

Landscape Institute Scotland

Inspiring great places

DRAFT MINUTE OF COMMITTEE MEETING

Location: LUC Office, 37 Otago Street, Glasgow G12 8JJ

Date: Wednesday 19 March 2014, 5.00 for Admin/Policy Pre-Meeting and 6.00 to 8.00 for Committee Meeting.

Distribution: Committee, Maggie, Gilvray, Danny McKendry, Rachel Howlett, Peter McGowan, Sue Evans, John Stuart Murray, Kenny Fraser, Karen Stevenson, Rebecca Hughes, Carol McKenzie and Website.

Item	Action
ADMINISTRATION PRE-MEETING	
1	Objectives of meeting
1.1	A working meeting to discuss administration matters.
2	Present Meeting did not take place due to unavoidable delay for CMcK. Agreed that CMcK would check Administrative Actions and contact MT to discuss if necessary.
3	Administration Pre-Meeting
3.1	Members <ul style="list-style-type: none"> • Mapping of members by post code - CMcK to proceed • Explanation required from LI as to how Students and Licentiatees are told of their Branch and what contact information they are given. MT to chase PM • LIS do not know how LI is notified of change of status of 'student' (i.e. to chartered for eg) and 'home address' change options or how LIS is informed. MT to chase PM • .PM thought tracking was by postcode and believes more could be done to follow members. MT to chase PM • LIS has prepared a draft of a flyer 'Join the LI' which would be given to students at the degree show. PM to give comments to LIS. MT to chase PM •
3.2	Website <ul style="list-style-type: none"> • Usage appears to remain constant with peaks probably relating to new information going on website. MT to send stats to Carol. • CW is removing superseded information • Carol to add her details. Carol and Rebecca should be photographed together as only 1 pic can go with the text • Conference website to be transferred to LIS – CMcK to discuss process with Jim Riches (MT email 13-11-13) • Rachel Tennant's Fellowship to go on website • Garden History Society Spring Lecture to go on website • Native Woodland Survey note to go on website • Photos attached to website news on the 4 new Fellows. MT to send Carol

	<ul style="list-style-type: none"> photos of the 4 Fellows Scottish Procurement Bill Update from RT to go on website Scottish Scenic Routes Second Competition announcement to go on website and emailed to members (Urgent) High Hedges Bill information to be put on website and linked to LIS response to consultation CEC consultation Trees in the City to be put on website. GCC Design Guide for New Residential Areas – NG to give note to CMcK for website Saltire Society Awards to go on website BEFS Bulletin to go on website Future of Green Networks and Importance of Woodland to go on website 	<p>CMcK</p> <p>CMcK</p> <p>CMcK</p> <p>CMcK</p> <p>NG/CMcK</p> <p>CMcK</p> <p>CMcK</p> <p>CMcK</p>
3.3	<p>New Website Update</p> <ul style="list-style-type: none"> New website tested by Committee and comments given by RT to Jim Ritches. Further testing of revised live version will be required with comments to RT/CMcK. CMcK to contact Jim Ritches for briefing and to arrange training for CMcK, MH and others?. New website must make it easy to archive superseded/outdated items. CMcK to discuss with Jim Ritches. Request registered practices by mass email to submit projects for website. CMcK/MT to discuss format of information sheet (1 page, Project and a jpeg) with images and separate jpg images for scroller. Images will be on first page as a gallery and information sheets will be under projects. Will the new website have a section for advertising for staff and if so what is LIS policy? Do we mail to members? 	<p>ALL/RT/CMcK</p> <p>CMcK</p> <p>CMcK</p> <p>MT/CMcK</p> <p>ALL</p>
3.4	<p>Email</p> <ul style="list-style-type: none"> Problems with emails not resolved. MT will continue to monitor and check with Jim Ritches Progress with members without email addresses – outstanding although one person has been identified. PM to identify LIS members not on email list Email to all members on Scottish Scenic Routes Second Competition announcement (Urgent) Commonwealth Games Visit email to be sent out Riminder email re David Skinner Memorial Lecture to be sent out in early April 	<p>MT</p> <p>PM</p> <p>CMcK</p> <p>NG/CMcK</p> <p>CMcK</p>
3.5	<p>Social Media Survey</p> <ul style="list-style-type: none"> Results to go on website (as per mass email note to members) Although specific note to members about our proposals will be subject to clarification about Wordpress account arrangement. CMcK to check the position and report to next meeting 	<p>CMcK</p>
3.6	<p>Linkedin/Twitter trial - Trial to be implemented after new website is up and running</p>	<p>CMcK</p>
3.7	<p>LIS blog/newsletter – CMcK/RH to discuss</p>	<p>CMcK/RH</p>
3.8	<p>Join the LIS Brochure</p> <ul style="list-style-type: none"> 'Join the LIS' A5 Brochure to hand out to students and LI members moving to Scotland. CW has received Committees comments but need to check with RH and then Paul Lincoln LI. Further process will be Final Draft, this Draft sent to LI for comment, Final Production and Print Run, put on website, email members to let them know. 	<p>RH/CW</p> <p>CW</p>
3.9	<p>A+DS</p> <p>Agreement with A+DS - HN to progress with timescales & costing. Final Agreement to come from Sue Evans to HN re Urban Greenspace Workshops</p>	<p>HN</p>
3.10	<p>Minute of Meetings of 27-11-13 and 19-02-14 circulated</p>	
3.11	<p>AGM</p> <ul style="list-style-type: none"> Date April 30 at 6.30 -7.00 nibbles 7.00- 8.30 AGM Venue A+DS, Edinburgh Speaker – Julian Farrar or Janet Pope on the Helix Project confirmed Speaker after AGM Noel Farrar confirmed (to similar brief as Sue Illman) Notifications by 28 March at latest 	<p>HN</p>

