

MINUTES: COMMITTEE MEETING

LOCATION: Edinburgh Central Library, Edinburgh

Date: Tuesday 12th December 2012 @ 5.30p-8.30pm

Distribution

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

ITEM	ACTION
<p>1. Welcome and Objectives of Meeting</p>	
<p>A working meeting with discussion and decisions. A pre-meeting was held at 5.00pm with CMcK, JSW and MT to discuss detailed Administration matters</p>	
<p>2. Present and Apologies</p>	
<p>Present: Mark Turnbull (Chair), James Spence Watson, , Alan Cameron, Mike Harrison and Carol McKenzie (Admin.)</p> <p>Apologies: Hamish Neilson (Secretary), Rachel Tennant, Clare Winsch (Treasurer), Nicola Garmory</p>	
<p>3. Minutes & Matters Arising from Previous Meeting</p>	
<p>3.1 Minutes of Meeting 14-11-12 Approved and on website</p>	
<p>3.2 Student Awards and Degree show contact with Catherine Ward Thompson. MT has made contact meeting to be arranged with MT/AC</p>	<p>MT</p>
<p>3.3 Honorary Members ; two suggested names. - to be discussed further.</p>	<p>ALL</p>
<p>4. Committee Membership</p>	
<p>4.1 Public Sector Member of Committee. Alan speaking with Fraser McNaughton of SNH – still to receive a response AC to chase.</p>	<p>AC</p>
<p>4.2 Student member of Committee. MT to discuss with CWT and/or Lisa Mackenzie/Kenny Fraser (Item 3.2) – .ongoing</p>	<p>MT</p>
<p>4.3 There are a number of non-committee members undertaking tasks for LI. These are Sue Evans, Peter McGowan, Marc van Grieken and Laura Campbell. It was decided that we should involve them so that LIS has an integrated view It was decided to do this by way of inclusion in the circulation of the Minutes of Committee Meetings and to request an update via email when there was something to report MT to clarify</p>	<p>MT</p>

representation ie LI or LIS then CMcK to email each person setting this out..	
5 Correspondance	
5.1 CMcK/MT checking LIS emails and actioning with CMcK referring to MT if required. There are still problems with email addresses being reported – MT dealing with Jim Ritches of LI	CMcK/MT
6. Administration	
6.1 There are still problems with email addresses; we must ensure that we are in communication with 100% of LIS members. CMcK to send email to all members about changes in email address. MT to summarise issues of email addresses and DotMailer for Alistair McCapra	CMcK MT
6.2 Monitoring of website/keeping up to date to be discussed between CW/CMcK. CMcK to arrange date.	CW/CMcK
6.3 CMcK to design and email members short survey on social media usage so that we can decide what buttons should be on website also to tell them about Twitter Account and name. Usage of Twitter to be monitored by CMcK	CMcK
6.4.MT to set out suggested categories for left hand menus on website	MT
6.5 CMcK sent Committee Contact list out but a few Committee Members still to return details. CMcK to chase and then circulate list.	CMcK
6.6 Agreement with A+DS including exhibition with Liz Thomas; HN to chase	HN
7. Treasurer's Report	
7.1 General - Report: Estimated spend close to budget by end of financial year	
7.2 Conference made surplus of around £1,500 with VAT refund still to be calculated. LIS dinner had 33 out of 49 paying and made a surplus of around £350 with VAT refund still to be calculated. Accounts will be audited and available by February 2013. MT to discuss with CW Conference Proceedings being sponsored by LIS as promotion.	MT/CW
7.3 ELASA mini meeting in Poland, report from 2 students to next meeting in Edinburgh	CW
7.4 SNH wish the Conference Feedback Form to request topics for landscape research. MT to discuss with CW having a small research budget in the 2013-2014 request for funding.	MT/CW
8. DVD	
8.1 DVD completed, announced and shown on screens at conference. LI President given a copy. NG to give formal thanks to those who provided Projects	NG
8.2 NG to arrange for 2 copies of DVD to be sent to JSW for discussion of circulation with Construction Skills	NG JSW
9. LI Council Meetings, Branch Forums & other LI Meetings	

