

MINUTES: COMMITTEE MEETING

LOCATION: TGP Landscape Architects, The Square, 95 Morrison Street, GLASGOW, G5 8BE

Date: Tuesday 28th^d August 2012 @ 5.30p-8.30pm

Distribution

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

ITEM	ACTION
1 Welcome and Objectives of Meeting	
1.1 A working meeting with discussion and decisions 1.2 The meeting welcomed Carol McKenzie as LIS Administrator	
2 Present and Apologies Present: Mark Turnbull (Chair), Hamish Neilson (Secretary), Clare Winsch (Treasurer) James Spence Watson, Nicola Garmory, Alan Cameron, Rachel Tennant, Mike Harrison and Carol McKenzie (Admin) Apologies: Rachel Howlett	
3 Minutes & Matters Arising from Previous Meeting	
3.1 Minutes of Meeting 23-7-12 Approved and on Website	
3.2 Draft AGM Minutes on Website	
3.3 Student Awards and ECA Degree Show MT to meet Kenny Fraser. To be actioned	MT
3.4 Honorary Membership discussion carried over	
3.5 Event Catherine Ward Thompson talk on Open Space: references given at talk received by MT from CWT. MT will edit and pass to Carol for website	MT/CMK
4 Correspondence	
4.1 MT/HN Discussion of putting practices on website. Decision taken that Registered Scottish Practices should go on website, this to be followed up by CW/CMcK along with sorting out better TABS on left hand side of website (see 5.1); Portuguese student wants to join LIS – MT to pass to Alistair McCapra	CW/CMcK MT
4.2 LI Insurance & Scottish Law: Have yet to hear how far Alistair McCapra has got on with this	MT
5 Progress with Admin Arrangements	
5.1 Website and any Issues: CW to relay with CMcK; Can we get TABS for news and events inc consultations, registered practices and general information; Top Bars of webpage are templates/side bars we could do this; further discussion	CW/CMcK/ MH

around website development inc layout, access; IDEAS? MT has agreed monthly monitoring of website usage with Jim Ritches of LI. CMcK to relay with CW - MH on development of website	
5.2 Briefing, priority tasks and responsibilities for CMcK agreed with HN: Alan Cameron response to Arch-Place consultation completed by CMcK and sent to Scottish Government	CMcK
5.3 Procedure for Contact with CMcK agreed: both telephone numbers can be included on all correspondence	CMcK
5.4 Website and email monitoring – website discussed at 5.1 HN to brief CMcK on email monitoring. HN/CMcK to deal with issue with ‘unsubscribers’ within Dotmailer. HN to draft letter for CMcK to send to members for whom we do not have an email address.	CMcK/HN
5.5 LIS Template: CPD logo is not to be used as LI can not explain its current use.	
5.6 Agreement with A+DS to include discussion of Liz Thomas request for Info for Awards; HN dealing with A+DS/Liz – need to clarify exhibition e.g. are LIS involved and do we want to be? HN needs to check with Exhibit space (free?)	HN
6 Treasurer’s Report	
6.1 8 th August Balance £11,746.60; Budget been approved including DVD; Budget incs Conference (£10k), spend and income. Have £6.k still to come	CW
6.2. Conference Budget breakdown: We will break even at 100 people attending Pricing based on (Day 1) @ £167.00 + VAT (£200) Students @ £17 + VAT 2 Days = Deal with Accommodation/attendance on Day 2 (workshop) (£117.00 + VAT) limited to 100 people (inc 80 full paying + 20 students) LIS = £10k, NTS = £5k, SNTT = £5k, John Muir Trust = £1.5k, Donations = x3 @ £1.5k each Conference dinner – sponsored by LIS (contract between LIS and organisers)	CW
7 DVD FOR SECONDARY SCHOOLS	
7.1 LI has approved costs for dvd which will also be put on website	
7.2 LIS to decide projects; there is a commitment from LUC/discuss with Roz McLellan (Inverness)	NG
7.3 Discussion on projects: Educational interpretation; scope to speak to Transport Scotland; Super Campus (e.g. Glasgow) *Schools and educational establishments *Housing – Community *Glasgow doing consultation – residential roads *Parks (Dundee/Meryl Smith @ Dundee CityCouncil?) Community Projects = Central Scotland Green Forest Trust; Edinburgh and Lothians Greenspace Trust (Chris Lewis) NG to find out what people are doing	NG
7.4 Circulation by Construction Skills: JSW spoken to educational advisors – ongoing; CS did not say no	JSW
8 Council Meetings and Branch Forums	
8.1 Forum meetings – every branch rep meeting to raise before branch meeting; need to report CPD events/lists by October 2012 (meeting also to be held in September); Technology and Communication issues; Rachel to send out a	RT

