

## MINUTES OF COMMITTEE MEETING

**Location:** LUC Office, 37 Otago Street, Glasgow G12 8JJ 0141.334.9595, (For map of location go to <http://www.landuse.co.uk/contact>)

**Date:** Wednesday 16 July 2014, 5.00 for Admin Pre-Meeting, 5.30 for Policy and Development Pre-Meeting and 5.55 to 8.15 for Committee Meeting (Start 5 minutes earlier due to visit from Michael Dougall President of the Glasgow Institute of Architects).

**Distribution:** Committee, Committee Support, Corresponding Members, Rebecca Hughes, Carol McKenzie and website.

### COMMITTEE AND SUPPORT

**Committee:** Mark Turnbull (MT) (Chair), Alan Cameron (AC) (Vice Chair), Hamish Neilson (HN) (Secretary), Clare Winsch (CW) (Treasurer), James Spence Watson (JSW) (Events), Rachel Tennant (RT) (Council Rep), Rebecca Heatlie (RH) (Student Rep), Nicola Garmory (NG), Mike Harrison (MH), Andrew Smith (AS), Dan Walker (DW) and Steve Wheatley (SW)

**Committee Support:** Sara Melville and Ross White

**Corresponding Members:** Sue Evans, Kenny Fraser, Maggie Gilvray, Rachel Howlett, Peter McGowan, Danny McKendry, John Stuart Murray and Karen Stevenson.

**LIS Policy and Development Officer:** Rebecca Hughes (RH P+D)

**LIS Administrator:** Carol McKenzie (CMcK)

### SUMMARY

1	Michael Dougall President of the Glasgow Institute of Architects attended the meeting. Key Points were <ul style="list-style-type: none"> <li>• A common interest in design, joint events and competitions</li> <li>• Landscape Architects and Technicians are within the remit of the Architects Benevolent Society</li> <li>• NG to attend GIA Committee Meetings</li> </ul>
2	New website is up and running with only a few matters to be resolved before handover to LIS. LIS Inspiring great places logo now on all LIS communications. Working Group setup for management and development of website and other social media.
3	Events and Competitions progressing
4	The issue of the poor quality of tender information from local authorities and the need to provide guidance on how to write a brief for Landscape Services was discussed. This issue was thought to be UK wide and MT was requested to discuss the issue with Simon Odell LI Director of Technical and Professional Services in the first instance. It was agreed that a short 2 or 3 page flowchart/checklist was the way to approach this.

LIS prepared to write a brief for this.
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Item	Action
<b>ADMINISTRATION PRE-MEETING</b>	
<b>1</b>	<b>Objectives of meeting</b>
1.1	Working meeting to discuss Administrative actions.
<b>2</b>	<p><b>Present</b>  ,Mark Turnbull (Chair), Clare Winsch (Treasurer), James Spence Watson (Events) and Carol McKenzie (Administrator)</p> <p><b>Apologies for Absence</b> Hamish Neilson (Secretary)</p> <p>Note: PM stands for Phil Mulligan.</p>
<b>3</b>	<b>Administration Actions</b>
3.1	<p>Members</p> <ul style="list-style-type: none"> <li>• Mapping of members by post code - CMcK to proceed to work out how this is to be done.</li> <li>• Explanation required from LI as to how Students and Licentiates are told of their Branch and what contact information they are given. MT has chased PM</li> <li>• 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 has chased PM</li> <li>• PM thought tracking was by postcode and believes more could be done to follow members. MT has chased PM</li> </ul>
3.2	<p>New Website</p> <ul style="list-style-type: none"> <li>• MT to report on Jim Riches progress on website generally, next steps to be discussed.</li> <li>• CW to check for superseded information to be archived</li> <li>• CMcK to add her details including photo and update committee information ie it is now the 2014/2015 committee + Committee Support</li> <li>• Conference website to be transferred to LIS website by Jim Riches</li> <li>• An edited version of BEFS Bulletin to go on website (needs editing as LIS is not a member of BEFS)</li> <li>• Spatial Planning for Wind Farms - Sharing Good Practice SNH event - 2nd October 2014 (email 15-05-14)</li> <li>• Primary School Visits 3 October 2014 (email 25-06-14)</li> </ul>
3.3	<p>New Website Management</p> <ul style="list-style-type: none"> <li>• CMcK to circulate User Manual when available.</li> <li>• New website does not have archiving for Presentations. CMcK to discuss with Jim Ritches.</li> <li>• DW is preparing an updated draft template , RT, SM and MT to trial</li> <li>• CMcK to consider her time availability in relation to Admin tasks and Website Editing/Management. LIS has allocated 8 hrs per week to Admin and 4hrs per week to Website Management.. CMcK to discuss with MT within a few days.</li> </ul>
3.4	<p>Email</p> <ul style="list-style-type: none"> <li>• CMcK is keen to use email to members strategically possibly in the form of a newsletter which would then go on the website. This would use a simple template. CMcK to consider further for discussion at the next meeting.</li> <li>• MT to check all email and forward to relevant person to</li> </ul>