9.1 RT has raised Circulation of Code of Conduct with Alistair McCapra and will raise change in Membership Divisions and why this was not notification to members now that everyone is a Landscape Architect. In addition RT will note that Information about LIS members on such as LI ECA Accreditation and HAWG is not being passed on to LIS	RT
9.2 Welsh, NI and LIS chairs meeting on 30-1-13 with LI President and Alistair McCapra to discuss issues faced by the devolved nations.	MT
9.3 Policy Officer for Scotland to be discussed with Sue Evans. MT to copy Sue Evans email to JSW. MT to respond to LI President;	MT
10. Consultations	
10.1 Policy on Architecture and Placemaking. Consultation Summary on SG website. LIS will be consulted further as a stakeholder.	AC
10.2 JSW still getting informed of events from BEFS; JSW to circulate anything relevant to committee.	JSW
10.3 Community Empowerment and Renewal Bill – submitted and on website.	
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; response to go on website	CMcK
10.7 Draft Edinburgh Design Guidance – JSW & MH have emailed those in Edinburgh who they would like to respond. Deadline 20 th December 2012.	JSW/MT
10.8 SPP and NPF3 Consultation Due 16 th January – JSW has agreed to draft first response CW will complete. . JSW circulated 3 papers from the Planning Forum which he will attend on 13-12-12.	JSW/CW
10.9 Land Use Strategy linked with SPP, NPF and Conference Conclusions and further action – Event 18-1-13 CW and JSW attending.	CW/JSW
10.10 SNH Strategic Locational Guidance for Windfarms consultation on revised document due 11 January 2013. MT to contact Marc van Grieken, Lindsey Guthrie and James Welsh for comments and will then put together a response.	MT
11. JCLI	
11.1 JCLI Scottish Supplements; MT wrote to McCapra – he has written to solicitors - ongoing	MT
11.3 Party Wall Advice – need to speak with Scottish solicitors (See 12.1) to provide PWA and about general service to practitioners. 4 solicitors mentioned MT to pass to Alistair McCapra.	MT
12 Provision of Legal Advice	
12.1 Names of 4 Scottish legal firms discussed aand to be supplied to Alistair McCapra	MT

13. LI & other Related Bodies	
13.1 JSW reported that all Design Panels were functioning satisfactorily	
13.2 Draft Edinburgh Design Guidance Workshop – JSW still calling for input to note of Workshop	JSW
13.3 NTS – nothing to report	JSW
13.4 SNH Visual Representation of Windfarms Steering Group – nearly ready to consult on a number of key issues that are agreed/not agreed.	MT
13.5 Cross Party Group on Architecture - report on membership and sponsorship ongoing, need to get landscape on the agenda as soon as possible.	HN
13.6 SUDS Working Group – nothing to report as no meetings have taken place	NG
13.7 Scottish Forum for Planning. JSW to prepare Note for website and attend Event on 13-12-12	JSW
13.8 GLVIA3 with publishers – nothing to report	MT
13.9 Joint LIS, RICS, RTPI Urban Design Group linkup re policy and education – meeting has taken place.	RT
13.10 Peter McGowan representing LIS on LI Heritage Assets Working Group (HAWG) and Acquisitions Panel	RT
14. Conference & Lifetime Achievement Award	
14.1 MT gave report on Conference and LIS Dinner which were successful. LI and LIS banners were made for the LIS stand which was manned by CMcK. Peter Daniel delighted with the Lifetime Achievement Award. There are excellent photos of the Conference and Dinner. A decision is required on where best to put these website (no current gallery) or Facebook (no account set up).	MT//MH
14.2 Conference review and follow on actions meeting to be arranged with an LIS thank you to Organising Committee and others meeting to be arranged. Conference partners NTS, SNH and John Muir Trust wish to continue relationship with LIS.	MT
14.3 Conference Feedback Form going out to conference participants	MT
15. Branch Programme (CPD & Events)	
15.1 LI CPD Event 10 October followed by Olympic Legacy Event - MT still to request feedback	MT
15.2 LIS Placemaking/Landscape Design and Implementation Competition for students and professional LA's. AC suggested students identify a local authority owned site from a selection possibly from the OPEN/ELGT open space study; professionals select their own local authority owned derelict or in need of improvement site; Need to investigate method of giving prize money to start the funding process to implement winning schemes. Planners/surveyors establish a working group for	AC/RT

professional competition? Good publicity for sites. Linking up with previous awards?	
15.3 MT pointed out that 2013 was NTS's year of the Landscape and was also the Year of Natural Scotland. 2014 is the Commonwealth Games in Glasgow. LIS must consider how best to contribute to these events. We will need to budget for this in 2013-2014 proposal for funding.	MT/CW
16. Contact with Members & Social Events	
16.1 Program of events and bid to LI for funding in 2013-2014 – ongoing	RT/CW
16.2 Social Evenings and networking – on going can we build on Conference?	NG
16.3 Policy on attending events on behalf of LIS when attendance fee required	ALL
17. AOCB	
17.1 Scottish Practices LI Awards news prepared by Peter McGowan on website	
18. Date of Next Meeting: 23rd January 2013, Meeting Room Sloans, 62 Argyll Arcade, 108 Argyll Street, Glasgow, G2 8BG, Phone 0141 221 8886. 5.00 Admin Meeting CMcK, JSW and MT 6.00-8.00 Committee Meeting	CMcK