

MINUTE OF COMMITTEE MEETING OF WEDNESDAY 20 JUNE 2012

Location: TGP Glasgow, 7 The Square, 95 Morrison Street, Glasgow G5 8BE,

Distribution

Committee, Maggie, Gilvray, Sandra Hanlon, Danny McKendry and website

Item	Action
<p>1. Welcome and Objectives of Meeting</p> <p>1.1 An agenda had been circulated to all attending prior to the meeting. This included a sketch by MT of his current understanding of who does what in LIS and how this relates to the LI and other areas in which members are involved.</p> <p>1.2 MT explained that the agenda was organised so that everyone could get a feel for the business before discussing the new committee roles , responsibilities and priorities.</p> <p>1.3 All present agreed that the committee should be informed by the LI and members on panels of all matters relevant to LIS</p> <p>1.4 Committee Meetings are open to members to attend if they wish. Mike Harrison was welcomed to the meeting as a member with the option to be co-opted at the end of the meeting if he felt able to accept membership of the Committee</p>	
<p>2. Present and Apologies</p> <p>2.1 Present</p> <p>Mark Turnbull (MT) Chair, Alan Cameron (AC), Rachel Howlett (RH), Nicola Garmory (NG), Rachel Tennant (RT), Mike Harrison (MH), Clare Winsch (CW).</p> <p>2.2 Apologies</p> <p>Hamish Neilson (HN), James Spence Watson (JSW) was assumed to be on holiday</p>	
<p>3. Minutes & Matters Arising from Previous Meeting</p> <p>3.1 Minutes of Meeting of 7-5-12 were approved subject to an alteration to item 7 relating to Nicola Garmory. MT undertook to correct the minutes and pass to CW to put on website</p> <p>3.2 Draft AGM Minute to be completed urgently by HN, circulated to Committee members who attended for comment and then put on website by CW.</p> <p>3.3 MT reported that HN had meet John Stuart Murray (JSM). JSM to send names of students receiving awards at graduation towards the end of June. JSW on sabbatical shortly Kenny Fraser will take over as director while he is away. Steve Cole from LI talks to 1st year and SW deals with P2C to 3rd year. The LI consults with JSW on the Professional Review Group which is currently David Booth (LI nominee) Pol McDonald, Marc van Grieken and Laura Campbell (JSW nominees). The Post Graduate review takes place in2013.</p> <p>3.4 CW had talked to Doug Kinaird and Sophie May Tombleson regarding this years Student Promotional Cards. Although £400.00 agreed as LIS contribution LI have questioned this sum in the 2012-2013 budget and require more information. The student cards to go to NG who will arrange for Jim Riches of LI to put on LIS website.</p> <p>3.5 Honorary Membership continued to next meeting</p> <p>3.6 MT reported that the ADS Panel list was Marc van Grieken, Chris Rankin, Kenny Fraser and Lisa Mackenzie. Applications are by the individual member not LIS nominees.</p>	<p>MT/CW</p> <p>HN/CW</p> <p>HN/MT</p> <p>CW NG</p>
<p>NG reported on the updating of the 75th LI Anniversary CD ROM that had been distributed to every school in Scotland in 2004. NG in technical discussions with Webtrail who had produced the CD. Preference now is for an interactive DVD using flash graphics updating existing material which is in Landscape Institute Scotland</p>	<p>NG</p>