	<ul style="list-style-type: none"> <li>action</li> <li>Problems with email addresses still being passed to Jim Riches. Circulation issues seem to be resolved, no further problems reported to MT.</li> <li>DotMailer/Membership list requested from LI – MT to chase.</li> <li>LI has sent MT list of LIS members not on email list, this can be obtained from membership list (email address is blank). A number of members on list have known email addresses. MT/CMcK to investigate further.</li> <li>CIRIA trees in cities event 29 Aug Glasgow to be emailed to all members (see emails 27-05-14)</li> <li>Edinburgh Street Design Guidance consultation to go as an email to all members. CMcK to discuss with MH. JSW to check if LIS members of Panels are told when such documents are coming out.</li> <li>Spatial Planning for Wind Farms - Sharing Good Practice event - 2nd October 2014 (email 15-05-14) to be emailed to all members</li> <li>Email to all members reminding them to vote in the Honorary Treasurer By-Election 2014 to be sent urgently.</li> </ul>	<p>MT</p> <p>MT</p> <p>MT</p> <p>MT/CMcK</p> <p>CMcK/MH</p> <p>MH/CMcK JSW</p> <p>CMcK</p> <p>CMcK</p>
3.5	<p>Social Media</p> <ul style="list-style-type: none"> <li>Survey results to go on website (as per mass email note to members). CMcK to add note on current position with Twitter and Facebook</li> <li>Review of Twitter and comments received. Analysis of response at AGM to be taken into consideration.</li> </ul>	<p>CMcK</p> <p>CMcK</p>
3.6	<p>‘Join the LIS’ Brochure</p> <ul style="list-style-type: none"> <li>‘Join the LIS’ pocket brochure to hand out to students. CW has received Committee’s comments and further comments at the meeting; further revisions to be made and then CW to transmit to Paul Lincoln LI for final check – CW to consider further progress after discussion with AC.</li> <li>Further process will be Final Draft, Final Production and Print Run, put on website, email members to let them know.</li> <li>Question: could this brochure be used in schools too?</li> </ul>	<p>CW</p> <p>CW</p> <p>CW/MT</p>
3.7	Draft Minutes of Meetings of 18-06-14 circulated. HN and CMcK must get comments on minutes returned to writer promptly; the point is Minutes record actions and should be an aid to members.	HN/CMcK
3.8	Summary of key items of discussion to be at front of Minutes and to go on the news section of the website.	HN/CMcK
3.9	Final 2013 AGM Minutes and Draft 2014 AGM Minutes to be put on website. Remove Draft 2013 AGM Minutes.	CMcK
3.10	AOB	
<b>POLICY AND DEVELOPMENT PROGRESS</b>		
<b>4</b>	<b>Objectives of meeting</b>	
4.1	A brief working meeting to discuss Policy and Development Officer actions. Only items 6.5, 6.8 and 6.13 discussed all other items to be discussed in a telephone call between RH(P+D) and MT	
<b>5</b>	<p><b>Present</b> Mark Turnbull (Chair), James Spence Watson (Events), Clare Winsch (Treasurer), Carol McKenzie (Administrator) and Rebecca Hughes (Policy and Development Officer)</p> <p><b>Apologies for Absence</b> Hamish Neilson (Secretary),</p>	
<b>6</b>	<b>Policy and Development Progress</b>	
6.1	RH (P+D) current and anticipated time – no issues	
6.2	Landscape 2020 Initiative. Letter has gone out to picked people and responses received. Meeting to be arranged to prepare an outline brief	MvG/

