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LOOK! St Albans **our community voice on design**

Minutes

Look! St Albans 3rd representatives' group meeting to be held on Monday 19th May 2014 at 7:30 at The County Constitutional Club (St Albans) Limited,

29 Ridgmont Road, St Albans, Hertfordshire AL1 3AG (*Sat Nav users please enter AL1 3AH*)

<http://www.thecountyclub.org/main/index.php/contact>

Secretary established that there was a quorate in place.

Members present

Tim Leicester (for part of the meeting), Anthony Oliver, Mel Hilbrow, Graeme Eastham, John Metcalf, John Hoad, Alan McCartney, Vanessa Gregory, James Gregory, Chris Debenham (for part of the meeting), John Cox of Arc & Arc (substitute for Donald Munro)

Apologies for absence

None

Conflict of Interest

As an item on the agenda referred to a site of potential interest to Look! St Albans the chairman asked if anyone had a conflict of interest as per our constitution.

No one declared a conflict of interest.

In the ethos of openness and transparency Graeme Eastham asked for the following statement to be read out and minuted.

"Graeme Eastham asked it be noted that he does not have any financial interest, potential or otherwise in the disposal or development of The Museum of St Albans, 9A Hatfield Road, St Albans. His input to SADC/Museum Trust on this site has and will be free of charge. Prior to his involvement with the possible redevelopment of the Mosta site he expressly agreed that Townstone will be excluded from any future SADC disposal process for Mosta precisely so as to avoid a conflict of interest."

The chairman thanked Graeme for making that statement in the spirit of our ethos.

As the Treasurer will have to leave after about 15 minutes the chairman in discussion with the secretary has decided to take this item first.

Item 1 Treasurer's update, including draft budget proposals (draft budget proposals to be circulated before meeting)

The treasurer went through a draft budget expenditure previously circulated. He explained it was an almost impossible task to prepare a budget that is other than guesswork, as our activities depend on whether or not we hold a charrette with public meetings and, if we do, whether we hold one or two in the year.

The budget has been split into three parts. The first is of those costs that we can expect to have to pay whether or not we hold a charrette.

The second sets out those costs that we can expect to have to pay if there is a charrette, and includes hire of premises, refreshments, publicity and the like.

It should be borne in mind that the costs could be higher if Look! are involved in a large charrette, and the figures assume one charrette in the year.

The third part sets out the cost of facilitators with specialists skills. These are assumptions based on various information gathered, *(including the source alluded to in Vanessa statement later on in these minutes)* again these assume only one charrette in the year based on a medium sized development. It cannot be known at this stage whether Look! might be required to meet some of the costs in this part of the budget, but it is fair that these are presented to the reps group.

There was general consensus to accept the draft budget expenditure as presented.

Vanessa asked that her thanks to the Treasurer for his hard work and diligence be minuted.

A general discussion took place on how to raise funds for Look! as the Chairman stressed the need for funds. Ideas included offering sponsorship on the website by companies such as Tesco or Waitrose who could benefit from a well designed city centre. One member suggested investigating individual sponsorship of certain design codes.

Minutes: To confirm the minutes of meeting No. 2 of the representatives group held on Monday 24th February 2014

The minutes were approved and signed by the chairman.

Chairman's update and Deputy Chairman's (if required)

To help move the meeting along Vanessa circulated her updates via email before the meeting. Below is a summary.

"Our meeting in February seems a long time ago as does our informal gathering at The Waterend Barn on 24th March.

Informal meetings in a pub or coffee shops are becoming a popular means of networking and getting more people involved, rather than just turning up to meetings and lectures. Angela's neighbourhood gatherings have been popular and attracted many people involved in neighbourhood planning both community and professionally. 'Planners in the pub' are a well-known group in London, what is to stop us having an off shoot Look! St Albans in the pub locally? If Look! is to become well established and thrive we must keep an element of fun in our community engagement.

Some interesting relevant developments since we last met.

Farrell Review

Already mentioned in a previously we have a name check in the full report and I made a submission on behalf of Look! last summer The review or summaries they can be found here <http://www.farrellreview.co.uk/download>

Meeting with the council and the Civic Society

This has yet to take place as no mutually suitable date could be agreed. This will probably take place sometime in June. It looks as if Mel and I attending will be sufficient so as not to make the reps group look over represented.

New head of planning in St Albans starting beginning of June

<http://www.stalbans.gov.uk/council-and-democracy/press-room/items/2014/April/NewPlanningHead.aspx#0>

Tracy Harvey will be starting at the beginning of June and I am sure we will welcome her arrival. I understand Simon Rowberry will still be at the council for some time yet so no need for hasty goodbyes!"

