

**MINUTES: COMMITTEE MEETING**

**LOCATION:** TJP Office, Glasgow

**DATE:** Wednesday 14<sup>th</sup> November 2012 @ 5.30p-8.30pm

**Distribution**

Committee, Maggie, Gilvray, Sandra Hanlon, Danny McKendry, Rachel Howlett, Peter McGowan, Sue Evans and website

<b>ITEM</b>	<b>ACTION</b>
<p><b>1. Welcome and Objectives of Meeting</b> A working meeting with reporting and discussion. A pre-meeting was held at 5.00pm with CMcK, CW, HN, JSW and MT to discuss detailed Administration matters</p>	
<p><b>2. Present and Apologies</b></p> <p><b>Present:</b> Mark Turnbull (Chair), Hamish Neilson (Secretary), Clare Winsch (Treasurer), Rachel Tennant, Alan Cameron, Mike Harrison and Carol McKenzie (Admin.)</p> <p><b>Apologies:</b> Nicola Garmory</p>	
<p><b>3. Minutes &amp; Matters Arising from Previous Meeting</b></p>	
3.1 Minutes of Meeting 16-10-12 Approved and on Website	
3.2 MT Meeting with Catherine Ward Thompson of ECA to discuss various matters including Student Awards, Degree Show and lectures not yet arranged	MT
3.3 Agreed to carry over Honorary Membership	
<p><b>4. Committee Membership</b></p>	
4.1 Public Sector Member of Committee MT yet to make contact with Matthew Finkle and/or SNH	MT
4.2 Student member of Committee MT to discuss with CWT (Item 3.2)	MT
<p><b>5. Correspondence</b></p>	
5.1 MT/McK checking LIS emails and actioning with CmcK reference to MT if required	MT/CMcK
<p><b>6. Administration</b></p>	CMcK
6.1 A general email to be sent to members that they need to let Jim Riches know if change in email/contact information.	CMcK
6.2 Investigate options for tabs/formatting for a new template for mass email/events sending	CMcK
6.3 Monitoring of website/keeping up to date to discussed between CW/CMcK. CMcK to arrange date.	CW/CMcK
6.4 MH reported 49% (up 5% increase from previous month) in website views. Bounce means % those just browsing one page and then leaving site. LI conference views up	MH/RT/

88%. MH suggested LIS have something to keep browsers on site, for example taking projects from DVD or news items.	
No progress with Facebook – facility to set up business account being investigated.	MH/CMcK
Have Twitter account (name and logon details passed on from MH)	CMcK
Need to advertise Twitter Account to members.	CMcK
CMcK to activate Twitter account so LIS and conference participants can Tweet.	CMcK
6.5 CMcK to circulate updated Committee Contact Details	CMcK
6.6 MT circulated LIS/A+DS agreement. This needs clarified before conference. Comments from committee to be received by/sent to HN by Friday 16 <sup>th</sup> November	ALL/HN
<b>7. Treasurer's Report</b>	
7.1 General Report: CW reported that LIS still within budget: £12k left and budgeted, £3k for events programmes – spent only £155. There is budget for costs for Scottish Government policy consultations and planning authorities. CW stated need to ensure invoices and expense claims are up-to-date to keep within financial end of year Mar 2012-Apr 2013;  MT suggest need to have event between now (Nov 2012) and Mar 2013.	CW/MT
7.2 Conference Report: HN asked about 'follow up' to conference? MT explained that George Bull is writing up conference. LIS has budget for conference outputs which promote LIS (conference proceedings/papers). Also see 15.1.  54% signed up to conference; Exhibitor fees are coming in; so far, LIS seems to be breaking even. Have 130 signed up, there are 20+ speakers. Dinner is oversubscribed. Key Speakers should have their dinner fee waived (14); Perth Lord Provost (+ guest), Rt.Hon John Swinney (MSP) and LI President to receive invitations as part of promotion of the profession in Scotland. Cairns ICL to invoice CW.	CW
7.3 Students to report back on ESLA mini-meeting in Poland. CW to invite students to next meeting	CW
<b>8. DVD</b>	
8.1 RT reported DVD will be completed and shown on screens at conference;	RT
8.2 25 projects received for consideration for inclusion in DVD	
8.3 JSW to speak to Chief Executive of Construction Skills Scotland along with Education at CSS. CSS distributed copy of previous CD to every secondary school in Scotland (over 200) free of charge. Can they do this again (plus other organisations that have requested it). LIS to give CSS link to DVD on LIS website;  Is there scope to give 5 copies to any member/practice?	JSW/NG  NG
8.4 NG to write an announcement for the conference	NG
<b>9. LI Council Meetings and Branch Forums</b>	
9.1 RT circulated note of meetings (CMcK posted to website). Secretariat to address positions of policy officers and advocacy services at branch level. Discussions about doing a Yearbook/Employment Initiatives  Future of the profession – RT pointed out there is no divisions now between landscape designers/managers/scientist – all come under 'landscape architects', members were not informed individually of this. The Code of Conduct has also changed and again members were not informed individually of this. RT to find out why.  RT queried why vital information not being passed to LIS - to be raised at next LI	  RT  RT  RT