	for how this is to move forward	RH (P+D)
6.3	Date for next 6 monthly meeting with SNH.	RH (P+D)
6.4	Meeting with Sue Evans (Policy Committee) on 5-03-14; SE still to reply to RH (P+D)	RH (P+D)
6.5	Landscape Futures Event – Dynamic Earth booked and paid for. Approaching a Minister or MSP to be discussed with HN. SW to approach BALI.	MT/HN/RH (P+D)/SW
6.6	Progress on CPD event with LI promoting the position papers on Green Infrastructure, Water, Health and Housing Document on Housing due out soon. Date early in 2015 favoured. Invites to include suppliers.	RH(P+D)
6.7	Progress on Capability Brown Celebrations. Has been discussed with Peter Burman (GHS chair). Garden History Society has been consulted. RH(P+D) to approach Peter McGowan to help	RH(P+D)
6.8	SPP/NPF3 published. RH(P+D) to prepare a brief report for website. MT to email documents to RH(P+D)	MT/RH (P+D)
6.9	Linda Fabiani MSP chair of the Cross Party Group on Architecture and the Built Environment has received a response from Paul Wheelhouse on LIS four recommendations made at CPG presentation by Bill Cairns. LIS to draft reply for LF. MT/HN/RH(P+D) to discuss including with Sue Evans. Action needed. Could PW be approached to open Landscape Futures event?	HN/RH(P+D)/MT
6.10	RH(P+D) to meet Lisa Mckenzie about talking to first year students, but this was cancelled and not re-arranged yet. RH(P+D) will also talk to RH and Ross White (5 <sup>th</sup> year student)	RH(P+D)
6.11	RIAS/LIS CPD event on Urban Design/Urban Space. RH(P+D) has made contact with Ian Appleton, current timing is September but LIS suggest early 2015. Suggested that Michael Dougall Chair of the Glasgow Institute of Architects would be a good contributor alternatively LIS could organise a separate event with him as a speaker. MD attending Committee Meeting.	RH(P+D)
6.12	PL LI has asked RH(P+D) to prepare an article introducing the September LI Journal edition on the Devolved Nations. AC has completed article on Peter Daniel, Marc van Grieken taking photos of Peter at one of his projects; Bill Cairns has completed article on the Conference this sent to Ruth Slavid copied to PL	MT/AC/RH(P+D)
6.13	SW to assist RH(P+D) in making contact with BALI – may be useful for Landscape Futures and Landscape 2020.	SW/RH(P+D)
6.14	RH(P+D) attended and noted the main discussion on the topic of this 1 day NTS conference on 15th May - note to go on website.	RH(P+D)
6.15	A+DS Meeting with Diarmaid Lawlor AC/HN/MT/RH(P+D) to be rescheduled.	MT/RH(P+D)/AC/HN
6.16	LI Position Statements are these sent out to Local Authorities with a letter from the LI President? RH(P+D) to check with Paul Lincoln.	RH(P+D)
6.17	AOB	
<b>COMMITTEE MEETING</b>		
<b>1</b>	<b>Objectives of Meeting</b>	
1.1	A working meeting with discussion and reporting starting with a discussion with Michael Dougall President of the Glasgow Institute of Architects on suggestion of a joint event on Urban Design/Urban Space and continuing at End of Business at Committee Meeting of 18-06-14 (starting at item 15.3 to clear away long standing items).	
<b>2</b>	<b>Present and Apologies</b>	
2.1	Present: Mark Turnbull (Chair), Clare Winsch (Treasurer), James Spence Watson (Events), Nicola Garmory, Dan Walker, Andrew Smith, Rebecca Hughes (Policy and Development Officer) and Carol	