The deputy chairman indicated he had no further updates other than reported by the chairman.

Item 2 Secretary's update including investigations into insurance

Secretary summarised the insurance quotes he had received from insurance brokers Lark Insurance.

He suggested to the group they consider that Look! purchase the public liability, employers liability and trustees indemnity which had been offered as a package policy as soon as possible.

The cost however well exceeded any funds that Look! currently held.

It was questioned whether insurance was necessary as the venues used by Look! St Albans had their own insurance cover. However it was pointed out that not all venues/events that we might hold in the future could be guaranteed to have the appropriate insurance cover.

There was a general feeling that the purchase of the relevant insurance cover was desirable and would reconsider if and when funds are available.

Vanessa asked that her thanks to the secretary for his time in his investigations on this matter on behalf of Look! be minuted.

Update

Look! St Albans four officers unanimously decided on the 13th June 2014 to purchase insurance. However as this had been deferred by the reps group due to lack of funds, each officer would contribute a 25% share of the cost. Insurance cover was purchased for the entire group through Lark insurance brokers on 1st August 2014 at a cost of £471.72 per annum.

Item 3 Report of the website working party on the progress of the project.

Aim and Objective: to set up and design a website for Look! St Albans.

Purpose: to publicise the work of Look! St Albans and to keep our supporters updated on events and activities including reps group meetings agenda's and minutes.

Appendix C of our constitution Website: *The Representatives' Group aims to establish a website on which Look! St Albans - Our Community Voice on Design can post its workshop report Updated January 2013, subsequent outcomes of facilitated Design Charrettes, notices, minutes and other information of interest.*

Approval will be sought on choice of website.

The Chairman had circulated links to the two websites designed by the two groups of students at Oaklands College WGC and the two websites were available to view on a lap top on the night.

The chairman and others have had many discussions and visits to Oaklands in the last month to discuss the website contents and the design. Chairman commented that the students were very enthusiastic, had worked very hard and came up with many of the ideas which are incorporated. The students had been invited to attend the reps group meeting to demonstrate each website. Unfortunately the Chairman was advised by R Dillon tutor that due to exam preparation the students could not now attend to demonstrate to members.

A general enthusiastic discussion took place on both websites a vote was taken and the website designed by Christopher Douglas and Christopher Sunkel received the majority votes to be developed further. Comments were made that both websites were excellent and suitable to our needs. Therefore it had been a hard decision to make.

It was commented that the students had well understood the needs of Look!

The Chairman said the students had worked very hard and it had been a very enjoyable experience to work with them and their tutor Raj. She advised that she would give this excellent feedback to the students and their tutor. Much more hard work though still needed to done to complete the website before the end of the academic year.

Update

It was subsequently discovered post this meeting to accommodate the size of our workshop report we would need to purchase Weebly Pro at a yearly cost of £58.10, Mel volunteered to meet this year's cost as currently our funds were so low. We also needed to pay a yearly fee

for our Weebly Domain name £23.45 which Vanessa volunteered to meet this year's cost as our funds were so low.

The website was completed on 30th of June 2014 and handed over by the students to members of reps group who visited Oakland's WCG. The same evening the website was on view at an informal gathering for all Look! supporters held at Waterend Barn.

Item 4 Discussion and approval *in principle* of holding a Charrette process as set out in our constitution for The Museum of St Albans, 9A Hatfield Road, St Albans AL1 3RR

This meeting was postponed from 28th April Angela Koch director of ImaginePlaces cannot not be present this evening. To avoid delay she has produced a task and cost estimate which has been passed to the council for their consideration. Angela is willing to discuss further with the client group should the council wish to pursue. *At this point therefore the task and cost estimate is not in the public domain as this remains a document between consultant and potential client.*

However as there would be time and cost implications for Look! St Albans it is appropriate that these are discussed as soon as possible and ways of raising the required funds.

Statement by Vanessa on the task and cost estimate for The Museum of St Albans, 9A Hatfield Road, St Albans AL1 3RR

The secretary had received a request before this meeting by a member of the reps group for a copy of task and cost estimate pertaining to The Museum of St Albans, 9A Hatfield Road, St Albans AL1 3RR. Vanessa has asked for the following to be minuted.

"I was the conduit for passing the task and cost estimate to the council, from the consultant to the potential commissioning client, this I have done.

It is now in the council's hands to decide when and if they release it *with of course the agreement of the potential consultant*. Look! St Albans of course will need the release confirmed in writing by both parties.

I therefore cannot distribute the written data in the form it was provided unless and until Look! St Albans becomes directly involved in the project to which it is related and the written release received.