	<ul style="list-style-type: none"> • Reports by MT and CW for 28 March at latest (to go with Notifications) • Agenda and Procedures by 28 March at latest • Survey to be sent out to identify attendance, date to be agreed • Catering – Soft Drinks and nibbles – CMcK to organise 	MT/CW HN CMcK CMcK
3.12	AOB There was none	
POLICY AND DEVELOPMENT PRE-MEETING		
4	Objectives of meeting	
4.1	A working meeting to discuss administration matters.	
5	Present Mark Turnbull (MT) (Chair), Hamish Neilson (Secretary), Clare Winsch (Treasurer), James Spence Watson (Events), Sue Evan (LI Policy Committee), Rebecca Hughes (Policy and Development Officer) and Carol McKenzie (Administrator)	
6	Policy and Development Pre-Meeting	
6.1	MT gave a briefing on the Devolved Nations Chairs Meeting of 12-03-14. In particular agreement that LIS can use Policy and Development Officer Title and increase in time for post including discussion on Development time.	
6.2	Noted that RH (P+D) had spent 28% of her time allocation in 2 months. Current anticipated time is 2 days per week..	RH(P+D)
6.3	MT in discussion with Bill Cairns re Conference Organising Committee winding up and a new committee Landscape 2020 chaired by LIS to be put in place to take over from the Scottish Landscape Forum. Initial partners would be SNH, NTS and John Muir Trust. Marc van Grieken has offered to lead. There is a good basis for this and MSPs generally in support but funding needs to be considered. There was discussion on appointment of a national landscape champion/advisor for 'Landscape 2020'. The issue of this and/or LIS Patron/Champion was raised by MT at Devolved Nations Chairs meeting, LI prepared in principle to support subject to being consulted. MT/RH to meet Marc to discuss further.	MT/RH/MvG
6.4	Meeting with Laura Campbell of SNH to discuss Landscape 2020 and what SNH work LIS can help to promote and meeting/presentation to Environmental Link's Landscape Task Force set for 1 May via John Thompson.	RH (P+D)
6.5	MT/RH(P+D) had a useful meeting with Sue Evans (Policy Committee) on 5-03-14, key issues discussed were Landscape 2020, Creating Places, Value of Design and Place Standard.	
6.6	Discussion with Public Sector members to find best way of involvement in LIS activities so that they involve all sectors. LIS objective is to attract all sections/sectors of our membership, students and others and it is crucial to get them involved.	AS/RH(P+D)
6.7	Historic Scotland National Conservation Centre Edinburgh Focus Group being attended specifically in relation to designed landscapes (email from Sue Evans 18-11-13) – nothing to report.	
6.8	Paul Lincoln has programmed Landscape Futures Lecture for Scotland and follow on activities. PL will consult LIS on topic and speakers although there was general support to the topic of trees as suggested by LIS. Discussion suggested a title of Creating Resilient Landscapes, this would cover trees/tree health/biosecurity etc. Suggested 3 speakers plus a panel discussion with questions from the audience.. LIS objective as stated to PL by MT is to attract LIS members from all sectors, attract others from Foresters, BALI etc, get a Minister to attend. Timing would be a start late afternoon.	PL/RH(P+D)
6.9	MT has raised with Paul Lincoln the possibility of a CPD event with LI promoting the position papers on Green Infrastructure, Water, Health and Housing as these relate to Scottish circumstances with the objective of getting members from all sectors, particularly the public sector, involved. Awaiting further response from LI.	PL/RH(P+D)
6.10	MT has raised the matter of the Capability Brown Celebrations in Scotland. MT made the point that LIS would not like to be left out of the celebrations and asked if there was scope for an event here along the lines of 'The Influence of Capability Brown on the evolution of the Scottish Designed Landscapes'. This raised the	