	McKenzie (Administrator),	
2.2	Apologies:, Hamish Neilson (Secretary), Alan Cameron(Vice Chair), Rachel Tennant (Council Rep), Mike Harrison, Steve Wheatley, Rebecca Heatlie (Student Rep), Sara Melville (Committee Support)and Ross White (Committee Support).	
<b>3</b>	<b>Minutes and Matters from Previous Meeting</b>	
3.1	Draft Minutes of Meeting 18-06-14 had been circulated approved subject to inclusion of comments from AC and NG.	MT
<b>4</b>	<b>Discussion</b>	
4.1	<p>Michael Dougall President of the Glasgow Institute of Architects was welcomed to the meeting.</p> <p>Key points discussed were as follows:</p> <ul style="list-style-type: none"> <li>• Organisation of Glasgow Institute of Architects (GIA) with 1200 members and 5 Committees +Representation on RIAS and LIS with 450 members, 1 Committee and representation on Council. Board representation is simply due to chairing a main LI Committee.</li> <li>• GIA CPD Committee organises 6 CPD events a year.</li> <li>• GIA have found using Twitter very helpful</li> <li>• GIA support competitions. LIS stated they were keen to run Architect+Landscape Architect competitions to foster joint working on design. LIS needs to follow this up.</li> <li>• There was discussion of the 2016 Festival of Architecture event and the need to ensure that this is broader than just architecture. MT attending next meeting in place of AC on 31-07-14</li> <li>• GIA Awards – would like to include a landscape award. LIS suggested this should be a combine building+landscape award. LIS needs to follow this up.</li> <li>• Agreed that GIA and LIS wished to promote design</li> <li>• A joint social evening was suggested. LIS to follow this up.</li> <li>• IT was noted that the Architects Benevolent Society also covered Landscape Architects and Technicians. As this was a complete surprise MT to follow up with LI. GIA holding a cycle event from Glasgow to RIBA in London and would like 2 LIS members to join.</li> <li>• On behalf of LIS NG accepted offer of attending GIA Committee meetings.</li> <li>• MT to email thanks to MD</li> </ul>	<p>NG</p> <p>MT</p> <p>NG</p> <p>NG</p> <p>MT</p> <p>DW</p> <p>NG</p> <p>MT</p>
<b>5</b>	<b>Admin and Policy and Development Pre-Meetings</b>	
5.1	A brief summary of Admin and Policy and Development Pre-meeting was given by MT/CMcK/RH(P+D)	
<b>6</b>	<b>New Website</b>	
6.1	<p>New Website Review</p> <ul style="list-style-type: none"> <li>• MT gave update on position with LI work on website.</li> <li>• The website was reviewed against the contents of the RT email to Jim Riches of 20-05-14 which reflected the actions needed as identified at the meeting of 14-05-14 when the website was last reviewed by the Committee. The website and Dotmailer now have the LIS Inspiring great places logo and the website has drop down menus. The website still does not have usage statistics, archiving of Presentations and the Conference website. A manual is just about complete and will be sent to LIS in a matter of days. Dating of events to ensure automatic archiving is still to be resolved. MT to email LI stating that LIS willing to take over website once these matters have been dealt with.</li> <li>• Jim Riches will come up to give the Working Group lead by DW and comprising MH, SW, AS and CMcK a tutorial on the website, Wordpress and Dotmailer.. DW to resolve who will attend and a date in mid August.</li> </ul>	<p>MT</p> <p>DW</p>

