

**MINUTES OF MEETING**

**PEOPLE & COMMUNITIES TECHNICAL COMMITTEE**

**23<sup>rd</sup> APRIL 2015 – 14.00 hours**

**Venue: UCL, Gower Street, London WC1E 6BT(UCL Chadwick Building, Room 101)**

**Present:**

<i>Name</i>	<i>Affiliation</i>
Dr Sarah Bell (Co-Chair)	University College London
Dr Eleni Tracada (Co-Chair)	University of Derby
Suzy Armsden	WATEF administrator, University of Brighton
Mindy Hadi	BRE
Cath Hassell	Ech02
Neil Sephton	First Wessex (via SKYPE)
Dr Alison Browne	University of Manchester
Kat Austen	I Lab
Kathryn Rathouse	KR Social Research

**Apologies:**

<i>Name</i>	<i>Affiliation</i>
Clive Coley	Independent management consultant
Bill Kirkup	CAG Consulting

- **Introductions:** the meeting began with everyone introducing themselves and introducing new member Kathryn Rathouse who is a social researcher. Kat Austen attended the meeting at Sarah Bell's invitation.
- **Minutes of Previous Meeting:** everyone agreed the minutes of the previous meeting
- **Case Studies:** Ali Browne had sent out her schematic drawing to everyone based on research undertaken by herself and Claire Hoolohan at University of Manchester.
- **Next meeting:** to be scheduled in June prior to conference. Also Committee members could meet at conference on 5 August prior to drinks reception for discussions.
- **New members:** Sarah Bell proposed Kat Austen as a new member and also Alexa Bruce who works for Arup. Kathryn Rathouse proposed that she contact Dani Jordan to see if she would like to become a member.
- **Case Studies:** Updated document to be circulated after meeting by Suzy. Only domestic case studies though we could look at domestic water use within non domestic buildings. All Committee members to continue to look for case studies and send through to Sarah. Ali Browne mentioned example of RHS garden – will send all Committee members copy of Chelsea Climate Garden case study. We need to look into different approaches. The case studies will form basis for paper at conference and may eventually result in policy briefing to DEFRA for example. Case study results will be available on WATEF website. Case studies should be UK based. The case studies need to be organised using Ali's schematic.
- **Data:** the data received from the case studies needs to be properly organised into an on-line data base. The database need to be accessible to everyone. We also need to ensure that

we have agreement to publish data (for example Raven case study). This should be the norm regardless. The database should include links where possible – we need to set up a template for data. If we build up a template showing strengths and weaknesses we will be able to see where the gaps lie. **Action:** Neil to work with Suzy developing on-line data base. Committee needs to agree on what type of case study – need to find best practice, perhaps critique case studies?

- **Ideas for Development of Data Base:** We can also take the opportunity to upload case studies which have not worked and what has been learned as a result. What would be a useful is lessons learned from each case study. Once the database structure has been agreed people could go to the web site and take away what fits with their criteria. They could then learn what works and what does not. People should want to upload data onto the website and we need to ensure that the information is allowed to be in the public domain. General discussion on template for case studies – should include title of case study; location; organisations involved; time frame; target population – who and how many? Author; Aims – what were they – what was process – what were outcomes? Perhaps this can be web form. Perhaps include photos.
- **Next Steps:** once template agreed – send out to WATEF members. All Committee need to recruit for extra case studies – general discussion ensued – perhaps use Linked In once template agreed – maybe target publishers of Wet News.
- **Conference:** case studies analysis to form conference paper so need to have templates sent out and returned as soon as possible to allow time to prepare paper. Ali to produce framework page – rest of committee members to input case study data. Need headline and brief description – conclusions and next steps. Sarah to present paper at conference. Deadline mid May (w/e 15 May).
- **Berlin Field Trip:** members visited GWR at Passiv Haus and Roof Water Farm – a full report can be found on the WATEF website <http://www.watefnetwork.co.uk/51-385>
- **Next meeting:** Telephone conference in early June and then everyone to meet at conference on afternoon of 5 August.

#### **ACTIONS:**

1. Suzy to produce case study template and send to Sarah and Eleni for comments
2. Suzy to send initial case study document to Committee for information
3. All Committee Members – provide case studies to Sarah
4. Once template approved - all Committee members to reach out to their contacts for case studies
5. Mid May – analysis of case studies and preparation of paper for conference as outlined above.
6. Suzy to send Doodle poll for telephone conference in early June.