

Landscape SIG

24 June 2024, 10AM-11AM
Online - Teams

Minutes

Present:

- David Astbury
- Victoria Bowns
- Len Branson (Online Communities Advisor, Historic England)
- Brandon Braun (secretary)
- Kat Hopwood-Lewis (advisory council representative)
- Ian Houlston
- Abi Tompkins
- Sam Turner (chair)
- Meike Van Lit (treasurer)
- Janine Young

Agenda Point		Action (Initials)
1.	Apologies All committee in attendance	
2.	Minutes of the Previous Meeting Accepted without changes	
3.	Matters Arising Follow-ups from previous meetings: <ul style="list-style-type: none"> - Recording and sharing AGM - Possibility of online library/archive (agenda point 4) - Communications (agenda point 6) 	
4.	Knowledge Hub Introduction – Len Branson of Historic England <ul style="list-style-type: none"> - LB provided an introduction and overview of Knowledge Hub. - Q&A with committee 	
5.	Group Documentation 3-year plan: Committee worked through template. Draft will be shared with committee and posted on Knowledge Hub. Topics considered: <ul style="list-style-type: none"> • Dates of committee meetings: <ul style="list-style-type: none"> - Set dates of next two committee meetings of Year one (14 October 2024, 13 January 2025). Tentative quarterly dates for committee meetings in Years two and three. - Next Landscape AGMs to coincide with Cifa AGMs. • Events: <ul style="list-style-type: none"> - Landscape AGMS will be offered as hybrid meetings, with the possibility of in-person events (e.g., field visits). - Tea-break informal discussions - Events-focused committee meeting for 12 August 10AM • Publicity and resources 	BB

	<ul style="list-style-type: none"> - Group Banner/postcards <p>Annual Report: concise report to be drafted and sent around to committee.</p>	<p>DA JY + interested committee members VB BB</p>
6.	<p>Communications</p> <ul style="list-style-type: none"> - MVL and KHL introduced communications plan and their work on social media handbook, followed by committee discussion. - MVL and KHL will take 3-month roles as social media managers to maintain SIG social media and content planner. Pairs of editors will support. - Editors TBD 	
7.	<p>Group working space (OneDrive, Google Drive, etc)</p> <ul style="list-style-type: none"> - Briefly discussed in agenda point 4. Committee will continue to use Mural and Knowledge Hub. 	
8.	<p>AOB</p> <ul style="list-style-type: none"> - Separate events meeting 12 August 10AM 	
9.	<p>Date of next committee meeting and future events</p> <p>Committee meetings:</p> <ul style="list-style-type: none"> - 14 October 2024 at 10AM - 13 January 2025 at 10AM <p>Events meeting (optional for committee members):</p> <ul style="list-style-type: none"> - 12 August 2024 at 10AM 	