	<ul style="list-style-type: none"> <li>Progress with project template was discussed. DW to progress next draft version</li> <li>NG awaiting project template and final approval before asking Janet Pope to provide information on the Helix project.</li> </ul>	DW NG
<b>7</b>	<b>Discussion Topics</b>	
7.1	<p>A Summer conversation Continuation held over to next meeting.</p> <p>Phase 1</p> <p>Take main strands of Summer Conversation report</p> <ol style="list-style-type: none"> <li>Use those strands as headings / starter points for a series of face to face meetings with:- <ul style="list-style-type: none"> <li>Heads of practice - RT to obtain list from LI</li> <li>Heads of local public sector (AS will discuss with Karen Stevenson how this might be achieved prior to next meeting) – AS still to do.</li> <li>Heads of Education – RT to contact ESALA</li> <li>Government representatives – RT to approach Angus Corby and SNH Landscape Officers. RT may also contact Cathy Johnston – Glasgow CC</li> </ul> </li> <li>Discussions should be recorded and put on website</li> </ol> <p>Phase 2</p> <ol style="list-style-type: none"> <li>Take main strands of Summer Conversation report and results of face to face meetings</li> <li>Use those strands as headings / starter points for a series of further individual workshops or one main workshop.</li> <li>Workshop will require a professional facilitator</li> <li>Invitation should be to select public ( central and local authority) and private sectors and those in education</li> <li>There needs to be clear outcomes that will drive forward a 2025 strategy for the profession in Scotland.</li> <li>Workshops should be recorded and put on website</li> </ol> <p>Phase 3</p> <ol style="list-style-type: none"> <li>Develop a 2025 (or other suitable date) strategy for the profession in Scotland.</li> </ol> <p>AS makes the following important points to feed into the discussion</p> <ol style="list-style-type: none"> <li>We need to quickly pull together a list of members working in public sector/third sector. Carry out some focussed engagement where landscape teams exist e.g. Perth and Kinross (Sally Rickett) or members representing Green Network Partnerships e.g. LFGNP (Alison Chisholm). Discussions with SNH etc being already underway.</li> <li>Higher level influence in terms of Heads of Service/Dept - inputting to the LI publication intended for promotion to local government, - sending out this material from the President of the LI might have substantial clout as per Sue Illman’s publicity on Flooding and the</li> </ol>	RT/ALL

	Farrell Review.  AS makes the point that we need to make the link between Landscape Architects and various aspects of national/local government service delivery e.g. Environmental protection, forestry, Suds, planning polices and development plans, design review, site design and construction, community engagement, parks and green spaces, local environmental initiatives, events and public realm. We need to continue to engage with public sector members through CPD events. Offer training opportunities in exchange for feedback, which worked well as a format at the Perth conference. A questionnaire/interview can be a bit of a one-way exchange. The Landscape Futures lecture and CPD event on the existing Position Statements would be the obvious choices.  AS has also sent a list of Local Authority contacts.	
7.2	Edinburgh Street Design Guidance - MH progressing.	MH
7.3	Talks/Seminars <ul style="list-style-type: none"> <li>• Scenic By-Ways in the USA and Scottish Scenic Routes – talks by Dan Marriot and Angus Corby date 23 July 6.30 for 7.00 till 8.30. at A+DS.</li> <li>• Marc van Grieken GLVIA3 seminar date to be re-arranged either Glasgow or Edinburgh. SW to suggest venues.</li> <li>• NG to ask Julian Farrar to give a talk on the “Fitting Landscapes” document.</li> <li>• NG to contact Angus MacDonald regarding a talk on his book “The Hebrides-An Aerial View of a Cultural Landscape” possibly in the New Year.</li> <li>• Suggested Scenic Rotes Competition Sites visit to Loch Lomond and the Trossachas National Park.</li> <li>• It was agreed that we should organise two Christmas Drinks with annual reviews at each. Tasks to be allocated at September meeting</li> </ul>	MT/SW NG NG SM
7.4	LIS Flyer – it was suggested that LIS produce a flyer? RT suggested adapting the LI London Events Sponsorship brochure. RT to obtain a copy and see about adapting it for LIS use.	RT
7.5	Schools Competition – NG still to consider what can be done. Committee decided that this could wait until after the present competition was completed..	NG
<b>8</b>	<b>Actions from Discussion at Previous Meeting</b>	
8.1	LIS Interactive DVD update on opening of flyer and number of schools visited. NG to report tonext meeting	NG
8.2	Fellowship - MT still to prepare an email having checked next application dates with LI.	MT
8.3	Scottish Design Awards – No separate landscape category its included in Architecture: Public realm/landscaping - MT still to respond	MT
<b>9</b>	<b>Treasurer’s Report</b>	
9.1	Treasurer’s Report. LI Budget Allocation is less than business plan by around £2,000 LIS have informed LI that we are proceeding on the basis of the Business Plan approved at the AGM. CMcK reminded to invoice for her time..	CMcK
<b>10</b>	<b>LI Council Meetings, Branch Forums and other LI Meetings</b>	
10.1	RT – to send Carol note her note of the meeting to go on website	RT
<b>11</b>	<b>Cross Party Group on Architecture and the Built Environment</b>	
11.1	HN and/or RH(P+D) to attend CPG programme planning meeting	HN/RH(P+D)

