RTPI CYMRU EXECUTIVE COMMITTEE

MINUTES of a meeting of the RTPI Cymru Executive Committee held on 06 DECEMBER 2018 at Glyndŵr University, Wrexham

PRESENT: Allan Archer, Martin Buckle, Huw Evans, Jane Jones, Emma Langmaid, Aneurin Parry, Cath Ranson, Alan Southerby, Tom Watson

In attendance: Roisin Willmott (Director), Georgina Roberts (Administrative Assistant)

		Action
1	**Introduction and welcome** The Chair welcomed members to the meeting.	
2	**Apologies for absence** Charlotte Beattie, Jane Coppock, Mike Cuddy, Kate Davis, Chris Potts, Simon Power, Alison Thomas, Sian Thomas	
3	**Conflicts of interest declaration** Martin Buckle – Planning Aid Wales	
4	**Notes of last meeting** Agreed for accuracy. Although not reported in September minutes due to confidentiality, RW reported that the RTPI Executive Board has approved the establishment of an office for the RTPI in Cardiff. **ACTION: RW to seek suitable premises, with a view to moving in during 2019.**	RW
5	**Matters arising/action points** **Action 1: 09/18** TW to produce blog, giving insights into RTPI membership for young planners and students in the New Year, possibly in the form of a New Year's resolution. **ACTION: TW to send blog to RW for inclusion on the website** **Action 2: 09/18** Completed. **Action 3: 09/18** Completed – Simon Power attended November Policy Forum meeting. **Action 4: 09/18** Executive Committee members were again encouraged to contribute blogs to RTPI Cymru website.	TW

	ACTION: All members to consider blogs or articles for website.	All
	Action 5: 09/18 Completed. YPC representatives organised a quiz at the Annual Dinner.	
	Action 6: 09/18 Executive Committee members will be asked for contributions to major consultations only.	RB
	Action 7: 09/18 No action taken.	
	Action 9: 09/18 Agreed that beach cleaning would be most appropriate activity for member involvement. RW to look at working with Keep Wales Tidy, Clean Seas or other organisations and to liaise with LPAs. There should be a soft launch in time for Spring edition of Cynllunio.	
	ACTION: RW to prepare proposals for beach cleaning activity in time for Spring issue of Cynllunio.	RW
	Action 10: 09/18 Strategy to encourage attendance at WPC by other professions, town and community councillors and other groups outside RTPI and planning to be produced in time for March Committee.	
	ACTION: RW to prepare strategy.	RW
	Action 11: 09/18 Included on agenda.	
	Action 12: 09/18 RW reported that there were 345 students on accredited planning courses at Cardiff University in 2017-2018. No data yet received for 2018-2019.	
	Action 13: 09/18 The strategy for work within schools has been postponed because the education team is re-formatting all work in this area and producing guidance for volunteers going into schools.	
	Action 14: 09/18 RW will circulate the new scheme of delegation in the email to the Executive Committee for 2019.	
	ACTION: RW to circulate scheme of delegation to new members of Executive Committee.	RW
	Action 15: 09/18 Included on agenda.	
	Action 16: 09/18 TW volunteered to act as RTPI Cymru representative on PAW Board.	

	ACTION: TW to represent RTPI Cymru on PAW Board. **Action 17: 09/18** The RTPI's new governance officer will be looking at ways of encouraging voting.	TW
6	**Operational Plan 2018 Update** RW reported that the Wales Enforcement Conference was very successful in its new venue and that it works well with POSW funding. The joint event with RSAW and DCfW was also successful and could be a model for further events on other topics such as development management. The Annual Dinner went well, although attendance was lower than in previous years. The judging panel for the 2019 Wales Planning Award will comprise Emma Langmaid (Chair), Judith Jones and Alan Southerby.	
7	**Policy Activity Update** The Policy Forum has had an extremely active year, to the point of being overstretched. It will need to be more focussed in 2019. A session on the research into rural housing delivery is to take place after the December Executive Committee meeting. The project is going well and will be launched on the website and publicised through the University presenting at a housing research conference on 10th January in Cardiff. The University will also be asked to produce a blog and RTPI Cymru will disseminate it to interested parties, including POSW and Welsh Government and the Supply of Affordable Housing Panel. RTPI Cymru and Planning Aid Wales will be assisting in the delivery of events in Newport, Cardiff and Swansea, linked with a Cardiff University project looking at planning and faith. RB and RW have been involved in a variety of conferences and other events and RW has taken part in two media interviews. RW is still involved in the Welsh Government review of affordable housing supply. The Law Commission report has been published. The Committee noted that RB has done a great job this year and recorded its thanks to her.	
8	**Welsh Young Planner Award** The report was noted and it was agreed that an award should be offered in 2019. It will be trialled for two years. The judging panel should comprise the RTPI Cymru Chair and one other Committee member, plus an ex-Chair of YPC (no longer eligible).	

	The award will be featured in the March edition of Cynllunio in order to give a longer lead-in and then it could be launched at the WPC, with a deadline at the end of June and interviews during September. **ACTION: RW to publicise award in next edition of Cynllunio.**	RW
9	**Young Planners Cymru Report** No YPC representative attended the meeting and no report was received from YPC. It was agreed that RW should attend the first meeting of the 2019 steering group and outline what is expected of the group in return for funding and support from RTPI Cymru. **ACTION: RW to attend first YPC Steering Group meeting of the New Year.** It was also agreed that closer links should be maintained between YPC and RTPI Cymru. TW volunteered to take this on. **ACTION: TW to act as liaison between YPC and RTPI Cymru.**	RW TW
10	**RTPI Cymru Executive Committee 2019** The report was noted. In addition to the names mentioned in the report, it was noted that, as a result of a separate invitation, the vacancies for student / licentiate representatives had also been filled by Ruth Jones and Emmeline Reynish. Huw Evans will continue to be the RTPI Cymru representative on the Nations and Regions Panel but is unavailable for the March and October meetings. It was agreed that expressions of interest should be sought from the Executive Committee to be a substitute for Huw. It was also agreed that Cardiff University should be contacted with a view to resuming their representation on the Committee. **ACTION: RW to seek a volunteer for the Nations and Regions Panel at March meeting.** **ACTION: RW to contact Cardiff University for a volunteer to join the Committee as a co-opted member.**	RW RW
12	EL expressed concern at the low attendance at the Annual Dinner, particularly among the larger consultancies. It was agreed that ways should be sought to improve this. **ACTION: RW, EL, HE and TW to meet in the New Year to discuss options for 2019 Annual Dinner, including ways of increasing attendance.** Thanks were given by AP to the committee and staff for the year's work. Thanks were also given to committee members standing down this year.	RW / HE/ EL / TW