Council Meeting	
<b>10. Consultations</b>	
10.1 Policy on Architecture and Placemaking submitted. Scottish Government have a pre-consultation prior to public publication. LIS will be invited. AC to inform CMcK when this happens	AC
10.2 LIS withdrew membership of BEFS but still receiving information/bulletins. HN/CMcK to check.	HN/CMcK
10.3 Community Empowerment and Renewal Bill – submitted. HN to send CMcK for website	HN
10.4 City of Glasgow Council Residential Design Guide Consultation – submitted and to go on website.	NG
10.5 SNH Landscapes of Scotland Map – MT still to respond	MT
10.6 High Hedges Bill Consultation – Committee agreed that it seems to be a responsible Bill and LIS should support it. AC clarified that a row of 2 or more evergreen – if 3 in a row, it is classed as a high hedge. HN to respond with support for Bill	HN
10.7 Draft Edinburgh Design Guidance is now available and respondents to respond by 26 <sup>th</sup> December 2012. Queried method of response? JSW & MH to enquire about this. MH to establish/confirm whether this requires further response from LIS members	JSW/MH
10.8 Procurement Reform Bill LIS response on website	
10.9 SPP/NPF3 Event and Consultation – CW offered to represent LIS on this as a ‘stakeholder’. General agreement landscape requires a stronger profile within the review of SPP/NPF3 (we have Charter/European recognition!). MT sent CW info/email about another RTPI event and indicated that the conference should be a good back ground to the issues CW might wish to raise.	
<b>11. JCLI</b>	
11.1 JCLI Contracts no progress to report	NG
11.2 Scottish Supplements Legal check. MT has chased Lesley Malone of LI at last Technical Committee Meeting and was informed that Lesley is progressing. Nothing further to report	MT/NG
11.3 Party Wall Advice still awaiting agreement between firm of solicitors and LI (See 12.1) MT chasing. MT noted RICS will holding an event in Glasgow; JSW to ask RICS if they will be providing a summary of the Neighbourly Disputes event to be held in Glasgow 27 <sup>th</sup> November 2012	MT/JSW
<b>12. Provision of Legal Advice</b>	
12.1 MT informed that LI is in final stages of agreement between firm of solicitors and LI.	MT
<b>13, LI and other Related Bodies</b>	
13.1 JSW reported that Edinburgh/Glasgow/Aberdeen design panels working well	
13.2 Draft Edinburgh Design Guidance Workshop – note for website yet to be received	JSW
13.3 NTS: New Board of Trustees have decided not to invite any advice; suggest an annual meeting to touch base.	JSW
13.4 SNH visual representation – nothing to report; MT and Marc van Grieken representing LI.	MT
13.5 Cross Party Group on Architecture: HN has passed on to LIS the report on membership. This gives LIS access to the politicians; LIS can put money in to become a sponsor if necessary	HN
13.6 SUDS Working Group NG has replaced Joanne Glennie. Joanne was thanked for her service on the working Group	NG
13.7 Planning Forum: LIS confirmed as member, JSW to represent LIS; JSW to pass to CMcK note for website news	JSW/ CMcK
13.8 GLVIA3 with publishers. Nothing further to report	MT

13.9	RT meeting Joint RICS, RTPI, Urban Design Group Thursday 15 <sup>th</sup> November 2012 (useful for LIS and RT will report back for next committee meeting)	RT
13.10	Suggested sharing of information and events along with combined events with Society of Garden Designers: Agreed not to take this any further	
<b>14.</b>	<b>Conference &amp; Lifetime Achievement Award</b>	
14.1	See 7.2 for Conference Report	
14.2	Photographs of Peter Daniels shown to Committee by AC and photograph for Award picked, AC to organise framing, MT to write presentation text	AC/MT
14.3	LI/LIS Conference Stand: 100 copies of Green Infrastructure, 50 copies of 6 points and 25 copies of Clients Guide to hand out at conference, LI will provide;  Hobbs of Edinburgh making the LIS banner – suggest includes LIS + LI logos with 3 panels and 3 designs. Can have 3 banners showing public realm, EIA and soft landscape design. RT, MH and MT to select images and banner design  MT to find out ‘dimensions’ from Hobbs. Photos need to be high resolution for quality.  MT to get ‘inspiring places’ logo from LI  Discussion about what LIS wording will be on the banners – MH/MT and RT to liaise.  AC suggested Peter Daniels photo and Lifetime Achievement Award info to be viewable on website – all agreed;  HN to send Linda Fabiana details about conference;  Agreed to have laptops with LIS website on and membership forms available; CMcK has agreed to ‘man the stand’ over the 2 days.	MT  RT/MH/MT  MT  MT  MH/MT/RT  MH/MT/RT  HN  HN/CMcK
<b>15.</b>	<b>Branch Programme (CPD &amp; Events)</b>	
15.1	Post Conference debriefing and thank you event with Conference Committee to be discussed at next meeting	MT
<b>16.</b>	<b>Contact with Members &amp; Social Events</b>	
16.1	Program of events. Nothing to report	NG
16.2	Bid to LI for Events Funding. Nothing to report	NG/CW
16.3	Social evenings. Nothing to report	NG
16.4	Policy on attending events on behalf of LIS when attendance fee required. Not discussed	ALL
16.5	Rachel Howlett has set up a group for LIS on Talkinglandscapes. Nothing to report	NG
<b>17.</b>	<b>AOCB</b>	
17.1	No AOCB items	
<b>18.</b>	<b>Date of Next Meeting: Wednesday 12<sup>th</sup> December 2012, 6.00 to 8.00pm Edinburgh Central Library (Admin 5.00pm) CMcK to book room</b>	CMcK

## POST MEETING NOTE

AC, MH, HN and MT discussed ideas for 2013 promotion of the profession in Scotland. These included a series of seminars/workshops on the key issues emerging from the Conference and setting up and running a landscape design competition possibly on waste land with the prize being a

contribution to the implementation of the winning design/s. Such a competition would be run by LIS however the idea of other competitions with partners such as A+DS, SNH etc was also thought to be worth pursuing. AC agreed to put together some ideas for discussion at the next Committee meeting.