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<p>RAW files. Cost is around £2,200.00 and £1.00 a DVD for approximately 400 schools. The DVD could also be put on the LIS website. NG continuing discussions, CW to consider budget implications.</p>	<p>CW</p>
<p>3.8 MT reported on Catherine Ward Thompson (CWT) talk Open Space: People Space the work of the OPENSspace Research Centre at A+DS on 13 June. Lack of advance warning, confusion over start time and Olympic Torch made attendance at A+DS low at 12. Good and informative talk. MT emailed thanks to CWT and A+DS. MT writing summary which with CWT agreement can go on LIS website.</p>	<p>MT</p>
<p>4. Correspondence</p>	
<p>4.1 Nothing to report from HN</p>	
<p>4.2 MT reported on email of 13-6-12 from Jo Watkins LI president regarding the question raised at the AGM about advice on the application of Scottish Law. The response with reference to PI was "If members in Scotland want to know whether their insurance will cover them in respect of specific elements of a Scottish contract which they have been invited to sign, the helpline already covers this. In the event of a legal dispute where professional advice is necessary, the lawyers to whom such matters are referred under McParland Finn insurance (Berrymans) will refer the matter to a Scottish partner firm so that any advice necessary comes from an authoritative source". While this relates to PI there is the more general question of LI providing answers to professional questions on Scottish law, for example as this relates to Construction Contracts. MT to pursue with Jo. The next meeting will decide how best to let LIS members know.</p>	<p>MT</p>
<p>5. Progress with Admin Arrangements</p>	
<p>5.1 Job Spec and Agreement for Dr Carol McKenzie this is urgent and is being dealt with by HN and JSW. Issue of how we deal with her time if more than the 2.5 hours per week needs to be clear and if additional payment is required then CW needs to allow for this in budget.</p>	<p>HN/JSW</p>
<p>5.2 Agreement with A+DS this relates to agreement with Dr Carol MacKenzie, is urgent and is being dealt with by HN and JSW</p>	<p>HN/JSW</p>
<p>5.3 MT currently monitoring LIS emails daily as there is potentially a lot of traffic. Given holidays MT needs to agree with HN procedures. Website and email monitoring will be responsibility of Dr Carol McKenzie but procedures need to be put in place for when she is unavailable.</p>	<p>MT/HN/JSW</p>
<p>6. Treasurer's Report</p>	
<p>6.1 CW reported that there is currently £11,964.11 in account of which £10,000.00 is for the Conference</p>	
<p>6.2 CW reported that LI has questioned two items in the LIS Budget Request 2012-2013 which can be dealt with by CW supplying further information</p>	<p>CW</p>
<p>6.3 MT has agreed with Bill Cairns of Cairns ICL the Conference Organiser that CW will receive monthly financial reports as will the other funders SNH and NTS. CW will report to Committee.</p>	
<p>6.4 The request from Sophie May Tombleson for funding of masters degree show was covered in item 3.4.</p>	
<p>7. LI Council Meetings and Branch Forums</p>	
<p>7.1 RT to discuss handover of representation at Council Meetings with JSW</p>	<p>RT/JSW</p>
<p>7.2 Branch Report due 25-6-12, RT to discuss with JSW</p>	<p>RT/JSW</p>
<p>8. Emails, Practice email addresses, Public Sector Members, members distribution across Scotland</p>	
<p>8.1 MT reported that there still appeared to be problems with email addresses and members not receiving emails and requested that everyone asks members they are in contact with if they are receiving LIS emails and if not to email MT with their details. It was agreed to ask Jim Ritches to put a request on the LI and LIS website that if anyone is not getting emails from LIS they should send him their details.</p>	<p>ALL</p>
<p>8.2 MT to discuss with Jim Ritches obtaining Practice Email Addresses for both LI registered and non registered practices.</p>	<p>MT</p>
<p></p>	<p>MT</p>



- 8.3 MT reported that he had met Judith Parsons of GCC who had made contact with a number of members in the public sector regarding their email addresses. MT to contact Jim Knight in Borders Council re members there. **MT**
- 8.4 The Committee discussed obtaining data about members and agreed that MT should ask Jim Ritches if the email data can be set up to show whether a member is in the private sector, public sector, academic sector, unemployed, student or retired which along with the practices email addresses would allow targeted emails. **MT**
- 8.5 CW discussing mapping or another form of obtaining the distribution of LIS members **CW**
- 9. Consultations**
- 9.1 Consultation on Proposals for an Integrated Framework of Environmental Regulation (SEPA) due 4 August MT reported that HN had agreed to feedback his discussion with Environmental Protection UK in Scotland). CW offered to look at this and decide if LIS should respond. **HN**
CW
- 9.2 A Policy on Architecture and Placemaking in Scotland due 7 September. MT reported that an invitation to Focus Group Sessions in Dundee 26 June and Galashiels 3 July had been received in LIS email . It was agreed that AC should go to the session in Galashiels but that it was too late to organise anyone to attend Dundee however it was also felt that attending one was sufficient. AC to accept invitation, discuss with NG and report back as part of LIS response to consultation. **AC**
- 9.3 MT reported that A+DS had invited LIS to participate in a workshop for the design professions relating to the Architecture and Placemaking Consultation. A date has still to be fixed but agreed NG to attend. NG to report back and liaise with AC. **NG**
- 9.4 Offer from Alistair McCapra to pay a Consultant £1000 to run a consultation with LIS members, collate responses and draft a submission to go in on behalf of the branch to be accepted. AC and NG will need to liaise with Consultant to make sure the Focus Group and A+DS Workshop notes are circulated to help inform members responses. **MT**
AC/NG
- 9.5 NG agreed to co-ordinate a response to Historic Scotland's consultation on The Inventory of Scottish Battlefields due 30 June **NG**
- 10. JCLI - update the Scottish supplement**
- 10.1 NG reported that the LI Technical Committee had received a report from Colin Moore that the 2012 editions of JCLI LWC, JCLI LWCD and JCLI LMWC have been published are available on the LI website. The draft Scottish Supplements to these contracts are to be updated through Lesley Malone of the LI and circulated to LIS for comment before final agreement and publication. NG to arrange for review by several members. **NG**
10. NG noted that a Scottish Supplement was required for the Homeowners Contract. NG to discuss with Lesley Malone. **NG**
- 11. Other Related bodies:**
- 11.1 JSW to report on Design Panels at next meeting. **JSW**
- 11.2 AC to investigate the promotion by some Councils of Design Champions. **AC**
- 11.3 JSW to report on Draft Edinburgh Design Guidance Workshop at next meeting **JSW**
- 11.4 JSW to report on National Trust For Scotland at next meeting **JSW**
- 11.5 SUDs Working Party nothing to report from HN for JG **HN for JG**
- 11.6 MT reported that the review of the SNH document Visual Representation of Wind Farms: Good Practice Guidelines was underway. MT represents the LI Technical Committee on the Steering group which has met once and is meeting again towards the end of July. Workshops with invited attendance have taken place on photography, ZTV's and viewpoint selection and cumulative visual impact assessment. The main point of discussion relates to photography and the possible different requirements of photographs for LVIA where the concern is for the wind farm in context and public/committee presentation where concern is for how the wind farm looks. MT has suggested to LIS members who are meeting SNH how this could be resolved. MT will keep the Committee informed of progress. **MT**
- 11.7 MT reported that HN had attended the Scottish Government Cross Party Group on Architecture AGM. HN had talked to the Chair Linda Fabiana MSP and LIS had been invited to join the group and attend its meetings. JSW had obtained the relevant joining forms and a fee of £10.00 was required. Agreed that LIS should join and a representative be chosen at the next meeting. JSW to **JSW**



