RTPI Northern Ireland
Royal Town Planning Institute

RTPI NORTHERN IRELAND EXECUTIVE COMMITTEE

MINUTES of a meeting of the RTPI Northern Ireland Executive Committee held on Thursday 10th January 2019 at RSUA, 2 Mount Charles,Belfast

PRESENT: Emma Walker, Chair
Catharine McWhirter
Mura Quigley
Carol Ramsey
Judith Winters
David Brown
Gemma Jobling
Stephen Hamilton
Andrew Heasley
Sharon Mossman
Angus Kerr

APOLOGIES: Ryan Walker
Matthew Harvey

In attendance: Roisin Willmott
Claire Williamson

Minutes taken by: Julie Sullivan, Administrator

Item		Action
1	**Introduction and Welcome** Emma Walker welcomed everyone to the meeting.	
2	**Apologies/Minutes from Previous Meeting** Julie Sullivan read apologies and Committee agreed minutes from last meeting.	
3	**Matters Arising** Roisin Willmott informed Committee of a new log that will list actions from meetings and will allow us to track them.	JS/CW/ RoW

4	**Chair's Business** Emma attended the Incoming Chair meeting in London in December. Key points arising: • RTPI have launched their corporate strategy consultation • Looking for ideas for research pieces • New website will be launched and there will be new guidelines on branding etc. • Contributors required for RTPI blog. • New Equality and Inclusivity Officer now in HQ • President, Ian Tant discussed his theme for year; engage with local authority and Chief Planners. Would also be keen to visit places not visited before on his Presidential visits. Emma said it was a good meeting, which enabled her to get to know the other Chairs. Emma informed Committee there are only 2 female Chair's this year, us and Scotland.	
5	**Service Plan 2019** Roisin briefed Committee on the Service Plan document previously circulated. Staff and Committee to focus on implementation. <u>Presidents Visit</u> Presidents Visit will take place on 27th and 28th March, Ian Tant is keen to attend Northern Ireland around "Brexit". Some discussion took place around ideas for the visit. The annual dinner will take place on 28th. Suggestion of a round table discussion near the border on 27th. Emma said that the RTPI SI Chair is keen to attend discussion. <u>Events Programme</u> Roisin asked for suggestions for CPD events, committed to holding 4 this year. We have a joint event with RICS in February. Emma is Chairing one of the sessions and Richard Blyth is coming over to talk about Brexit. Roisin informed committee on working with other organisations, we need to be part of the agenda, not just put our logo on event. Annual Law Update will be part of CPD programme. Claire Williamson said that a few members had asked if it could be held earlier in the day to allow for childcare – Committee agreed to run it earlier this year as a trial. Some suggestions for events included: • Community Engagement • Heritage and Archaeology – Chartered Institute of Archaeology keen to be involved in joint event • Quality Design • Housing • Independent Examination	ALL ALL

	Carol Ramsey suggested an event around no Stormont. Roisin thought this would be good to do during the Presidents Visit. Stephen Hamilton suggested that Council staff may not feel free to discuss their issues and we would need to be careful of how we badge the event. Roisin informed Committee that she will draft an events programme and asked if anyone with ideas for speakers to come back to her asap.	ALL
6	**RTPI Corporate Plan** Roisin informed Executive Committee that RTPI are reviewing the Corporate Plan and have launched a consultation survey which we need everyone to complete. We need to promote it to a wider audience and it's important that there is a strong Northern Ireland voice within the consultation. Roisin asked everyone to urge colleagues to complete the survey. Victoria Hills and Graham Stallwood will attend the next Executive Committee meeting to discuss the Corporate Plan with Committee.	ALL
7	**Policy Activity Update** Claire gave verbal update and gave background on Policy Forum to new members. 14 members on the Forum, meet 4 times per year, Carrie McDonagh is Chair and we will be reviewing how the Forum works this year. Claire said that the Member Survey had a poor number of responses but raised a few outcomes which we would like to develop into workshops to help support members.	CW
8	**Young Planners NI Activity Update** Mura Quigley updated on recent meeting with Ryan Walker to discuss attracting more members to Young Planners Committee, would especially like to get a rep from QUB and UU. Mura and Ryan are preparing for Student Talks in both Universities. Julie Sullivan had circulated email earlier asking for volunteers to help with talks. Mura asked if any of Committee were free, to contact either her or Ryan. Mura, Ryan and Matthew to meet up in February to finalise Young Planners programme of events. Mura asked about an APC event, Roisin can run this event – to be informed of date.	MQ/RW/ MH
9	**Regions and Nations Update** David Brown attended the last meeting in October. Issues raised similar to those reported earlier by Emma Walker at the Incoming Chair's meeting. Next meeting is in March.	DB
10	**General Assembly Update** Carol Ramsey attended the last meeting in October and again issues raised were similar to Incoming Chairs and Regions and Nations.	CR

	Corporate Plan Launch and Chief Planners Governance. Carol said that there is a “soap box” session during General Assembly and she would like to talk at this during the meeting in March. Carol suggested she raise issue of no Stormont.	
11	**Any Other Business** Roisin informed Committee that due to staff workload, we would be changing the dates for newsletter submissions and circulation. Mathers Award – David Brown informed committee that the new award would be launching in January. Belfast Healthy Cities will be visiting school to encourage them to enter submissions. Deadline is May with winners announced in June. RTPI need to follow up with school in June. Roisin asked for it to be recorded that a recommendation for the Outstanding Service Award was sent to RTPI Board who awarded Mary MacIntyre at the Annual Meeting in December – Congratulations to Mary. Roisin said that there were quite a few Committee members who stood down at the Annual Meeting in December and she thanked those members for their time and commitment to RTPI NI.	
12	**Date of Next Meeting** Thursday 8th March 2019.	All