

## MINUTES OF MEETING

**Meeting:** Annual General Meeting  
held at 2pm on Thursday 13 June 2013 in room TG22, Scottish Parliament

Ref: EM R10 AGM Agenda 2013-06-13

### PRESENT

Linda Fabiani MSP  
Drew Smith MSP  
Mike MacKenzie MSP  
Jean Urquhart MSP  
Tavish Scott MSP  
Neil Baxter RIAS  
Pat Lally RIAS  
Christopher Dingwall Guidelines  
Invgal Maxwell COTAC  
Hamish Neilson Landscape Institute  
Bill Pagen BEFS  
Eugene Mullan RIAS

### APOLOGIES

Craig McLaren RTPI  
Keith Irving Living Streets  
Malcolm Fraser Malcolm Fraser LLP  
John Knight NTBCC

#### 1.0 Welcome, Present and Apologies

Linda Fabiani MSP welcomed all present to the AGM of the Group. Linda outlined how on the basis of the number of MSP's present it was clear that there is adequate support for the Cross Party Group on Architecture and the Built Environment.

Linda acknowledged the involvement and contribution of a number of organisations in support of the Group

- RIAS
- RTPI
- Built Environment Forum Scotland
- Architecture + Design Scotland
- Planning Aid for Scotland and
- Landscape Institute

#### 2.0 Minutes of Previous Annual General Meeting, dated 07 June 2012

The minutes of the AGM Meeting on 07 June 2012 were available for consideration. These minutes were proposed by Drew Smith MSP and seconded by Pat Lally.

### 3.0 Matters arising

There were no matters arising from this meeting which will not be covered under the Agenda..

### 4.0 Annual Report by Convenor

Linda Fabiani outlined Group activity over the last year:

- Festival of Politics “ Is there a THERE here?” (17 August 2012)
- Procurement Reform Bill - Consultation (05 September 2012) – 24 people attended
- Rural Tourism and Economy (06 February 2013) – 43 people attended
- NPF3 Ambition Opportunity Place – Consultation (28 May 2013) – 38 people attended

Based on the conversations at the September 2012 meeting a follow up meeting was held on 12 March 2013 with Nicola Sturgeon the Deputy First Minister and Cabinet Secretary for Infrastructure, Investment and Cities to raise the specific concerns of the Built Environment professions on the current approach to procurement.

The dissemination of information from the Group meetings was discussed further this has been progressed but is still not as good as it could be. The process has been improved by Planning Aid for Scotland providing a volunteer to produce the minutes of the meetings for Secretary to review and issue.

Generally dissemination approach is through the following channels:-

- Key points of meeting have been circulated by Linda’s office to all MSPs
- Brief notes of meetings are circulated to all members of the Group
- Brief notes of the meetings are posted on the CPG section of the parliamentary web page
- Key points are circulated to supporting organisations for dissemination through their communication channels.
- Articles in the Scottish Planner publication
- Articles in the RIAS Quarterly Magazine

There was suggestion that it would be really helpful if the presentations could be uploaded to the web page along with the notes of the meetings. Secretary to clarify if this is possible. **SEC**

### 5.0 Finance Report

Eugene presented the accounts to 30 May 2013 on behalf of the Treasurer, Craig McLaren with the key information as follows:

- Opening balance £759.17
- Total income £320.33
- Expenditure - £234.36
- Closing Balance - £845.14

There were no questions on the Finance Report

It was agreed to maintain the Group subscription at £10/person/year. Secretary to issue a request for payment to all people on the Group circulation list. **SEC**

It was also agreed that the group should not be holding this level of funds in the account and that these funds should be used to cover the costs of printing a short publication on the activities of the Group. Support was offered from the RIAS with the editorial requirements of this publication.

## 6.0 Appointment of Office Bearers

**Convenor** - Linda Fabiani MSP confirmed that she is prepared to act as Convenor. Linda was proposed for the role of Convenor by Neil Baxter and seconded by Tavish Scott MSP. Linda's appointment was agreed.

**Depute Convenor** - Patricia Ferguson the current Depute Convenor was not present and has not advised the Secretary if she is prepared to stand as Depute. In light of the circumstances it was agreed Drew to discuss with Patricia and confirm her preference.

**Post Meeting Note:** Patricia confirmed that she is prepared to stand as Depute Convenor. Patricia was proposed by Drew Smith MSP and seconded by Eugene Mullan.

**Treasurer** – Craig McLaren current Director of the RTPi has confirmed that he is willing to stand as Treasurer. His election was proposed by Neil Baxter and seconded by Mike Mackenzie MSP. Craig's appointment was agreed.

**Secretary** – Eugene Mullan confirmed that he is happy to continue in this post. His election was proposed by Pat Lally and seconded by Invgal Maxwell. Eugene's appointment was agreed.

Therefore the officer bearers for the group are as follows:

- Convenor – Linda Fabiani MSP
- Depute Convenor – Patricia Ferguson MSP
- Treasurer – Craig McLaren of RTPi
- Secretary – Eugene Mullan of RIAS

## 7.0 Any Other Business

There was a discussion on the Festival of Politics, Linda noted that this is likely to take place in August and will be very different in format from previous years.

There was a specific request for meeting on the topics of landscape and the historic Built Environment. A recent Nordic Horizons meeting had attracted a lot of interest and the possibility of a meeting linked to the theme of islands was discussed.

It was agreed that the policy of asking an MSP to speak to the meeting topic had been very successful in encouraging other MSPs to attend the meetings.

Mike Mackenzie suggested that a joint meeting with the Construction Group CPG could be a good opportunity to highlight many of the design issues to a wider but receptive audience.

Neil Baxter noted that all subscription members of the CPG will be invited to the Andrew Doolan Award in the parliament on 07 November 2013.

Neil Baxter specifically thanked Linda Fabiani, Morag Dunbar and Eugene Mullan for the organising and excellent year of events.

## 8.0 Next Meeting

The date of the next AGM has yet to be finalised and will be notified to all subscribing members in due course.

## 9.0 Official Close of Meeting

The Convenor thanked all present and the meeting was formally closed at approximately 2.30pm.

### Cross Party Group on Architecture and the Built Environment

#### Treasurer's Report

#### Financial Statement to 30 May 2013

OPENING BALANCE	30 April 2012	£759.17
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#### INCOME

Subscriptions	320.00
Bank Interest (to 30 May 2013)	<u>0.33</u>
TOTAL	£1,079.50

#### EXPENDITURE

Sodexo (Catering 5 September 2012)	44.16
Sodexo (Catering 6 February 2013)	59.52
Royal Town Planning Institute	130.68
(Reimbursement of Catering 28 March 2012 paid by RTPi)	
Bank Charges	<u>nil</u>
TOTAL	£234.36

<b>CLOSING BALANCE</b>	<b>30 May 2013</b>	<b>£845.14</b>
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Craig McLaren