

**Hampshire Landscape Officers
Group**

(HLGLG)

Action Plan 2007-2008

April 2007

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The Action Plan is intended primarily as a working document to assist the Group in clarifying its objectives and focussing its energies to maximise effectiveness. It will also assist in communicating the relevance and value of the Group to all Hampshire Districts, be they predominantly urban or rural. The Action plan will be reviewed on an annual basis each January.

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HLGLG Action Plan 1999 - 2004

1: Introduction

Landscape architecture encompasses the art and science of design, planning and management of the external environment. Other environmental disciplines with which the profession is closely allied include architecture, planning, urban design, ecology and arboriculture, and landscape architects have many skills in common with practitioners of these disciplines.

The Hampshire Local Government Landscape Group (HLGLG) also referred to as the Hampshire Landscape officers Group, is a unique group of local government landscape professionals, whose membership is drawn from local authorities in Hampshire and the Isle of Wight. Although the group is primarily for landscape architects, other landscape professionals or representatives from authorities not employing landscape architects are also included by invitation or by arrangement. Nationally, Hampshire has an outstanding reputation in the environmental field. HLGLG has played its part in helping to enhance this reputation and will continue to do so. The Group is also ideally placed to respond to regional and national issues relating to local government landscape practice.

2: Background

HLGLG was formed in February 1988, the main objectives being:

- to provide a forum where landscape issues could be discussed and expertise pooled;
- to strengthen the influence of landscape architects within their employing authorities;
- to encourage those Districts not employing landscape architects to do so, in the interests of the environment of the whole County.

The Group was originally constituted as a sub-group of the Hampshire & Isle of Wight Chief Planning Officers Group (HIPOG), but has subsequently evolved into a much more independent body, which has wider links (eg with the Landscape Institute and South West Chapter) in addition to those which still exist with HIPOG. The Group has organised various professional training and development events, and holds its own funds, which are used to facilitate these activities. The constitution and chairmanship of the Group are set out in Annex 1 and Annex 2.

3: Purpose

The Hampshire Local Government Landscape Group defines its purpose as:

“A forum for public service landscape professionals in the region to discuss matters of common interest and raise standards through co-ordinated action.”

4: Achievements

Examples illustrating the wide range of issues addressed and topics debated by the Group are listed in Annex 3. These include urban design and planning issues, environmental quality and new development, highways design, Local and Structure Plan issues, landscape assessment, countryside planning and management etc. The Group is now nationally recognised as an example of effective co-ordinated action by public sector landscape professionals. Notable successes achieved include:

- 'Landscape and Development Control' seminar held, Winchester 1990.
- 'Raising the Profile' seminar held, Winchester 1994.
- 'Landscape & Development Checklist' published 1991, revised edition 1995
- Input to Hampshire Landscape Fair: 'People and Green Places' 1993.
- 'Model Landscape Planning Conditions' published 1994 (key elements subsequently incorporated into DoE Circular 11/95).
- Input to LI National Conference 'Quality for Tomorrow' (hosted by Landscape SouthWest), Portsmouth 1996.
- Topsoil conference held - Winchester 1997.
- 'Involving People' - Winchester 2000. Joint Conference with Landscape Institute SW Chapter.
- Landscape Institute: Public Sector Round Table - February 2002. Attended by HLGLG representative.
- Study Visit to Poundbury and West Bay in association with the Dorset Landscape Officers Group July 2003.
- Article In Landscape Institute Journal as part of the focus on the South West which was part of a series describing work in the regions of the UK.; November 2006.