	coming up on 7 <sup>th</sup> August	)
<b>12</b>	<b>LIS Landscape Placemaking Competition</b>	
12.1	Draft of Competition Brief; Judges – NG and RT suggested Sue Illman and Chair of A+DS Karen Anderson.. AC is looking for an author as well. AC confirmed that exhibition would be a 2 weeks, ! week each in Edinburgh and Glasgow from 17 <sup>th</sup> November. AC preparing a letter to Diarmaid Lawler of A+DS confirming dates. Arrangements and timing of judging over the two weeks still to be decided. Further progress to be reported to next meeting.	AC
<b>13</b>	<b>Festival of Architecture 2016</b>	
13.1	AC report that scheme is at the fundraising stage. Meeting with Ministers postponed and ideas for 3 projects are being developed - progress. MT to attend meeting/presentations on Festival on 31-07-14 in place of AC	AC/MH/AS/ DW MT
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 contact with Diarmaid Lawlor to discuss further	AC
<b>ITEMS 14 to 20 HELD OVER TO NEXT MEEING</b>		
<b>14</b>	<b>Activities and CPD 2014/15</b>	
14.1	MT still to arrange Fellows Dinner with, on the Agenda, a Scottish Archive, Award and Fellows Talks (Motivations and Hopes for the Future).	MT
14.2	MT still to arrange Heads of Practices Round Table lunch broadened to include all sectors.	MT
14.3	2017 is year of History, Heritage and Archaeology – LIS to consider how it might become involved through designed landscapes and the history of landscape architecture in Scotland – to be discussed at August meeting.	All
14.4	Scottish Landscape Industry Group Business Directory - 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.. JSW considers SE/Scotgov would not fund such a Directory unless requested by industry and business partners.. JSW to indentify them.	JSW
14.5	MT has received an email from Joyce Hartley who has organised CPD events. To be discussed at next meeting	ALL
<b>15</b>	<b>Edinburgh School of Architecture and Landscape Architecture</b>	
15.1	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 - to be discussed at next meeting.	ALL
15.2	AC to report on prizes, exhibitions, website information, postcards. Agreed that LIS to participate fully in the award process.	AC
15.3	SW asked if LIS could provide prize money (£500?) for a short video competition? These have been generally quite popular with students in the past. This time though, the criteria is that it *must* be a collaboration between animation/film making and landscape architecture student(s). This is to try and ensure a good quality production (technically). The content/theme –is to be agreed - but it seems sensible to have films that actively promote and encourage the industry. Perhaps it would involve presenting key facts about the industry that are hidden on our website... Entrants MUST be a student member of their local branch of Landscape Institute - thus increasing student membership and awareness of the LIS! To be discussed at next meeting	ALL