	possible involvement of Peter McGowan an LIS as an acknowledged expert on designed landscapes and Cris Dingwall formerly Officer of the Garden History Society Scotland and an expert on the history of designed landscapes in Scotland. This to be discussed further with PL	RH(P+D)
6.11	LIS joining Scottish Environmental Link was discussed at Devolved Nations Chairs meeting, LINI has joined similar organisations. LI not concerned that they are campaigning organisations if it is clear that LIS offers factual information and advice on landscape matters but is careful about conflict of interest. RH(P+D) has been invited to join APRS Committee in a personal capacity.	RH(P+D)
6.12	SPP/NPF3 response - nothing further to report	RH (P+D)
6.13	Consultation on National Roads Development Guide. RB(P+D) has looked at document and has a few comments particularly with regards to lack of cointext, cross reference to Transport Scotland Landscape Policy and Procurement Issues. RH(P+D) to contact Angus Corby and prepare a response.	RH(P+D)
6.14	RH(P+D) meeting Lisa Mckenzie and talking to students on 24-04-14.	RH(P+D)
6.15	RH(P+D) has been contacted by Neil Baxter of the RIAS for a catchup meeting AC also has a meeting with Neil on 2 nd April	RH(P+D)
6.16	AOB RH(P+D) work will be around 3 themes, Landscape 2020, Creating Places and Landscape Futures. Contact in BALI Scotland is Rob Flavel 01875 616 608	RH(P+D)
COMMITTEE MEETING		
1	Objectives of meeting	
1.1	A working meeting with reporting and discussion.	
2	Present and Apologies	
2.1	Present: Mark Turnbull (MT) (Chair), Alan Cameron(Vice Chair), Hamish Neilson (Secretary),Clare Winsch (Treasurer), James Spence Watson (Events), Nicola Garmory, Mike Harrison, Andrew Smith, Dan Walker, Steve Wheatley, Rebecca Heatlie and Carol McKenzie (Administrator).	
2.2	Apologies: Rachel Tennant	
3	Minutes and Matters from Previous Meeting	
3.1	Minutes of Meeting 27-11-13 and 19-02-14 circulated	
4	Admin and Policy and Development Pre-Meetings	
4.1	Summary of Admin Pre-Meeting – There was no Admin Pre-meeting.	CMcK
4.2	Summary of Policy and Development Pre-Meeting – See Item 6 Policy and Development Pre-meeting above particularly 6.8.	RH
5	Presentation and discussion with Phil Mulligan LI CEO	
5.1	Feedback on lunch and Committee Meeting with Phil Mulligan LI CEO. MT to write note for website.	MT
5.2	MT briefing on Devolved Nations Chairs Meeting on 12-03-14. In particular agreement that LIS can use Policy and Development Officer Title and increase in time for post, Landscape Futures Lecture and LIS joining APRS and Environmental Link. The LIS felt the meeting was useful.	MT
5.3	MT discussion on Information prepared about LIS – Held over to next meeting	MT
6	AGM	
6.1	<ul style="list-style-type: none"> • Date April 30 at 6.30 -7.00 nibbles 7.00- 8.30 AGM • Venue A+DS, Edinburgh (HN to confirm) • Speaker – Jullian Farrar or Janet Pope on the Helix Project confirmed • Speaker after AGM Noel Farrer confirmed (to similar brief as Sue Illman) • Notifications by 28 March at latest • Reports by MT and CW for 28 March at latest (to go with Notifications) • Agenda and Procedures by 28 March at latest • Nominations close 15 April • Voting if required closes 28 April (HN to check procedure with LI) • Attendance note to be sent out with AGM papers 	HN HN