5: Objectives

Locally (within Hampshire and the Isle of Wight) to:

- 1 Strive for the highest standards of care for the environment through promotion of best practice, dissemination of information and development of environmental policy within the Group's area of expertise.
- 2 Raise the profile and improve the perception of landscape architecture within local government and in the community at large, and support the role of landscape architecture in the maintenance of the excellent environmental image of the region.
- 3 Promote constructive dialogue with other professions to foster understanding and develop partnerships in the interests of the environment. [Such professions include architecture, urban design, planning, ecology, arboriculture, engineering.]
- 4 Initiate and contribute to training and development activities, in conjunction with allied professions as appropriate, and support the Landscape Institute's CPD policy.
- 5 Develop and strengthen the provision of landscape services within local government and respond to the differing needs of the various Districts, including the predominantly urban authorities.
- 6 Strengthen and promote the role of landscape architects in community environmental action, environmental education, sustainable development and in celebrating local distinctiveness.
- 7 Support creativity and innovation in environmental design and management, including the effective use of public art.

Nationally, to:

- 8 Seek opportunities to influence and develop environmental policy within the Group's area of expertise, for example in the development of new legislation, planning guidance, and other national initiatives.
- 9 Promote the interests of the landscape profession, and support and contribute to the work of the Landscape Institute and the South West Branch.

Internally, to:

- 10 Secure the effective management of meetings and of the Group's activities.

6: Action points related to objectives

Note 1: For clarity of presentation, action points are listed under only one objective (that to which they most strongly relate). In practice, of course, many of the action points contribute to the fulfillment of more than one objective.

Note 2: Priority is indicated as either "A" (first priority) or "B" (second priority).

1 OBJECTIVE - "Strive for the highest standards of care for the environment through promotion of best practice, dissemination of information and development of environmental policy within the Group's area of expertise."			
	ACTION	PRIORITY	BY WHEN?
1.1	Support the Landscape Character seminar organized by LISW branch in Winchester.	A	Spring 2007
1.2	Organise a seminar on the development of Townscape analysis and integration with Landscape Character Assessment.	B	Spring 2008
1.3	Share best practice and promote external links with others through presentations and reviews of current projects, by Group members and study visits, generic planning guidance advice notes; specifically: <ul style="list-style-type: none"> • Landscape and Development Checklist revised version. • Design and Access Statement Guidance for Developers • Generic Guidance on Landscape related SPDs 	A A B B	Ongoing Spring 2007 Sum 2007 Autumm 2007

2 OBJECTIVE - "Raise the profile and improve the perception of landscape architecture within local government and in the community at large, and support the role of landscape architecture in the maintenance of the excellent environmental image of the region."			
	ACTION	PRIORITY	BY WHEN?
2.1	Develop improved communications amongst members of the Group within Hampshire and Central and Local Government agencies. Increase use of email distribution of information.	A	ongoing
2.2	Maximize the use of the Hampshire Landscape Officers Web site to promote objectives. Promote the site as a 'shop window' for different projects around the County and encourage debate discussion and best practice. <i>Mike Tartaglia - Kershaw to lead.</i>	A	ongoing
2.3	Seek greater press & media coverage, including local authority newsletters.	B	ongoing

2.4	Seek to attend / present at Career's event locally.	B	ongoing
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3	OBJECTIVE - "Promote constructive dialogue with other professions to foster understanding and develop partnerships in the interests of the environment. [Such professions include architecture, urban design, planning, ecology, arboriculture, engineering.]"		
	ACTION	PRIORITY	BY WHEN?
3.1	Invite speakers from other disciplines to address meetings of the Group.	A	ongoing
3.2	Hold joint meetings/seminars with other officer groups as need identified	A	ongoing
3.3	Contribute to UDAL's Urban Design Week (usually in Sept.) Possible event focused on Southampton.	B	annual
3.4	Support more sympathetic approaches to highways design such as the conference for Members and Chief Engineers and others from National organizations in March, in the pursuit of this goal.	A	March 2007
3.5	Share information through in-house training events for colleagues and promote the HLGLG web site as guidance and information is published on it.	B	respond to opportunities
3.6	Explore ways of working more closely with arboricultural officers in tree planting design to ensure longevity and ensure sustainable solutions are achieved for adoption of trees. Arrange discussion topic involving local authority arboriculturalists.	A	Ongoing Jan 2007

