

*Inspired by the past, picture your future...*

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

*"In the spirit of community-led neighbourhood planning the ethos of Look! St Albans is to be transparent, proactive, respectful, collaborative, open, diverse, explorative and community-rooted. It follows that any information obtained by Look! St Albans from its dealings with any person or body in the performance of its Purpose and Aims must be treated as being in the public domain."*

*7pm TBC Before formal start of the reps group meeting colleagues are invited to a presentation by the Oaklands students, under their tutor Raj Dhillon (Co-ordinator Business and ICT) of the two websites they have produced; which the reps group will discuss under item 3 of formal agenda*

## **Agenda**

**Look! St Albans 3<sup>rd</sup> representatives' group meeting to be held on Monday 19<sup>th</sup> May 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>**

Meeting to be conducted as set out in our adopted constitution 5.2: Representatives' Group powers and meetings.

*"Members of Look! St Albans may attend as observers any meeting of the Representatives Group and the Chairperson may invite an observer or observers who are not members to attend, but they may not vote. The Representatives' Group reserves the right to exclude observers where a majority of Representatives' Group members present deem that this is necessary for the effective conduct of the Group's business."*

**Definitions:** A **design charrette** is an intense period of design or planning activity. A **design code** is a set of illustrated design rules and requirements, which instruct and advise on the physical development of a site or area.

**NB Please note Item 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.**



Please ensure you purchase a beverage on arrival.

### **Apologies for absence**

**As the Treasurer will have to leave after about 15 minutes the chairman in discussion with the secretary has decided to take this item first.**

### **Item 1 Treasurer's update, including draft budget proposals (draft budget proposals to be circulated before meeting)**

**Minutes:** To confirm the minutes of meeting No. 2 of the representatives group held on Monday 24<sup>th</sup> February 2014 (**previously circulated, please bring a copy should you want to reference same**).

Signing of approved minutes by chairman

**Short updates on matter arising from minutes:** *Any substantial items not previously advised to the secretary with wording will be discussed at a future meeting of the reps group.*

**Chairman's update and Deputy Chairman's (if required)** on this occasion due to the nature of the evenings meeting any important updates should be circulated in advance and attached to the subsequent minutes.

### **Item 2 Secretary's update including investigations into insurance**

### **Item 3 Report of the website working party on the progress of the project.**

Aim and Objective: to set up and design a website for Look! St Albans.

Purpose: to publicise the work of Look! St Albans and to keep our supporters updated on events and activities including reps group meetings agenda's and minutes.

***Appendix C of our constitution Website:*** *The Representatives' Group aims to establish a website on which Look! St Albans - Our Community Voice on Design can post its workshop report Updated January 2013, subsequent outcomes of facilitated Design Charrettes, notices, minutes and other information of interest.*

**Approval will be sought on choice of website.**

### **Item 4 Discussion and approval *in principal* of holding a Charette process as set out in our constitution for The Museum of St Albans, 9A Hatfield Road, St Albans AL1 3RR**

This meeting was postponed from 28<sup>th</sup> April Angela Koch director of ImaginePlaces cannot not be present this evening. To avoid delay she has produced a task and cost estimate which has been passed to the council for their consideration. Angela is willing to discuss further with the client group should the council wish to pursue. *At this point therefore the task and cost estimate is not in the public domain as this remains a document between consultant and potential client.*

However as there would be time and cost implications for Look! St Albans it is appropriate that these are discussed as soon as possible and ways of raising the required funds.

#### **Item 5 Proposed date of our AGM suggestion middle of October**

Our inaugural AGM took place in November which did not encourage a high turnout of supporters. Also as arrangements were left late we had to work around when the speaker was free not plan well in advance.

Aim and Objective: To plan a date well in advance to maximise preparation of not only our AGM but a programme to enliven, inform as well as carry out the necessary formalities.

Purpose: to arrange our AGM as per our constitution.

**Item to be held back for next meeting discussion and approval of 'Draft guidance for Look! St Albans working parties'**

**AOB:** *Any substantial items not previously advised to the secretary with wording will be discussed at a future meeting of the reps group.*

**Set date and venue for the next reps group meeting**