

Record of SCLF Executive Committee Meeting March 2011

Meeting Details 8 March 2011, 1400-1600hrs, University of Strathclyde, Glasgow

Reason for meeting: Regular Executive Committee Meeting

1. Attendees:

John Curran(Chair) (JC)	Soilutions
Paula Coopland (PC)	Coopland Consultancy
Harry Preston (HP)	Stirling Council
Andrew MacKenzie (AMK)	ERS
Roslyn MacIntosh (RM)	Inverclyde Council
Michael McNaughton (MM)	Clackmannanshire Council
Alison McKay (AM)	McKay Environmental
Hugh Flowers (HF)	University of Glasgow (Observer)
Zara Rostance (ZR)	Atkins
Alex Hardie (AH)	Exova

Apologies:

David Balmer	WH Malcolm
Dave Cooke (DC)	Independent Consultant
Kenneth Ross (KR)	Brodies
Caroline Thornton	SEPA (Observer)
Bob Kalin	University of Strathclyde (Observer)

2. Actions from previous meetings

Previous executive committee meeting minutes (Nov 2010) and AGM minutes (Jan 2011) were accepted as a true record.

The outstanding invoices relating to the conference had been received.

All arrangements in relation to the December meeting had been completed although no sponsorship had been obtained. It was noted that the December AGM and forum meeting had to be postponed to 21 January 2011 due to adverse weather. Zara Rostance was elected to the executive committee during the AGM and was welcomed to the first Executive meeting.

The website re-design has been uploaded.

AM questioned the purpose of the development of a spreadsheet to cover members attendance at meetings and events. JC confirmed that this was desirable to track members involvement in the forum with a view to encouraging those who do not regularly participate to do so in the future as well as to indicate those who are active and may be willing to assist the Executive in forum activities.

All other actions completed or carried as noted in the action statement.

3 Financial Report

AMK provided an updated Balance Sheet for the year to 30th September 2010 which confirmed a closing balance of £10,106.55. A closing balance to 8 March 2011 was reported as £9430.95 with includes £450 in outstanding debtors that were being chased. Previous correspondence in relation to debts previously chased by AM to be sent to AMK.

AMK reported that the books had yet to be audited but were with Bob Kalin to be forwarded to Shiela Cartwright.

A full breakdown of the conference costs was requested.

4 June Meeting

Meeting theme is regulation. PC and AKH to organise meeting. It was noted that KR had previously offered to speak at the meeting on some interesting case law.

5 CLEA course

It had previously been agreed by the Exec that CLEA training provided by Atkins would be run in the first half of this year. The previous quotation will be updated and provisional dates requested from Atkins for a date before summer.

An expression of interest will also be put out later in year for Introduction to Hydrogeology course.

6 Conference

The provisional date for the conference is 8th September 2011 (subject to room bookings at University) (Post meeting note – room booking cannot be confirmed until end June 2011). AM suggested that the conference be kept as a general interest conference and be named 2nd SCLF conference on land assessment and remediation. There would be themes for sessions throughout the day based on accepted abstracts.

It was decided that Parsons Brinkerhoff would be invited to speak at the conference due to the cancellation at the December meeting due to adverse weather.

A subcommittee was formed to progress the conference as follows:

JC – Chair

AM – delegate management, speakers management, invoicing where required, venue and catering

MM – Exhibitors confirmation and management

AMK – overall responsibility for finance

ZR – Posters

HP, PC - Programme development / assist as required.

It was agreed that the £50 delegate rate would be maintained.

AM proposed the following key dates:

Announcement and call for papers 4th April

Submission deadline 3rd June

Confirm programme

24th June

AM noted that it would be worth considering other payment options such as paypal to allow credit card payments. This was to be investigated.

7 SAGTA and SCLF

AM reported that SAGTA had noted interest in some collaboration with SCLF and that she supported such links as a way to possibly increase links with industry. JC questioned what SAGTA hoped to gain from such collaboration. A proposal is to be requested from SAGTA on how they fit with SCLF.

7 Consultations

Members to be advised of current and forthcoming consultations in the meeting e-mail.

It was agreed that comments should be collated on the forthcoming DEFRA stat guidance consultation, but should only be shared with Scot Gov. The rationale for this being that it would not be politically correct for a Scottish Forum to comment on English guidance, but where it may impact on Scotland, Scottish Government should be made aware of this.

8 CL:aire Website

Information had been previously circulated to executive committee regarding the development of a place on the CL:aire website for local contaminated land forums. All agreed that SCLF should be included.

9 CLAG Update

AM reported that the group were considering and contributing to a CLAG response to the Defra statutory guidance consultation. Advice offered to CLAG by the subgroup formed from interested SCLF members was that there were some significant difficulties in implementing the Defra proposals and that it would not be desirable to adopt such changes in Scotland, or to carry out a similar consultation. SCLF are to continue to hold a neutral position (non-lobbying) on the CLAG group.

10 SEPA Update

CT noted by correspondence that SEPA were working on a revision to the 'brown booklet' on assessing pollution from contaminated land.

11 Local Authority Update

Local authority members present noted that they were still waiting to see the full extent of budget cuts. Questions were being asked in local authorities about whether the contaminated land regime needs to be progressed. Contaminated land was considered to a low priority for many local authorities in relation to other pressures on budgets.

Considerable concern was raised about the cut of training budgets.

12 AOCB

None

Meeting closed 1600hrs.

Dates for your diary

2011 forum meetings:

- 7th June
- 6th December

2011 Executive meetings:

- Forum meetings preceded by an Executive Committee meeting (unless there is a seminar that day in which case alternative dates will be provided).

Conference

8th September 2011

Action Statement

Ref	Description	Action By	Due by
Mar 2011/2.1	Logo to be finalised	AM	April 2011
Mar 2011/2.2	Photo competition to be advertised for website photos	AM/PC/HP/ZR	June 2011
Mar 2011/3.1	Conference costs breakdown to be distributed to executive committee	AMK	March 2011
Mar 2011/3.2	Audited balance sheet to be distributed to executive committee	AMK	ASAP
Mar 2011/3.3	Send correspondence of previously chased debts to AMK	AM	March 2011
Mar 2011/4.1	Arrange speakers and sponsors for June meeting	PC/AH	May 2011
Mar 2011/4.2	Book rooms for June and Dec meetings	AM	March 2011
Mar 2011/5.1	Get provisional dates for CLEA course and start booking process	AM	April 2011
Mar 2011/6.1	Look at alternative payment options for conference	AM/AMK	May 2011
Mar 2011/6.2	Invite PC to speak at conference	AM	May 2011
Mar 2011/6.3	Conference announcement and call for abstracts	AM	April 2011
Mar 2011/7.1	Proposal to be sought from SAGTA on collaboration	AM	
Mar 2011/8.1	Confirm CL:aire website inclusions	AM	
Nov 2010/6.1	Conference presentations to be uploaded to website	AM/PC	April 2011
Mar 2010/9.4	Spreadsheet to be produced of member participation	AM	Sep 2010

Minute prepared by Alison McKay