4	OBJECTIVE - "Initiate and contribute to training and development activities, in conjunction with allied professions as appropriate, and support the Landscape Institute's CPD policy.		
	ACTION	PRIORITY	BY WHEN?
4.1	Agree future Seminar/events programme.	A	annual
4.2	Provide feedback and liaise regularly with the Landscape Institute on CPD activities and policy	B	ongoing

4.3	Provide, or collaborate in the provision of, workshops and/or seminars for colleagues/ elected Members.	B	ongoing
4.4	Keep abreast and inform Group of training opportunities for forthcoming changes to CDM regulations. <i>Paul Best to lead.</i>	B	ongoing
4.5	Arrange informal guidance to Group on 'Design and Access Statements'. <i>NFDC to lead.</i>	A	Spring 2007

5	OBJECTIVE - "Develop and strengthen the provision of landscape services within local government and respond to the differing needs of the various Districts, including the predominantly urban authorities."		
	ACTION	PRIORITY	BY WHEN?
5.1	Share information on projects and training initiatives, and encourage members to invite colleagues from other Districts to assist at key events on a reciprocal basis.	A	ongoing
5.2	Update members' job context and skills register and agree method of storing and accessing records on website. <i>Julie Boschi to lead.</i>	B	annual
5.3	Review current practice in Hampshire in respect of Planning Conditions, change in Developer contributions obligations and s106 Agreements and make recommendations as appropriate. <i>Mark Wilson to lead.</i>	B	ongoing
5.4	'Benchmarking'-Establish method for measuring landscape project impacts as part of monitoring tools to assess value of Landscape Design to the public. <i>Paul Johnston to lead</i>	B	ongoing

6	OBJECTIVE - "Strengthen and promote the role of landscape architects in community environmental action, environmental education, sustainable development and in celebrating local distinctiveness."		
	ACTION	PRIORITY	BY WHEN?
6.1	Seek to develop improved communications with other	A	ongoing

	organisations involved in local community strategies		
6.2	Invite relevant speakers to address Group meetings and explore the ways in which we can best contribute to such initiatives	B	ongoing
6.3	Invite representative of CABE Education to address a meeting of the Group. <i>Paul Best to lead</i>	A	Winter 2007/8
6.4	Seek greater involvement in educational projects and promote contact with schools and colleges – HCC schools landscapes group to share consultation and participatory techniques used in design projects such as ‘Big Landscape Experiment’ – as a topic for the HLGLG group.	B	2008

7	OBJECTIVE - “Support and publicise creativity and innovation in environmental design and management working practices and schemes, including the effective use of public art.”		
	ACTION	PRIORITY	BY WHEN?
7.1	Forge closer links with Arts Council ,South East and Hampshire Sculpture Trust.	A	ongoing
7.2	Promote the advancement of public arts policy within Hampshire.	B	ongoing
7.3	List areas of innovation on HLGLG web site.	B	ongoing

8	OBJECTIVE - “Seek opportunities to influence and develop environmental policy within the Group’s area of expertise, for example in the development of new legislation, planning guidance, and other national initiatives.”		
	ACTION	PRIORITY	BY WHEN?
8.1	Co-ordinate and share information on responses to government consultations, to make best use of limited resources, and seek information on possible opportunities to influence policies. Potential areas include: Landscape and townscape character assessment and sensitivity. PPS’ Planning Gain Supplement SE Plan SUSPOL	B	ongoing

8.2	Bring local issues to the attention of policy-makers where opportunities arise and explain how new government guidance and legislation might help.	B	ongoing
8.3	In the light of increased focus on climate change, hold specific topic session at future HLGLG meeting. Develop specific advice for Development Control on this matter. <i>Andrew Ratcliffe to lead</i>	B	Winter 2007/8