	<ul style="list-style-type: none"> Catering – Soft Drinks, sandwiches and nibbles (Thyme) 	CMcK
6.2	Discussion on inclusion of Admin and Policy Officer Reports	HN/MT
7	Treasures Report	
7.1	Treasurer submitted a Report to MT. Bank balance is £4,307.04.	
7.2	Committee members asked to submit expenses etc to the Treasurer before the end of March	ALL
7.2	The Draft LIS Business Plan 2015-2020 was circulated – Comments to MT/CW	ALL
8	LI Council Meetings, Branch Forums and other LI Meetings	
8.1	Nothing to report	
9	Summer Conversation	
9.1	RT to report to next meeting on LI feedback on Report, publication of all submissions and what LI plans as next steps, is a news section on the LI website and articles sufficient along with Landscape Futures lectures?	RT
892	The decision was taken at a previous meeting to continuing the Conversation by setting up Face to Face meetings as small or large groups in various locations with the opportunity of considering attracting a wider audience. Decision on how best to proceed to be taken at next meeting after report from RT on LI plans and consideration of the use of the web rather than say video conferencing..	RT
10	DVD	
10.1	NG has reviewed website, nothing further is required. NGto prepare an attractive flyer with a link for circulation, flyer would initially be via email but could be printed as standalone hard copies. After discussion it was agreed that the flyer should include an offer for members to go to talk at schools. Agreed that the flyer should also go onto facebook. With link to DVD. NG to contact ANCOBA to tweak this.	NG
10.2	JSW has list and general details of 186 open and 54 private schools. JSW to find a source to identify email addresses, if necessary this may have to be a commercial organisation however the cost would be less than £100 Agreed to put onto schools about offer of a talk	JSW
11	Cross Party Group on Architecture and the Built Environment	
11.1	Note of meeting of 17-09-13 on website.	
11.2	HN to contact Eugene Mull;en to find out if the letter to MSP's went to the Cabinet Secretary and if so what action has or will be taken. Follow up to check if there is a response yet	HN
12	LIS Landscape Placemaking Competition	
12.1	Discussion of AC updated draft of Competition Brief , Judges and programme to be confirmed at next meeting..	AC
12.2	AC to report on Exhibition reservation with A+DS and Promotional Exhibition Booklet to next meeting. Exhibition will be designed to be movable so it can be used by members in other locations.	AC
13	Festival of Architecture 2016	
13.1	AC reported on progress particularly suggestion of a competition for architect/landscape architect teams, an event and an exhibition and a guide book to the best designed landscapes in Scotland. Mellerstane Installation agreed in principle, AC will look at grant possibilities. Other sites to be discussed with SE. Ac to check Placebook Scotland (SNH). Working group to meet before next meeting of Festival Committee in June. Combination of landscape architecture and architecture – a site that we would not get planning for – a sympathetic landowner. SI agreed to meet too.	AC/MH/AS/DW
13.2	AC to consider a lecture/conference under the title Design and Devolution either as part of Festival or as a pre-cursor and talk to A+DS. It could be a collection of papers – has it made a difference for example. AC to chat with Diarmaid Lawlor.	AC
14	Activities and CPD 2014/15	
14.1	MT to arrange Fellows Dinner with Agenda a Scottish Archive, Award and Fellows Talks (Motivations and Hopes for the Future).	MT
14.2	MT to arrange Heads of Practices Round Table lunch	MT
14.3	Marc van Grieken has agreed to give a GLVIA3 seminar in March/April – MT to get a date..	MT
14.4	Commonwealth Games site visit 9April 2014 (See 3.4) All places were taken.	NG

14.5	Talk on Scenic byways in the USA by Dan Marriot - awaiting date, joint event with Transport Scotland and Scottish Canals..	MT
14.6	Possible CIRIA conference on the subjects of trees/urban environment/surface water management – could Sue Illman be a speaker? – NG to discuss with Matthew Finkle	NG
14.7	2017 is year of History, Heritage and Archeology – LIS to consider how it might become involved through designed landscapes and the history of landscape architecture in Scotland – to be discussed..	ALL
14.8	Scottish Landscape Industry Group Business Directory circa 1988. No further directory has been published other than annual BALI Who's Who Landscape Directory for UK. The Committee agreed that the production of a new document would get the LIS back in touch with the industry as partners and that it would act as a good promotional document for LIS and the Industry in Scotland.. This was seen as a good opportunity and in line with Scottish Government business encouragement.	ALL
15	Edinburgh School of Architecture and Landscape Architecture	
15.1	AC reported on 2 nd year competition and lack of LIS involvement. MT to raise with John Stuart-Murray.	AC
15.2	AC reported on Award for 3 rd year portfolio and display. MT to raise with John Sturat-Murray.	AC
15.3	Discussion on scope to do more with Architecture and Planning Schools- promoting landscape architecture via for e.g. closer engagement, activity and discussion with other professional institutes - -held over to next meeting	ALL
15.4	Flyer for LI when directing potential members to LIS	CW
15.5	Annual David Skinner Memorial Lecture. MT/AC to discuss with John Stuart-Murray videoing the lecture and putting on either the University website with a link from the LIS website or the reverse. AC also considering how else we might be involved with the lecture. Details are on the website reminder to be emailed to all members (See item 3.4)	MT/AC
15.6	MT meeting John Stuart Murray on 20-03-14	MT
16	Committee Membership and Members undertaking various tasks	
16.1	LI Policy Committee work – SE checking Housing Position Statement for Scottish context. In discussion it was suggested that the Health position be the subject of CPD A housing position statement is coming soon. There is a meeting on the 8 th of April on health.	
16.2	Technical Committee – Noted that TGP have used BIM on a project. MT to discuss with Technical Committee best method of feedback. MT to establish who of our members are using it.	MT
17	Correspondence	
17.1	Nothing to report – all items requiring action dealt with	
18	Consultations (Not Included in Policy and Development)	
18.1	Policy on Architecture and Placemaking document published – MT met Jim Mitchel. Follow up with Jim and A+DS to find out how the Placemaking Agenda is progressing.	AC
18.2	SNH Review of Visual Representation of Wind Farms – the Minister has responded to Marc van Grieken requesting a meeting with SNH, LIS, Scottish Renewables and THC.. LI/LIS offer to contribute to cost of technical/editor and training remains open..	MT
18.3	Scottish Government Review of proposed changes to EC Directive on EIA – nothing to report	MT
19	LI and other Related Bodies	
19.1	Nothing to report on Design Panels except member representation on Aberdeen Panel. JSW had received 5 intimations of interest with 3 excellent applications. Committee approved JSW proceeding with the three members.	JSW
19.2	Cross Party Group on Architecture	

