up an</p>	<p>RD</p> <p>GM/RD</p> <p>GM/RD</p>
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	<p>Copy deadline for next edition 21st Feb. GM agreed to write-up AGM report from Lucy's notes (thanks Lucy).</p> <p>Copy gratefully accepted from others on the committee.</p> <p>Branch Representative</p> <p>Rachel reported that she had met with Nick to discuss the role, but had not attended any meetings yet.</p> <p>Treasurer</p> <p>There was a possibility that Katrine might take up this role and would discuss with Rachel. However, Paul said that he would be willing to take over if it helped. It was agreed that Rachel would continue until the end of the financial year (at which point the new bank account will be established) and Paul will take over after that.</p>	<p>GM</p> <p>All</p>
5.0	<p>Agenda for Year</p> <p>GM noted that Action Planning was on the agenda for the Branch Forum on the coming Wednesday so proposed that we waited until after that before developing our Action Plan (agenda). However, building off the AGM, we should aim to focus our energies on young practitioners, improving communication and developing pan-professional connections. It was noted that Ian is on the SLIC Council – the committee asked that he takes our message to them that we will prioritise actions to help younger members of the institute.</p> <p>GM also noted that Shared Values is on the Branch Forum agenda and that we will be asked to run an event through the year focussing on this.</p> <p>Post meeting note – along with the West Midlands Branch, we received our papers a week before the meeting. (As an aside, my postman has recently been arrested for interfering with the mail for the past year!) Reading the papers on the train on the way to London, it became apparent that the papers had been posted in December and we should have prepared our costed Action Plan for that meeting. Fortunately nobody else had either, and I could talk about the structure of our deceptively simple plan on the day. We need to pick this up at the next meeting.</p>	<p>GM</p> <p>GM/All</p>
6.0	<p>Meeting location, frequency and themes.</p> <p>As the Chair's is able to be more flexible about meeting locations, it was agreed</p>	



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	<p>that the next meeting will be held in Manchester. Agreed to aim for a six week frequency of general committee meetings. Ad-hoc sub-committees will meet when required. Theme for the next meeting to be Events; the next meeting Communication. Location and date of next meeting to be agreed at end of each meeting.</p>	
AOB	None	