9	OBJECTIVE - “Promote the interests of the landscape profession, and support and contribute to the work of the Landscape Institute and the South West Branch.”		
	ACTION	PRIORITY	BY WHEN?
9.1	Promote regular communication and dialogue with the Landscape Institute and South West Branch. Explore possibility of hosting joint event with LISW. <i>Mark Wilson/Tim Dyer to lead.</i>	A	ongoing
9.2	Contribute to ‘public sector’ initiatives within the Landscape Institute. <i>Neil Williamson / Ian Philips as LI contacts</i>	B	ongoing

10	OBJECTIVE - “Secure the effective management of meetings and of the Group’s activities”		
	ACTION	PRIORITY	BY WHEN?
10.1	Produce and adopt an Action Plan for the Group	A	bi - annual
10.2	Review Action Plan – biannually with Chair and Vice of Group.	A	Spring 2009
10.3	Agree a provisional programme of topics to be addressed at meetings for the year ahead. Allow for flexibility in meetings programme.	A	annual

Annex One

Constitution

The background to the Group, which was formed with the support of the County Planning Officer in February 1988, is given in section 1 of this Action Plan. It was originally intended that the Group should report to both the Hampshire & Isle of Wight Chief Planning Officers Group (HIPOG) and to the County Landscape Working Party, but the latter no longer exists and the relationship to the former has subsequently changed as explained in section 1 of this Plan.

1 Terms of Reference and Eligibility

- 1.1 The initial agreement when the Group was formed was that it should be open to “all levels of Landscape Architects working in local government in Hampshire”. It was to be formed only of Landscape Architects and not allied professions. The particular point about eligibility was discussed in depth on several occasions between 1988 and 1992.
- 1.2 The agreement at the outset that the Group should only be open to those with some level of Landscape Institute membership was not borne out of any desire for exclusivity, but simply reflected two things:
- a) the belief that there was a real risk of diluting the effectiveness of the Group by opening the door to related professions, and
 - b) the explicitly acknowledged objective of encouraging all Districts to treat landscape matters seriously and employ qualified landscape architects.
- 1.3 Eligibility for membership and terms of reference were formally reviewed and clarified at the meeting of 19 June 1989. The relevant minutes of that meeting read:
- 8.1 *After discussion it was agreed that there was no need for the Group to formulate detailed or lengthy terms of reference, but that its main aims and objectives could be summarised as follows:*
- “A forum for public service landscape professionals in the region to discuss matters of common interest and raise standards through co-ordinated action.”***
- 8.2 *It was agreed that the original name of the Group was too cumbersome and that it should be abbreviated to “Hampshire Local Government Landscape Group”.*
- 8.3 *The question of eligibility for membership was discussed. It was agreed that although the Group is primarily for landscape architects, other landscape professionals and representatives from Districts not employing landscape architects would continue to attend by invitation or by arrangement. To be reviewed if necessary on completion of survey (item 11).*
- 8.4 *The Landscape Group is generally referred to as a quasi sub-group of HIPOG. During discussion of the role of the Landscape Group, it was pointed out that many of the landscape architects who belong to the Group are employed in departments other than planning, and are therefore not responsible to a Chief Planning Officer, and also that the Landscape Group is a specialist group with its own distinct professional aspirations. It was agreed that continuing mutual support and co-operation between the Landscape Group and HIPOG was essential.*
- 1.4 The further review mentioned in 8.3 did not occur, and the position as set out in the above minutes therefore remains valid until such time as the Group may decide otherwise.

2 HLGLG Account

- 2.1 It was agreed at the meeting of 16 May 1991 that an account would be opened in the name of the Group to hold surplus funds generated from the technical seminar run by the Group in 1990, so that interest could be earned and to give the Group more direct control over the money which was at that time temporarily held in an Eastleigh Borough Council account. The agreement restated the terms of reference of the Group as follows:

“The membership of the Hampshire Local Government Landscape Group consists of Landscape Architects (or those carrying out their function in Local Authorities without Landscape Architects) employed by the County and District Councils within Hampshire. Members of the Group meet on a regular basis (usually at intervals of two months) to exchange professional views and promote high standards of environmental design and management within Hampshire.”

