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

"In the spirit of community-led neighbourhood planning our ethos is to be transparent, proactive, respectful, collaborative, open, diverse, explorative and community-rooted."
<http://www.lookstalbans.org/> email lookstalbans@gmail.com Twitter [@LookStAlbans](https://twitter.com/LookStAlbans)

Minutes

Look! St Albans 4th representatives' group meeting held on Monday 24th November 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.

1) Conflicts of interest as per 6. of our constitution CONFLICT OF INTEREST

Should any member of Look! St Albans or the Representatives' Group, or any associate partner or relative of such member, have a pecuniary or potential pecuniary interest in any city centre site of interest to Look! St Albans, that member should declare his or her interest at or before the start of the meeting and not vote on any issue pertaining to that site.

None declared

Members present

Anthony Oliver, Mel Hilbrow, John Hoad, Councillor Beric Read, Vanessa Gregory, James Gregory, Chris Debenham, Helen Bishop, David Lloyd, Tim Leicester, Alan McCartney

2) Apologies for absence

Fiona Couper, Graeme Eastham, Councillor Julian Daly

3) Approval of minutes from Reps Group meeting dated 19th May 2014 (previously circulated)

One member queried if a fellow Reps Group member had been present at the May meeting. The Secretary checked his notes and confirmed the member had not been present at the May meeting.

John Hoad advised that the council are now directing developers' through their neighbourhood planning web page to the link to Look! St Albans website embedded on that page to gain our contact details.

Chairman noted this.

A member requested that the Friends of Victoria Playing Field should be removed from our supporters Logo's as this was their wish. This was agreed and would be actioned as soon as practical, probably when the anticipated refreshing of our website took place.

Chairman asked for approval of minutes, these were approved.

4) A draft letter of recommendation from Look! St Albans for outcome of the design charrette on MOSTA (The Museum of St Albans Hatfield Road site) held on Friday 24th, Saturday 25th and Monday 27th October 2014

Letter of Recommendation can be found within this link

http://www.lookstalbans.org/uploads/2/7/7/4/27749191/look_st_albans_letter_of_recommendation_mosta_design_charrette_nov_2014_.pdf

(A vote of approval was not necessary, but observations from reps group members were welcome)

The draft letter was generally welcomed, but some minor alterations were suggested and adopted. The salutation needed amending and a link to the outcome of the design charrette needed to be embedded in the letter. It was also suggested that the summary of the outcome of the design charrette should be provided for those that wanted it in a separate PDF.

The Chairman suggested that in line with good practice following a design charrette, updates on the progress of the scheme should be provided to the community who had invested so much time and enthusiasm in the project. Council colleagues thought this might be difficult to arrange.

(Please note an update on the working drawings was given by Simon Cove, architect, at the AGM held on 9th February 2015.)

It was also suggested that at the appropriate time members of the Reps Group should encourage the community to make comments on the planning application. As Look! St Albans did not in itself hold views.

The letter with amendments and suggestions were noted.

5) Arrange date for next representatives' group meeting

The Chairman outlined the reasons (supported by fellow officers) why a fresh AGM was required, as that held at the end of our design charrette was unsafe. In all probability due to the lateness of the hour, and an over ambition of arranging four events in the three days, the view was taken to ensure that each item of business was considered by an adequate number of people, a fresh AGM was required.

The date for the fresh AGM was agreed and set for **Monday 9th February 2015**. The Octagon Room, St Peter's Church was a suggested venue and the Secretary agreed to investigate availability and cost.

It was agreed that the next informal gathering would be held on **Monday 8th December 2014**, The Peahen was a suggested venue, the Secretary agreed to explore this possibility. This was to enable the Reps Group and Look! supporters to discuss or ask questions about the proposed minor amendments to the constitution. These proposed changes would be sent out within the next few days to the Reps Group and emailed to our current supporters list.

The need for an early informal gathering was to ensure that we gave everyone an opportunity to discuss and suggest amendments if necessary, so as to ensure these could be considered well ahead of the deadline for posting the proposed amendments on our website, a full 28 days before our AGM. No additional amendments or any alterations could be moved at the AGM.

It was not deemed necessary to hold another formal Reps Group meeting before the AGM.

The Reps Group thought these were sensible suggestions, although the informal gathering was considered to be quite soon and held in the busy run-up to Christmas.

The Chairman pointed out that the informal gathering could also be seen an opportunity to celebrate our successful design charrette and exchange seasonal greetings. It didn't have to be exclusively about the constitution, which was the advantage of such gatherings.

The proposed timetable and dates were agreed.

Before the chairman closed the meeting she outlined events and meetings she and others had attended since last formal Representatives' Group meeting in May.

14th May meeting with CVS together with Chris to see if we were eligible for a grant from the district council, short answer no we do not meet the criteria.

27th May Vanessa met with Tracy Harvey new head of planning at SADC (at Tracy's invitation) to talk her through what Look! St Albans is, what it plans to do and its history.

18th Attended June workshop re launch of the Visitor Partnership. Always prefaced any comments were personal, Look! holds no views in itself.

30th June Handover of website from Oaklands students plus our gathering in the pub PM.

17th July Meeting with three members of St Albans Civic Society Committee hosted by Councillor' Daly and Read and included Tracy Harvey.

PM Vanessa attended launch of Visitor Partnership.

2nd September 1st meeting with Debbie White and Councillor Daly re design charrette.

15th September Vanessa met the council's client group with the independent facilitator Angela Koch. This was necessary for liaisons as Look! was host.

23rd September Vanessa attended Launch Symposium for 'The Hertfordshire Guide to Growth - Five Years On' at Hatfield House.

14th November AM Vanessa attended SADC community conference 'How St Albans is performing in the economic climate? Employment skills agenda. Education. Health & Wellbeing. Demographic changes'.

PM Vanessa together with Chris met with Dan Fletcher Kingston Smith re fundraising opportunities.

20th November Vanessa attended Herts University lecture on Garden Cities in light of the Wolfson Prize - implications for Herts including east-west corridor.

Finally Vanessa closed the meeting giving heartfelt thanks to Team Look! for all their hard work at the design charrette.

She also reminded each Reps Group member to engage with their local councillors, as well as their local communities, to ensure they knew of Look! St Albans work and knew they were always welcome at Look! St Albans events.

These minutes were approved by those present and signed by the chairman at the 5th representatives' group meeting held on Monday 22nd June 2015

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Chair Look! St Albans Our Community Voice on Design