
Planning, Infrastructure and Place Advisory Group: Minute

Meeting No: 2
Date and Time: 7th September 2023 10:30-16:00
Place: Winchburgh

Attendees

Joint Chairs

Fiona Simpson, Scottish Government
Tony Rose, Scottish Futures Trust

Core Group

Richard Ballantyne, British Ports
Susan Campbell, Scottish National Investment Bank
David Cowan, Scottish Government
Iain Docherty, Stirling University
Pam Ewen, Heads of Planning Scotland
John Hamilton, Winchburgh Developments
Martin McKay, Clyde Gateway
Francesca Osowska, NatureScot
Ailsa Raeburn, Community Land Scotland (online)
Pauline Smith, Development Trust Association Scotland
John Trower, Optimity
Kat White, Scottish Government
Hamish Trench, Scottish Land Commission

Support

Lorna Aird, Scottish Government
Suzanne Stephen, Scottish Government
Lynne Ward, Scottish Futures Trust

Apologies

Soren Jensen, Infrastructure Transparency
Scott Mathieson, Scottish Power Energy Networks
Rachel Skinner, WSP
Sara Thiam, Scottish Council for Development and Industry
Jane Wood, Homes for Scotland

Support

Emma Cairns, Scottish Government
Andy Kinnaird, Scottish Government

Steven Mackie, Scottish Government
Greg Walker, Scottish Government

Item	Topic	Action
1.0	Introduction & Site Visit Discussion	
	<p>John was thanked for organising the site tour and commended for the progress they have made. The meeting order was changed, with the site visit discussion following.</p> <p>There was an engaged conversation, with a number of questions. In capturing this discussion the template will be completed, with consideration as to what questions could be taken forward, perhaps via the Reference Group. The completed template to be presented at the December meeting.</p>	<p>Secretariat: Write up site visit template, to capture discussion.</p> <p>All: Members to provide any relevant Declarations of Interest</p>
2.0	Minute of Previous Meeting	
	No additional points/amendments	
3.0	Action from Previous Meeting	
	<p>Most actions were seen to be actioned, with only a few areas outstanding.</p> <p>Both Jane and Francesca are providing input to the M&E paper.</p> <p>The other outstanding area of having a full development day was raised, with any further thoughts requested.</p>	<p>All: Provide any thoughts on having a full development day.</p>
4.0	Site Visit Discussion	
	Covered under 1.0	
5.0	Purpose & Objectives (FOR NOTING ONLY)	
	<p>The updated purpose and objectives was highlighted. It was noted that meetings with the members had informed this update, along with the conversation from the previous meeting. This included the meeting schedule, with the model used today anticipated to guide future meetings.</p> <p>There was a broad discussion on what the group is trying to achieve; how to most effectively carry out priorities; and what the timeline of action should be: -</p>	<p>All: Any pressing concerns around the updated purpose & objectives to be raised with the Secretariat.</p> <p>All: consider any additional meeting themes, following the structure of today and inform secretariat in advance of Dec meeting</p>

Item	Topic	Action
	<ul style="list-style-type: none"> • While the group is nominally aligned with the timeline of the next Infrastructure Investment Plan, it was felt there needed to be more short-term priorities and that this wasn't necessarily reflected in the current meeting schedule and related themes. There were noted to be very immediate areas of need such as LDPs where interrogation and collaboration were felt to be important. As such there may be a need to revisit how to best prioritise activity areas. It was noted that there isn't a single way of working as a group. Short to longer-term activity needs to be teased out. • How to most effectively use the time the group included discussing whether longer meetings over 1-2 days would be more productive and the possible role of subgroups. It was felt that subgroups could be part of the approach going forward and that the December meeting could help identify initial areas of activity and therefore subgroups. These groups could then agree how they work most effectively. Managing individual resource was noted as important to consider. • Doing an annual report to pull together the work of the group, had been a member proposal at Chair meetings. It was felt that also creating interim outputs and sharing them and not being focused on creating a perfect output was important. This could help in balancing short to longer-term activities. <p>It was agreed that having meetings out with the central belt was important</p> <p>For site visits and reflecting practice, ensuring small developments are covered in the conversation was agreed. It was confirmed a small budget is available to help manage case study visits.</p>	<p>All: reflect on the structure of today and whether this works.</p> <p>Secretariat: consider further the meeting schedule and key activities (and priorities) in advance of the December meeting.</p>

Item	Topic	Action
6.0	Infrastructure First	
	<p>There was insufficient time to discuss the paper in detail. Tony noted it is intended to table some of the key issues.</p> <p>It was noted that the community should be more fully represented in the framing of Infrastructure First. In some areas the community are developers.</p>	All: To forward any comments on paper to Tony
7.0	NPF4 Delivery Programme (VERBAL UPDATE)	
	An update on the delivery programme is due to be published soon.	
8.0	Monitoring & Evaluation (VERBAL UPDATE)	
	Noted under 3.0	
9.0	AOB	
	PIPAG mentioned in PfG which was felt to be a very positive endorsement of the group role.	
10.	Meeting Schedule	
	Discussed under 5.0	
11.	Close	
	It was noted that the next meeting is on 12 th December, to be held online only.	