15.4	Flyer for LI when directing potential members to LIS	CW
15.5	Annual David Skinner Memorial Lecture Video failed. Need to reassess using students – will now use commercial companies trial will be Scenic Routes	
<b>16</b>	<b>Committee Membership and Members undertaking various tasks</b>	
16.1	LI Policy Committee work – nothing to report.	RH(P+D)
16.2	Technical Committee – nothing to report	
16.3	SNH has invited LIS to discuss research into the perception of wind farms in terms of height, colour, design, cumulative effect etc. MT has agreed participation of Marc van Grieken, Lynda Thompson, Lindey Guthrie, Keith Horner and non member but specialist advisor to the Technical Committee Dr Ian McAulay.	
<b>17</b>	<b>Correspondence</b>	
17.1	Nothing to report – all items requiring action were dealt with	
<b>18</b>	<b>Consultations (Not Included in Policy and Development)</b>	
18.1	SNH Review of Visual Representation of Wind Farms – Awaiting response to Marc van Grieken meeting with the Minister	
<b>19</b>	<b>LI and other Related Bodies</b>	
19.1	Report on Design Panels - In the case of Glasgow the Committee asked if someone was required to share with JSW	JSW
19.2	Cross Party Group on Architecture <ul style="list-style-type: none"> <li>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 Awaiting forum discussions with A+DS – progress to be discussed at next meeting.</li> </ul>	HN
19.3	SDS and SUDS and Landscape Working Groups - NG to consider further action including reviewing LI SUDS Maintenance Guidance Note on LI website.	NG
19.4	Scottish Forum for Planning – any update	JSW
19.5	Skills Development Scotland  JSW circulated the description of a Landscape Architect put out by Skills Development Scotland some time ago. This description is circulated through their ‘World of Work’ and was supplied by a third party called Gateway who apparently deal with many similar job descriptions. The LIS reaction was poor and it was suggested at a previous meeting that it may be appropriate for LI to take this up as it applies UK wide.  There is however a link to LI , an article on ‘Career Advice on Becoming a Landscape Architect by Lorna Davis, a landscape architect at Halcrow, and attached to that are some job vacancies  MT to raise with LI	MT
<b>20</b>	<b>Award</b>	
20.1	Given the activities this year the award will be in 2015, MT to discuss with Fellows (see item 14.1)	MT
<b>21</b>	<b>Misc</b>	
21.1	JSW noted that a company title Landscape Institute Scotland Ltd had been formed in 1988, the name was changed to Environmental Show 88 Ltd and the company dissolved in 1992.	
21.2	JSW noted that Scottish Enterprise had commissioned a survey of the Scottish Landscape Industry in 1994 which ended in the production of the Landscape Business Directory. JSW is contacting all the	

	organisations listed in the production of the directory as SE will want industry support for a re-survey	JSW
<b>22</b>	<b>AOB</b>	
22.1	Procurement NG raised the issue of the poor quality of tender information from local authorities and the need to provide guidance on how to write a brief for Landscape Services. This issue was thought to be UK wide and MT was requested to discuss the issue with Simon Odell LI Director of Technical and Professional Services in the first instance. It was agreed that a short 2 or 3 page flowchart/checklist was the way to approach this. LIS prepared to write a brief for this.	MT NG
<b>23</b>	<b>Next Meetings</b>	
23.1	<b>Next meetings and 20 August Edinburgh venue to be announced and 24 September at LUC Office, 37 Otago Street, Glasgow</b>	ALL

	<b>ANNEX TO AGENDA</b>	
<b>A</b>	<b>Long Term Outstanding Actions (to be programmed)</b>	
A1	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>B</b>	<b>Items carried over (to be programmed)</b>	
B1	Honorary Membership/Patrons two suggested names to be discussed at a later date, LI Board will also be discussing this.	MT
B2	Joint LIS, RICS, RTPI Urban Design Group linkup re policy and education - action postponed.	RT
B3	Possible joint event with BALI - MT to discuss with BALI	MT
B4	Need to identify someone to produce/create LIS newsletter	ALL
B5	An Interactive version of the DVD for professionals and updating to be discussed	ALL
B6	Consider LinkedIn.	DW
B7	LIS blog/newsletter.	CMck/RH(B +D)