

HISTORIC ENVIRONMENT ADVISORY COUNCIL FOR SCOTLAND

MINUTES OF MEETING 19 JUNE 2004

DRYBURGH ABBEY HOTEL, ST BOSWELLS

Present: Liz Burns (Chair)
Peter Burman
Neil Galbraith
Mark Hopton
Ian Johnson
Finlay Lockie
Eleanor McAllister
Charles McKean
Clare Meredith
Ross Noble
Andrew Wright
Malcolm Bangor-Jones (Secretary)

In attendance: Sheenagh Adams, Director of Heritage Policy, Historic Scotland
Susan Williamson, Head of Heritage Policy, Historic Scotland

Apologies

1. There were no apologies.

Study Tour

2. Council expressed its thanks to Historic Scotland staff and the HEACS Secretariat for organising the Study Tour.

Minutes of the meeting of 11 March

3. The minutes of the meeting were approved subject to the deletion of Finlay Lockie's name from the proposed membership of the Funding Working Group at paragraph 29.

Matters arising

Standing Orders

4. Council gave further consideration to the Standing Orders and agreed that:
 - paragraph 5.2 should be amended to reflect Council's decision that papers should be dispatched to Members at least 14 working days before the meeting. It was also agreed that the Secretariat would email Members when papers had been dispatched;
 - the second sentence of paragraph 8.2 to read 'They will be confirmed, subject to any corrections raised, at the next...';
 - the Secretariat should inform members of any action points arising as soon as possible after the meeting.

Council approved the Standing Orders, subject to the agreed amendments.

Action: Secretariat

Budget

5. Council noted the budget paper. Attention was drawn to the increased estimated expenditure on the Conference and Public Meeting and it was noted that Council might have to approach Historic Scotland for additional resources.

Industrial Museums

6. Council considered its correspondence with the Minister on industrial museums in Scotland and agreed that Council should continue to keep a eye on the state of the museum sector as whole.

Historic Scotland Review

7. Council noted that the Chair had written to the Minister about the Report of the Review of Historic Scotland. A reply was awaited.

VAT

8. Council noted that the Chair had chosen not to write to the Minister about VAT until a better opportunity presented itself. It was agreed that this might be an issue which the Funding Working Group could consider in due course.

Blue Skies

9. It was agreed that the notes taken at Blue Skies sessions might be further considered by the Chair's Group or by the Working Groups.

Working Group reports

Legislation Working Group

10. Council noted the record of the meeting of the Legislation Working Group. There was growing public interest in the issues the Group was considering. The Group was proposing to organise a joint seminar with BEFS on the Pilots which were being taken forward in England.

Audit Working Group

11. Council considered the draft report of the Audit Working Group. The Report was in the process of being refined and further work had already been undertaken on the financial requirements. It was felt that, where appropriate, the Report should make clear that particular statements were based on evidence presented by expert witnesses to the Working Group. Council discussed the proposed definition of historic environment and the essential continuity which Historic Scotland could provide in taking the audit process forward. It was agreed that an amended draft of the report, incorporating comments made by Council, might be discussed

at a meeting of those who had given evidence to the Working Group. A final version of the Report would be submitted to Council for approval at the next meeting.

Action: Neil Galbraith

Local Authority Working Group

12. Council considered the paper from the Chair of the Local Authority Working Group proposing that Heritage Futures be invited to develop their research on community planning into a proposed course of action for HEACS. The Group felt that other Working Groups had a bearing on its work in relation to the role of local authorities. The Group had requested that the Scottish Executive research project into the adequacy of the resources available to local authorities be extended to examine the available resources to assess planning applications with an impact on the historic environment. It was agreed that the Group should provide an outline brief of the further work which Heritage Futures might be invited to undertake.

Action: Martin Hulse

Skills and Materials Working Group

13. Council noted the record of the meeting of the Skills and Materials Working Group. It was reported that the Group had also visited the Scottish Lime Centre. Council noted the proposals for a training centre at Fyvie Castle. The role of the CITB (Construction Industry Training Board) and the possibility of private estates undertaking training were discussed.

Properties in Care Working Group

14. Council noted that the work of the Properties in Care Working Group appeared to be less of a priority at present. However, the Group would be seeking to arrange another meeting shortly.

Infrastructure Working Group

15. Council noted the record of the first meeting of the Infrastructure Working Group. It was noted that the development of the infrastructure might help to generate a collective voice for the sector, especially to engage with Government. Council considered the accompanying tables and diagrams which mapped the infrastructure. Members were invited to pass comments and suggestions to Ross Noble.

Action: Members

Other Working Groups

16. Council noted that the Working Group on Economic Importance might commence work in August.

Action: Neil Galbraith

17. Council discussed when the Funding Working Group might commence its work. It was suggested that research might be commissioned to provide an overview of the current position. It was agreed that the Chair and Andrew Wright would meet to discuss the position.

Action: Chair and Andrew Wright

Committee reports

Chair's Group

18. Council noted the record of the meeting of the Chair's Group. It was agreed that Mark Hopton should join the Chair's Group in place of Martin Hulse who had completed his term.

Conference

19. Council discussed arrangements for the Conference and Public Meeting. Oyster Arts had been appointed as conference organisers and a flyer was in preparation. Council considered possible projects to be presented during the seminar session. The possibility of a civic reception was discussed, and it was agreed that Eleanor McAlister would contact the City Council.

Action: Eleanor McAlister

Annual Report

20. Council discussed the production of its Annual Report. It was agreed that Chairs of Working Groups should provide reports on the work of their Groups.