	<ul style="list-style-type: none"> Progress on paper produced by Diarmaid Lawlor of A+DS on Green Infrastructure in creating 'better places', the 3-4 workshops envisaged on how villages/towns/suburbs can respond to green infrastructure; potential for joint working in particular in preparing the scope for workshops <p>Awaiting forum discussions with A+DS – progress to be discussed at next meeting,</p>	HN
19.3	SDS and SUDS and Landscape Working Groups - NG to consider further action - progress	NG
19.4	Scottish Forum for Planning	JSW
19.5	Scottish Enterprise has set up an Industry Leadership Group (ILG). Neil Baxter (RIAS) has co-opted the Chair onto one of his committees (Construction Scotland) – AC to report.	AC
20	Conference	
20.1	Post Conference 1 year review took place. Minutes of Meeting will be circulated to Committee. LIS still to pursue other objectives raised with MSP's at Cross Party Group on Architecture and the Built Environment	MT
20.2	Draft of a Journal article on the theme of the Conference 1 year on has to be prepared for publication in July Issue on Landscape in the Devolved Nations. LIS has commissioned the article from Bill Cairns – MT overseeing.	MT
21	Award	
21.1	Given the activities this year the award will be in 2014, MT to discuss with Fellows (see item 14.1)	MT
21.2	Article on Peter Daniel. Awaiting discussion with PD before completing article..	AC/MT
22	AOB	
22.1	JSW to find out about A+DS review of Design panels	JSW
23	Next Meetings	
22.1	Next meeting pre AGM Meeting April 16 Edinburgh (Edinburgh Central Library, King George VI Bridge, 5pm-8pm) and AGM 30 April Edinburgh at A+DS.	ALL

	ANNEX TO AGENDA	
A	Long Term Outstanding Actions (to be programmed)	
A1	There should be a changing of wording on the main page of website, all to consider	ALL
A2	Identification of practices not LI registered - The purpose of identifying them is to understand the number of practices contributing to the Scottish economy as part of raising the profile of the profession. MT to draft an email to all members explaining the need to identify these practices and their locations which can then be mapped (outstanding)	MT

B	Items carried over (to be programmed)	
B1	Need to add on LHS of webpage various sub-menus as identified by MT (Consultations and Responses sub-menus). Archive not possible but they can be grouped by year (Awaiting new website)	CMcK
B2	Honorary Membership/Patrons two suggested names to be discussed at a later date, LI Board will also be discussing this. Held over for future meeting.	MT
B3	ESALA students will attend meeting in Edinburgh in September/October to report on ELASA mini meeting in Poland. CW to confirm nearer the time	CW
B4	Joint LIS, RICS, RTPi Urban Design Group linkup re policy and education - action postponed.	RT
B5	Possible joint event with BALI - MT to discuss with BALI Need to identify someone to produce/create LIS newsletter	MT
B6	An Interactive version of the DVD for professionals and updating to be discussed	ALL
C	Items to be included in new website	
C1	Need to have various sub-menus (Consultations and Responses sub-menus).	RT
C2	News Archive required	RT