Template;	
8.2 Handover from JSW to RT: James to pass over Branch Forum Meeting proposals	JSW/RT
9 Emails, Practice email addresses, Public Sector Members, members distribution across Scotland and Website	
9.1 Clare looked at this; We want to map where our members are; Can configure distribution using GIS and postcoding (Carol to check with contact at Heriot-Watt and to liaise with Clare on data(format) we hold; possible to Georeference/locate using GIS	CW/CMcK
10 Consultations	
10.1 Consultation on Proposals for an Integrated Framework of Environmental Regulation (SEPA) submitted and on website	
10.2 AC/CMcK Arch-Placemaking Policy Consultation Response completed and submitted (Draft sent to Laura Campbell (SNH) and Sue Evans (CSGN))	
10.3 BEFS Working Group on Policy on Arch-Placemaking ongoing	NG/AC
10.4 Community Empowerment & Renewal Bill: not much of relevance to landscape although mention of allotments – opportunity to do better – LIS could comment on this (HN to put in a small response); extended to 26 th Sept	HN
10.5 Glasgow City Council residential design guide consultation – discussion; LIS should respond e.g. does not address maintenance issues; extended until 28 th Sept (by 2 weeks)	JSW/NG/MH
11 JCLI	
11.1 No change reported and no progress on Scottish Supplements	NG
12 LI and other related bodies	
12.1 Design Panel : 22 nd August Edinburgh University North and Eastern General sites; Glasgow Design Guidance Panel – New plan for Glasgow (LDP 2025) and Progress on Consultation Areas (appraisals)	JSW
12.2 Draft Edinburgh Design Guidance Workshop and NTS (no progress)	JSW
12.3 SUDS working party – nothing to report	JSW
12.4 SNH Visual Representation of Windfarms Review Steering Group and workshops – moving slowly trying to reach agreement	MT
12.5 Cross-party Group on Architecture: HN represented LIS; HN reported that limited time for questions and disappointing; LIS has joined Group, HN will be LIS representative. HN to clarify LIS sponsorship with Eugene Mullan	HN
12.6 Planning Forum Progress – James met with Craig McLaren (Craig is putting a report in to forum)	JSW
12.7 GLVIA3 progress: awaiting sign off from SNH and other agencies	MT
12.8 New Code of Conduct on website? Rachel asked LI to circulate this; Dotmailer – CMcK to highlight to members	RT/CMcK
13 Conference & Lifetime Achievement Award	
13.1 Discussion and Conference update: Lesley Riddoch looks after 2 days at conference; proceeding and all speakers agreed; Hamish – BBC Radio Scotland coverage?	MT/HN
13.2 Lifetime Achievement Selection Process: criteria discussed; MT to check scope for increase in Scottish Fellows	AC/MT
14 Banch Programme (particularly CPD Events)	
14.1 CIRIA/LIS Event 16 August: on website	
14.2 LI CPD Event 10 th October followed by Olympic Legacy organised by LI	CMcK

Members informed – Event Full and needs to go onto website	
14.3 Green Infrastructure for Ecosystems Services – LIS members emailed	CMcK
15 Clients Guide	
15.1 Clients Guide distribution and comments (including on website. Put link on website?)	MT/MH
16 Contact with Members and Social Events	
16.1 Events Booking System: where there is catering on offer attendance needs to be confirmed	RH/NG
16.2 Programme of Events: RH and NG still considering	RH/NG
16.3 Bid to LI for Events funding: general discussion and thoughts raised	RH/NG/CW
16.4 Social Eventing: general discussion and thoughts raised.	RT/NG
16.5 Geddes Lecture – CMcK confirmed with RTPI (20 already on waiting list with no cancellations)	HN/CMcK
16.6 Policy on attending events on behalf of LIS when an attendance fee is required – continued to next meeting	
17 AOCB	
17.1 CMcK has received updated files on membership	HN/CMcK
17.2 Communications Expertise: Bill Cairns/Peter McGowan to be contacted	MT
17.3 Procurement Reform Bill: general discussion – continued to next meeting	
17.4 Practice names on website (see 4.1): We need to make a slot on the website to achieve this; scope to review other branch (territories) websites – what have they got/want/change?; Scope for an ‘About Us’ page to give a bit of history? CMcK and MH to review possibilities.	MH/CMcK
18 Date of Next Meeting A+DS offices, Bakehouse Close, Edinburgh, 5.30 – 8.00 Tuesday 9th October 2012	