Action: Working Group Chairs

Dates for 2005

21. Council considered the proposed dates for Council meetings in 2005. It was agreed that the meetings should be held as follows:

17/18 March	North East Scotland
23 to 25 June	Argyllshire including Study Tour
22/23 September	Edinburgh including National Conference and Public Meeting
15/16 December	Dundee

Action: Secretariat

Meeting with the Minister

22. It was noted that a meeting with the Minister had been sought before the Conference. It was agreed that the following topics might be raised: the forthcoming Report of the Audit Working Group; Council's Annual Report; DDA; and progress on implementing the recommendations of the Historic Scotland Review.

Working Group Reports

23. Council considered how the Chairs of Working Groups intended to draft their Reports. It was agreed that Chairs should feel free to call upon the services of the Secretariat.

Website

24. Council considered the tabled paper on the development of the HEACS website. It was noted that the website had received 6500 hits over the 4-month period February to May

2004. The paper presented three options, ranging from maintaining the status quo to the production of a communications strategy, encompassing all aspects of Council business. It was acknowledged that the latter course would have budgetary implications. It was suggested that Council should move to greater use of electronic communication. It was felt that, while the development of a communications strategy should not become a diversion to providing advice to the Minister, it would be reasonable for Council to develop a strategy incrementally. It was agreed that Mark Hopton, Martin Hulse, Ian Johnson and Eleanor McAlister should form a Working Group to consider the issue. The Group would consider drawing up guidance for the design of Council's Annual Report.

Action: Mark Hopton, Martin Hulse, Ian Johnson and Eleanor McAlister

Register of Interests

25. It was noted that the Register of Interests would be circulated to Members for amendment.

Action: Secretary

Consultation papers

Historic Scotland: Carved Stones

HEACS(04)33

26. Council noted its response to the consultation.

Scottish Executive: CAP Reform

HEACS(04)34

27. Council noted its response to the consultation.

Historic Scotland: Consultation on National Importance

HEACS(04)35

28. Council noted its response to the consultation.

29. Council thanked Charles McKean, Ian Johnson and Andrew Wright for their work on these papers.

SE Protecting our Marine Environment

HEACS(04)36

30. Council considered the response drafted by Neil Galbraith and suggested various amendments.

SE Access to Environmental Information

HEACS(04)37

31. Council noted the consultation paper.

SE Satellite Dishes and Other Antennas

HEACS(04)38

32. Council noted the consultation paper.

SE Rights of Appeal in Planning **HEACS(04)39**

33. Andrew Wright agreed to consider the consultation paper.

Action: Andrew Wright

SE Making Development Plans Deliver **HEACS(04)39**

34. Council noted the consultation paper.

SNH Guidance on Local Landscape Designations **HEACS(04)40**

35. Ian Johnson and Peter Burman agreed to consider the consultation paper.

Action: Ian Johnson and Peter Burman

Review of processes and priorities **HEACS(04)41**

36. Council considered the need to prioritise the consultation papers it received. It was suggested that the main focus of Council should be on its Working Groups. It was agreed that Neil Galbraith would sift consultation papers and that Council could employ a standard response where appropriate. The situation would be monitored.

Historic Scotland Corporate Plan **HEACS(04)43**

37. It was noted that HEACS and BEFS had been asked by Historic Scotland to consider the agency's draft Corporate Plan. It was agreed that the Chair would co-ordinate Council's response. Members were invited to pass comments to the Chair by 25 June.

Action: Chair and Members.

RCAHMS Corporate Plan **HEACS(04)44**

38. It was agreed that the Chair would co-ordinate Council's comments on the RCAHMS Corporate Plan which would be forwarded to the Minister. Members were invited to pass comments to the Chair by 19 July.

Action: Chair and Members

Castle Tioram

39. It was noted that the Chair's Group had considered that HEACS should inform itself about Castle Tioram as it was a subject of great interest and significance. It was also noted that the involvement of various Council Members had ceased now that the PLI was over. Council received an update on the matter from Historic Scotland and discussed some of the issues which had arisen.

Cultural Policy Statement **HEACS(04)45**

40. Council agreed to defer consideration of the Cultural Policy Statement to its next meeting. In the meantime the Chair would write to the Chair of the Cultural Commission emphasising the importance of the historic environment.

Action: Chair

Information exchange with Historic Scotland

HEACS(04)46

41. Council was informed about the work of the Change Management Team within Historic Scotland. Communications had been highlighted in the Review as a key issue and, in recognition of this, the Communications and Media Unit was being strengthened and restructured to create a communications section and a web section. A strategy was being developed to address the recommendations on how Historic Scotland could best communicate with its customers and stakeholders. Work had started on the appointment of two non-executive board members. Historic Scotland also reported on various internal restructurings within the agency, the forthcoming consultation on historic building repair grants, and the establishment of the four City Heritage Trusts. It was noted that the Chair's Group would be giving a presentation to Senior Manager's Group within Historic Scotland on 29 June. It was suggested that HEACS might undertake a tour of Historic Scotland in due course.

Meetings with other agencies

RCAHMS

HEACS(04)47

42. Council noted the record of the meeting with RCAHMS.

Audit Scotland

HEACS(04)48

43. Council noted the record of the meeting with Audit Scotland.

HLF

HEACS(04)49

44. Council noted the record of the meeting with the HLF.

COSLA

HEACS(04)50

45. Council noted the record of the meeting with COSLA.

Date of next meeting

46. The next meeting would be held on 23 September in Glasgow.

**HEACS
July 2004**