- 2.2 The agreement specified that:

- the money in the account be used for the promotion of the highest standards of landscape design and management within Hampshire through professional training/ seminars/ conferences for members of the Group and those it seeks to influence;
- the account should be administered by the Chair, Vice-Chair and Treasurer who will be appointed on an annual basis by agreement of the June meeting (or other such meeting as may be agreed) provided that all members are advised accordingly, in writing, at least four weeks prior to the date of the meeting;
- the drawing of cheques should require the joint signatures of two of the following: Chair, Vice-Chair, Treasurer;
- the accounts shall be presented annually to the Group by the Treasurer;
- in the event of HLGLG ceasing to function, any residual funds shall be transferred into the control of the County Landscape Architect for the purpose of promoting the highest standards of landscape design and management through professional training/ seminars/ conferences.

The Group formally approved the above constitution covering terms of reference, eligibility and accounts on 9 September 1992. It also reaffirmed its commitment to encouraging the fullest professional co-operation amongst the Districts and between the District and County authorities. It was also agreed that the venue for meetings be varied, the recommendation being to hold meetings alternately in Winchester and around the Districts.

Annex Two

Chairmanship of the Group

- 1 The arrangements since the inception of the Group for appointing a Chair have been very informal but have proved satisfactory in practice. The term of office is normally one year (ie six meetings). It has always been the practice that the office of Chair should rotate amongst the Districts. In the early years, it was the tradition that the outgoing Chair would go on to assume the role of Vice-Chair, to act as deputy and provide support to the new Chair. In recent years however, it has become the established practice that new faces are initially recruited to the role of Vice-Chair, and that after a year the Vice-Chair takes over as Chair, allowing the outgoing Chair to gracefully retire. The important point is to ensure that a reasonable degree of continuity is maintained. Bi annual revision of this Action Plan allows a new set of chair and vice chair officers to review and set new actions and targets.
- 2 Towards the end of the term of office, the Chair normally takes informal soundings amongst the members as to who might be suitable to become the next Vice-Chair (and therefore in due course assume the role of Chair). Suitability in this context means a regularly attending member who plays an active role in the work of the Group, who is willing to make the necessary commitment of time and energy, from a District which has not recently held the Chair. To date, this informal procedure has worked well, without the need to venture into the formalities of voting etc. The timing and mechanics of appointment are covered in the May 1991 agreement referred to in Annex One.

Chairs of Hampshire Local Government Landscape Group 1988 - 2007

Feb '88	to	spring '89	Hazel Hine	Portsmouth City
spring '89	to	summer '90	Neil Williamson	Southampton City
summer '90	to	summer '91	Julian Davies	Eastleigh Borough
summer '91	to	autumn '92	Ian Phillips	Hart District
autumn '92	to	autumn '93	Paul Best	Gosport Borough
autumn '93	to	autumn '94	Neil Williamson	New Forest District
autumn '94	to	autumn '95	Tim Boschi	Basingstoke & Deane Borough
autumn '95	to	autumn '96	Steve D'Este Hoare	East Hampshire District
Nov '96	to	Feb '97	Bill Clark	Southampton City
Feb '97	to	July '98	Peter Phillips	Test Valley Borough
July '98	to	July '99	Vivienne Fifield	Winchester City
July '99	to	autumn '00	Christianne Strubbe	Hampshire County
autumn '00	to	autumn '01	Julian Davies	Eastleigh Borough
autumn '01	to	autumn '02	Julie Boschi	Havant Borough
autumn '02	to	autumn '03	Mike Tartaglia-Kershaw	Fareham Borough
autumn '03	to	autumn '04	Graham Flatt	Hampshire County
autumn '04	to	autumn '05	Stephen D'Este Hoare	East Hampshire District
autumn '05	to	winter '06	Paul Johnston	Basingstoke & Deane Borough

Current Chair

winter '06 to winter '07 Mark Wilson Hampshire County