complete form and get a cheque from CW.

11.8 NG had attended CSGN Forum 12 June independently as TGP (it had not been put on the website). It had been a useful and had covered improving spaces and making cities liveable. Of particular interest had been a presentation on the 'High Line Project' in New York..NG will write a summary which can be put on the website news.

NG

12. Conference and Lifetime Achievement Award

12.1 MT reported on the LIS Conference Landscape Policy and Practice in Scotland Fifty Years on 2062-2012-2062 is set for 27 and 28 November 2012 in Perth. Organising Committee under Bill Cairns has meet 3 times and Cairns ICL has drafted a Conference Announcement, and Programme. The programme for day 1 is to be chaired by Lesley Riddoch and includes a visit by the minister to make a short speech and give awards. Day 2 is Professional and Technical Workshops. LIS contribution of £10,000, SNH contribution of £5,000 and NTS contribution of £5,000 are confirmed. Contributions from RSA and A+DS are being sought and sponsorship is being discussed with a number of practices,

12.2. AC agreed to prepare a note on the criteria for selection of candidates for the Lifetime Achievement Award. It was considered that this should be a biannual award.

AC

13. Branch Programme (particularly CPD and events)

13.1 It was agreed that notification of the LI CPD Event to be held 10 October 2012 should go on the website along with an agenda and a reference to the event held in Sheffield and other locations if before this event.

HN

13.2 MT had cancelled the LI Olympic Legacy Event due on June 26 due to lack of a venue and advance notice. MT had requested that it be re-scheduled.

HN

14. Comments from Practices on the Clients Guide

It was agreed to ask Practices to comment on the Clients Guide so that feedback could be given to the LI. It was recognised that a lot of hard work had gone into the Guide but its actual usefulness had been questioned by a number of LIS Practices. A request for comments from Practices or individual members to go on the website and be emailed to all members.

MT

15. Allocation of New Committee Roles and Responsibilities and Priorities Discussion

15.1 It was agreed that rather than adopt a formal committee structure given the circumstances it was better to agree specific tasks and who would be responsible for undertaking them.

15.2 It was agreed that a Programme of Events needed to be put together. The programme would have CPD Events consisting of informal talks, the CPD Event, the Olympic Event and the conference, Social events to allow practices to network and promotional events. This to be considered in more detail at next meeting.

16. Committee Members addresses, phone numbers, email addresses and Holiday schedules

The Committee members filled out a form showing addresses, phone numbers, email addresses and Holiday schedules to be circulated by MT.

MT

17. AOCB

17.1 HN to follow up need for assistance with UK Landscape Award

HN

17.2 Committee members to consider the matter of Help Wanted for BBC Scotland Beechgrove Garden for discussion at the next meeting

ALL

17.3 Committee members to consider the matters of Landscape Architects and Doors Open and the RIAS initiative Architect in the House for discussion at the next meeting

ALL

17.4 HN attending Land Use Strategy Event 27 June and to produce short report for website

HN

17.5 It was noted that anyone requesting information regarding P2C Mentoring should contact Alex Byrne at LI who has list of volunteers

ALL



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17.6 It was agreed that the projects currently on the website should be replaced as they have been there for some time. The Committee needs to decide how the website is going to be used with the possibility of preparing a brief for website design. This to be discussed at next meeting.

ALL

18. Co-Option of Mike Harrison

Mike Harrison agreed to be co-opted onto the Committee from the date of the Meeting and was welcomed to the Committee

19. Date/Place of next meeting

Next Meeting Monday 23 July 2012 at 5.30 to 8.00pm in Edinburgh. Venue to be advised.

HN



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