

MINUTE OF COMMITTEE MEETING

Location: Central Library, George IV Bridge Edinburgh, in the VCR room

Date: Wednesday 20 August 2014, 5.00 for Admin Pre-Meeting, and 6.00 to 8.15 for Committee Meeting.

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 OF MEETING OF 20-08-14

1	<p>Given the future work load of the Committee it was decided that the most effective way forward was to form the following sub-committees which would report through their lead at the Committee meeting, this would enable shorter and more focused agendas and time for discussion.</p> <ul style="list-style-type: none"> • Communications - DW(lead), AS, MH and SW • Education, Competitions and Membership – AC(lead) and RW • Events (including CPD and Social) – NG (lead), JSW and SW • Strategic Planning and Promotion – RT (lead), AS and others <p>Policy and Development – RH P+D (not a sub-committee)</p>
2	<p>Landscape Futures Event at Dynamic Earth “How can we Create/Manage Resilient Landscapes of the Future?” on 15 October. And the LIS Placemaking in Scotland Competition will be launched shortly.</p>
3	<p>An LIS Conference on the topic of Growing Cities in Uncertain Times has been suggested. This would fit into the Festival of Architecture 2016 and the Landscape 2020 Initiative.</p>
4	<p>Whether Independence, Devomax or continuation of the existing devolution position the Committee unanimously agreed that their most likely post independence referendum position would be “LIS wants considerably more Scottish subscriptions and practice registration fees spent in Scotland (around 50 to 75%) on devolved administrative functions as we have demonstrated unequivocally that we are best</p>

placed to support and promote Scottish landscape, members and practices.”

Item	Action	
ADMINISTRATION PRE-MEETING		
1	Objectives of meeting	
1.1	Working meeting to discuss Administrative actions.	
2	<p>Present Mark Turnbull (Chair), Hamish Neilson (Secretary), Clare Wunsch (Treasurer), James Spence Watson (Events) and Carol McKenzie (Administrator)</p> <p>Note: PM stands for Phil Mulligan.</p>	
3	Administration Actions	
3.1	Members <ul style="list-style-type: none"> Mapping of members by post code - CMcK to proceed to work out how this is to be done. 	CMcK
3.2	New Website <ul style="list-style-type: none"> New website does not have archiving for Presentations. CMcK to discuss with Jim Ritches (JR). CW to check for superseded information to be archived and procedures with DW Conference website to be transferred to LIS website by Jim Ritches. MT has reminded JR. Paul Lincoln (PL) has suggested alternative of a header page on website giving access to documents as pdfs, CMcK to discuss with JR/DW. An edited version of BEFS Bulletin to go on website (needs editing as LIS is not a member of BEFS). CMcK to discuss with JSW 	CMcK CW/DW CMcK/JR/DW CMcK/JSW
3.3	New Website Management <ul style="list-style-type: none"> DW has prepared an updated draft template , RT, SM and MT to trial. NG awaiting project template and final approval before asking Janet Pope to provide information on the Helix project. 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 as soon as possible Jim Ritches 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. 	DW/RT/SM/MT/NG CMcK/MT CMcK/DW
3.4	Email <ul style="list-style-type: none"> 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 next meeting. 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. 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 	CMcK MT/CMcK MH/CMcK/JSW

	<p>documents are coming out.</p> <ul style="list-style-type: none"> Email to all members availability of Scenic Route Talks videos to go on website under news (email 16-08-14) 	CMcK
3.5	<p>Social Media</p> <ul style="list-style-type: none"> Survey results to go on website (as per mass email note to members). CMcK to add note on current position with Twitter and Facebook Review of Twitter and comments received. Analysis of response at AGM to be taken into consideration. 	CMcK CMcK
3.6	<p>'Join the LIS' Brochure</p> <ul style="list-style-type: none"> '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. Further process will be Final Draft, Final Production and Print Run, put on website, email members to let them know. Question: could this brochure be used in schools too? 	CW CW CW/MT
3.7	<p>Placemaking Competition</p> <ul style="list-style-type: none"> Registration Proforma Payment method 	ALL
3.8	AOB	