Some of the data has been used in the budgeted expenditure figures as a guide to possible costs for charrettes generally, and those figures may or may not be accurate for the Mosta project - we simply do not know at this stage." Vanessa Gregory Chairman Look! St Albans

Before start on the discussion on **Item 4**

John Hoad Spatial Planning & Design Team Leader advised the group that the planning department had passed on Look! St Albans contact details to the developer interested in the Ziggurat site and adjoining car park in Grosvenor Road.

The group noted this information.

Returning to **Item 4** John Hoad continued that in his personal opinion a charrette for the Museum site would not take place. The cost was too high and the planning department were in any case going to prepare a planning brief. Public consultation would probably consist of one evening event.

A number of members including the chairman registered their surprise. The chairman reflected that this was in general terms contrary to the impression she had gained from the informal approach she had received from councillors over a cup of tea and further discussed at the informal gathering held in March. One member questioned why a planning brief, as surely selling the site with planning permission would produce a higher selling price. A number of members felt that in view of these comments proceeding to a vote was superfluous.

However a vote was taken on item 4 (approval *in principle* of holding a charrette process as set out in our constitution for The Museum of St Albans, 9A Hatfield Road, St Albans AL1 3RR) and approved by a majority vote.

Note: The St Albans Museums Site Design Charrette is taking place from the 24th October through to Monday 27th October 2014. No written release has been given by either party in relation to the document mentioned above. Therefore the document remains solely in the hands of the client and the consultant.

Item 5 Proposed date of our AGM suggestion middle of October

Our inaugural AGM took place in November which did not encourage a high turnout of supporters. Also as arrangements were left late, we had to work around when the speaker was available rather than planning well in advance.

Aim and Objective: To plan a date well in advance to maximise preparation of not only our AGM but a programme to enliven, inform as well as carry out the necessary formalities.

Purpose: to arrange our AGM as per our constitution.

It was agreed to pencil in Thursday 30th October for our 2nd AGM

Note: Due to the timing of our first charrette taking place from Friday 24th October through to and including Monday 27th October, it was thought by officers sensible to suggest holding the AGM immediately following the report back meeting on the charrette on Monday 27th October 2014 from 9pm to 9.30pm.

Item to be held back for next meeting discussion and approval of 'Draft guidance for Look! St Albans working parties'

AOB: Any substantial items not previously advised to the secretary with wording will be discussed at a future meeting of the reps group. None was received.

Set date and venue for the next reps group meeting

*The next meeting was agreed to take place on **Monday 28th July**. However it was subsequently cancelled due to lack of business.*

It was proposed that we have an informal meeting in a pub on Monday 30th June for Look! reps group members and supporters to discuss any funding ideas.

Note: This meeting was held on this date at the Waterend Barn and was used as the launch date for the website. Many thanks to Chris Debenham who ensured that a PayPal link was active on the website as an important future funding stream.

These minutes were approved by those present and signed by the chairman at the 4th meeting of the representatives' group on Monday 24th November 2014

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Chair Look! St Albans Our Community Voice on Design

LOOK! ST ALBANS Budgeted Expenditure 2014

Annual costs

(i.e. costs likely to be payable annually regardless of whether Look! St Albans is involved in a charrette/workshop)

Indemnity insurance policy premium	£500.00
Subscriptions to other bodies, e.g. CVA, Flickr	25.00
Printing, postage and stationery	350.00
Website - hosting, domain name	50.00
- maintenance	250.00
Hire of premises, e.g. AGM	325.00
Sound and projection fee, e.g. AGM	<u>50.00</u>
	<u>£1,150.00</u>

Likely charrette/workshop costs (per charrette)

(i.e. those costs Look! St Albans should expect to have to pay on the occasion of each charrette - assuming a small to medium sized development, one day charrette)

Publicity and printing costs	£600.00
Banner - costs to erect and remove	700.00
Venue - hire for charrette	500.00
Venue - hire for public meeting (pre charrette)	325.00
- hire for public meeting (post charrette)	325.00
Refreshments - c £8pp x 30, but allow	<u>300.00</u>
	<u>£2,750.00</u>

Potential charrette/workshop costs (per charrette)

(i.e. those costs towards which Look! St Albans would expect to negotiate payment by, or a contribution from, a developer - assuming a small to medium size development)

Two specialists @ £1,000 each per day <i>(assume 4 days' preparation, charrette and report)</i>	£8,000.00
One facilitator @ £650 per day <i>(assume 10 days' preparation, charrette and report)</i>	<u>£6,500.00</u>
	<u>£14,500.00</u>