

# Young Planners Cymru

## Tuesday 18<sup>th</sup> January 2011

### Minutes

<b>Title:</b>	Young Planners Cymru		
<b>Subject:</b>	Steering Group Meeting		
<b>Date &amp; time:</b>	18 <sup>th</sup> January 2011		
<b>Meeting place:</b>	Atkins Longcross Court	<b>Minutes by:</b>	Sarah Minett
<b>Present:</b>	Wayne Reynolds (WR) Sarah Minett (SM) Davina Powell (DP) Ollie Yeats (OY) James Gibson (JG) Andrew Ward (AW) Andrew Charles (AC) Elen Jenkins (EJ) Hannah Jones (HJ) Lindsay Christian (LC)	<b>Apologies:</b>	Steve Trythall Jamie Donegan Anthony Bubb Laura Joseph Laura Price (LP)

ITEM	DESCRIPTION	DEADLINE	ROLE
1	<b>Terms of Reference (ToR)</b> Minor change suggested by SM to section 4.16 relating to the need for members to remain affiliates of the RTPi, rather than in employment.  Agreed that SM would send around the ToR to get agreement from the group, to be signed at the next meeting.	Before next meeting	SM
2	<b>Young Planners Toolkit</b> Toolkit aims to formalise the YP network creation process.  Link to be emailed around the group with ToR. WR to email link to SM.	Before next meeting	WR/SM
3	<b>Meeting frequency</b> All agreed that meeting frequency should be every two months. Next meeting date to be in March- TBC.	ASAP	SM
4	<b>Pen Portraits for website</b> AC to update document.	ASAP	AC
5	<b>Financial Update</b> LP to give an update to the group on how much money is left in the account. LP to check that Roisin Willmot is still happy to 'hold' the funds on our behalf. All funds to be spent by December.	ASAP	LP
6	<b>Performance</b>	Ongoing	LC

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	LC would like YPC to update Trish Cookson on our performance against specified action every quarter. LC is to report weekly and update the RTPI on any upcoming events. LC to update the national network on YPC activities on request.		
7	<p><b>Links with other groups</b></p> <p>The potential to link with other groups for the purpose of networking events/socials was discussed. Group members with existing links to investigate potential alliances/contacts as follows:</p> <p>RIBA- DP RICS- LP ICE- SM CILT - SM</p>	Next meeting	DP; LP; SM; all
8	<p><b>RTPI Spring Conference</b></p> <p>It was suggested that there is a need to find a potential YPC representative in North Wales. LC to chase up a potential link (see YP page in Planning actions below).</p>	ASAP	LC
9	<p><b>CPD events</b></p> <p>Law event last year was successful with 15 attendees. This was mostly funded by the YP Network. Emma (Civitas) is looking to set up another event and is looking for a topic.</p> <p>It was suggested that we require a standard checklist for events including topic areas. Skills in 'consultation' was a potential topic suggested.</p> <p>LC said that she knows someone who runs skills workshops in presentations and mediation. For further discussion at next meeting.</p>	Ongoing  To discuss at next meeting	All
10	<p><b>Social Events: Pub quiz/sponsorship</b></p> <p>It was agreed that we should run another pub quiz with Planning Aid Wales. This should be at the end of February/beginning of March.</p> <p>It was agreed that the venue should be free of charge. <b>DP</b> to approach Neil Harris.</p> <p>Sponsorship opportunities should be investigated for the donation of prizes. <b>LP</b> to ask Savills.</p> <p>It was agreed that approaching sponsors should be event-specific.</p> <p><b>EJ</b> to check when the cplan/gplan socials will be- to check for potential clashes.</p> <p>The pub quiz is to be advertised as a general knowledge quiz rather than a 'planning' quiz (<b>AC</b>).</p> <p>It was suggested that the pub quiz could fund a trip to Llamas in Pembrokeshire. <b>WR</b> to investigate.</p>	Before next meeting	DP, LC, EJ, AC, WR
11	<p><b>Mailing List/ contacts</b></p> <p>The mailing list is to be update to include all potential contacts that we may need for future events. All contact details to be sent to SM.</p> <p>It was suggested that better use of the linked-in site should be made. (WR)</p>	Before date of pub quiz-TBC	SM, WR

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12	<p><b>CPD event: Ebbw Vale 3<sup>rd</sup> March</b></p> <p>AC suggested that the potential numbers for attending the Welsh Future Homes in Ebbw Vale will depend on the format of the day. More than 15 attendees would necessitate the use of a different room. It was agreed that the organisers would limit availability to 15 people with the potential for a second trip to be organised depending on demand. The trip would run between 2 and 430pm on site. Transport could include car sharing or train travel.</p>	ASAP	AC
13	<p><b>Other potential events</b></p> <p>It was suggested that we should have a social event before the Wales Planning Conference in June. A number of different types of events were suggested including: race night; monopoly; dragon boat racing; scavenger hunt. These could be held in a community hall. AC to ask Roisin Willmott what her plans are ahead of the WPC.</p> <p>Environment Agency, Swansea- a CPD event was suggested to cover recreational use and planning in Swansea.</p> <p>A summer ball or Halloween/fireworks night ball was suggested. This could be an annual event. There is potential to link this with the planning students' ball in the summer.</p> <p>It was also suggested that limited numbers could enable a different type of event that could comprise a dinner followed by a club night.</p> <p>AC/LC to speak with Roisin Willmott with regards to potential clashes with the annual dinner. AC/LC also to discuss with Roisin about the relationship of YPC with the wider network and support for organisation.</p> <p>APC events. LC reminded the group that we are not allowed to have formal APC events unless a representative from the RTPi is in attendance. However, it was suggested that an informal social in the pub could enable discussions between students/licentiates, which could be helpful for YPC members. Alternatively, a formal event could be organised, followed by a session in the pub. LC to investigate.</p> <p>WR to investigate the potential for a weekend at 'Call of the Wild Wales' (contact: James Morris)</p> <p>Summer event in Bute Park. There is the potential for a 'sports day' type social in the summer. To be discussed at next meeting.</p> <p>DP to create an events diary. (see YP page in Planning actions below)</p>	ASAP	AC, LC, WR, DP
14	<p><b>'Day in the life of...'</b></p> <p>LC mentioned that the RTPi would like submissions for the website about planners' day to day working life. LC to chase potential contributors.</p>	Ongoing	LC
15	<p><b>YP page in Planning</b></p> <p>The South East YP group are campaigning for a full page once a month in <i>Planning</i>. This would require further inputs from young planners across the country. AC to find out the deadlines for articles for Planning, as well as the deadlines for Cynllunio from Roisin.</p> <p>AC to send the events calendar (see DP action above) and a job advertisement for a North Wales representative (see LC action above) to</p>	By next meeting	AC

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	potentially be included in <i>Planning</i> .		
16	<b>Newsletter</b> A newsletter is to be produced quarterly that will include contributions from YPC members. WR to write intro.	Quarterly	AC, WR, all
17	<b>AOB</b> None		
18	<b>Next meeting</b> TBC		