

UDL Management Committee Meeting Minutes – 4 February 2007

Agenda:

1. Procedural business
 - 1.1. Apologies for absence
2. Business Items
 - 2.1. Training Programme - Update
 - 2.2. Design For London - Update
 - 2.3. Planning Appeals - Can we find examples of how design is being dealt with?
 - 2.4. Design Review Panels - Do we need sub-regional panels or more borough panels?
 - 2.5. 2007 Borough subscriptions - Level of charge in 2007
 - 2.6. 2007 Staffing Arrangements
 - 2.7. Any other business

Meeting held at Pick Room, 55 Broadway, Victoria London SW1V, 10 a.m. – 11:30 a.m.

Main follow up items are:

2.1 Training programme

- Seminars
 - We will look to book dates and venues for second seminar set from September this year.
 - We will advertise more widely, for example in relevant magazines, and try and get more Housing association people involved.
 - We will ensure more coordinated and useful handouts for example, a sheet with main design principles for everyone in Seminar 1.
 - We will think about how to charge for places and see if there is a way around the problem where 1 dept pays the subscription but does not want staff from another Dept to take places.
- Masterclasses
 - We should wait to decide on key issues for further masterclasses, not try and guess what they will be at the moment.
 - We should monitor current set before deciding on a further tender invite for another set.
- Learning at Work
 - EK to draw up a flyer advertising the offer and explaining it in a simple way.
 - Borough Reps to circulate and ask others if they are interested.
- E-Learning
 - EK, with Elspeth Timmons and David Tittle, to draw up draft proposal and circulate for comment.

- E-Learning to combine easy to access info hub, organised around “lessons” and the needs of different players; and monitored, interactive pages where people log on, answer questions, quizzes, etc. and show they have basic understanding.
- Should focus on definitions, key vocabulary and should re-enforce other training, not pretend you can learn to be an urban designer through e-learning.

2.2 Design for London

- EK explained the move to DfL
- If any problems occur with relationship all should report back to group

2.3 Planning appeals

- Problems of getting examples noted. Catch 22 where a lack of confidence in design refusals mean they are not done much. Lack of clear definitions and policy to help.
- EK to draft a paper and circulate for comment, trying to explain the key issues so we can discuss with PINs.
- Group to continue to look for examples, or just anecdotes, and send to EK.

2.4 Design Review Panels

- Meeting noted the forthcoming meeting (15 Feb.) on this subject.
- No further action until we know the outcomes of that meeting.
- If Julie Greer can not attend, her colleague at Southwark would be good.
- One option mentioned was that UDL could provide centralised admin support for panels.
- It was explained that Developers did not want any overlap with CABE panel and were not particularly keen.
- The importance of good protocols so reviews influenced decisions was mentioned.

2.5 Borough Subscriptions

- Meeting noted the Board’s decision to keep subscriptions at £4,000 in 2007/8.
- EK explained we were aiming on 16 subscribers next year.
- Budgets in some Boroughs are very tight, but hopefully those that paid this year will pay, and 2 others will start paying.
- EK to draft letter to send to all Boroughs, explaining what people have got for their money this year, and what we will do next year.
- Letter to be circulated for comment before being sent.
- Reduction of “free” training places to 5 per Borough suggested.

2.6 2007 Staffing Arrangements

- EK explained her secondment from CABE had been extended till Oct 2007.
- UDL would need to advertise the Director’s and programme Managers job soon.

2.7 AOB

- Questions were asked about UDLs budget. The rough figures were explained. UDL has used part of its carried forward surplus this year, but is still in a sound position. Approximately 110k is committed for the first round of training, and it would cost approx 100k to run it all again next year. Half of the first round of training will be paid for in 2007/8, so expenditure that year will be approx 150k for training, plus other costs such as staff, web site, hosting other events including those for Champions etc. UDL has been promised 70k from TfL, 70k from DfL, 15K (min) from CABE and is forecasting 65k from borough subscriptions for 2007/8. This would result in an approximately even budget for 2007/8 but would be based on a substantial carry forward from 2006/7 and so UDL would still be in a healthy financial position.
- EK will be drawing up a business plan and will circulate.