POLICY AND DEVELOPMENT PROGRESS

4	Objectives of meeting	
4.1	A working meeting to discuss Policy and Development Officer actions.	
5	Present Mark Turnbull (Chair), Hamish Neilson (Secretary), James Spence Watson (Events), Clare Winsch (Treasurer), Carol McKenzie (Administrator) and Rebecca Hughes (Policy and Development Officer)	
6	Policy and Development Progress	
6.1	RH (P+D) currently spending 16days per quarter which equals 64 days per year instead of 45 allocated. PL informed with request for further time allocation.	
6.2	Landscape 2020 Initiative progressing..	
6.3	Date for next 6 monthly meeting with SNH.	RH (P+D)
6.4	Nothing to report from update with Sue Evans (Policy Committee)	
6.5	Landscape Futures Event –. Committee Meeting Item 5.2	RH (P+D)
6.6	Progress on CPD event with LI promoting the position papers on Green Infrastructure, Water, Health and Housing Documents on Water and Housing due out soon. Date early in 2015 favoured. Invites to include suppliers. Progress to be raised at meeting with PL on 27-08-14	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 Progress to be raised at meeting with PL on 27-08-14	RH(P+D)
6.8	SPP/NPF3 published. RH(P+D) to prepare a brief report for website.	RH (P+D)
6.9	HN has prepared a draft letter to Linda Fabiani MSP chair of the Cross Party Group on Architecture and the Built Environment as a response to Paul Wheelhouse on LIS four recommendations made at CPG presentation by Bill Cairns. Once comments received from MT and RH(P+D) HN to contact Sue Evans for comment.	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) has talked RW who is involved with Xmas event in Edinburgh.	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. This has not been progressed.	RH(P+D)
6.12	Progress with articles submitted for September LI Journal edition on the Devolved Nations. This to be discussed at meeting with PL on 27-08-14	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 PL.	RH(P+D)
6.17	Clyde Gateway – article by Matt Benians. This on hold until second visit.	RH(P+D)
6.18	AOB Duncan Campbell has suggested an LIS Conference on the topic of Growing Cities in Uncertain Times. This would fit into the Festival of Architecture and the Landscape 2020 Initiative. It would cover the organic growth of historical cities, planned historical cities, garden cities, new towns reviewed, international examples of city planning etc. It would look at the conflicts for example protecting good agricultural soils, greenbelts and development. This to be pursued after the Landscape Futures Lecture as the bi-annual LIS Conference.	RH(P+D)

COMMITTEE MEETING

1	Objectives of Meeting	
1.1	A working meeting with discussion and reporting.	
2	Present and Apologies	
2.1	Present: Mark Turnbull (Chair), Alan Cameron(Vice Chair),Clare Wunsch (Treasurer), Hamish Neilson (Secretary), Rachel Tennant (Council Rep), James Spence Watson (Events), Nicola Garmory, Andrew Smith, Mike Harrison, Rebecca Heatlie (Student Rep), , Rebecca Hughes (Policy and Development Officer) and Carol McKenzie (Administrator),	
2.2	Apologies: Dan Walker, Steve Wheatley, Sara Melville (Committee Support)and Ross White (Committee Support).	
3	Minutes and Matters from Previous Meeting	
3.1	Minutes of Meeting 16-07-14 had been circulated sand on website	
4	Admin and Policy and Development Pre-Meetings	
4.1	Brief summary of Admin and Policy and Development Pre-meetings was presented. MT summarised Policy and Development Pre-Meeting item 6.18	
5	Discussion Topics	
5.1	The Committee discussed the future work load at length and decided that the most effective way forward was to form the following sub-committees which would report through their lead at the Committee meeting, this would enable shorter and more focused agendas and time for discussion. <ul style="list-style-type: none"> • Communications - DW(lead), AS, MH and SW • Education, Competitions and Membership – AC(lead) and RW • Events (including CPD and Social) – NG (lead), JSW and SW 	

	<ul style="list-style-type: none"> • Strategic Planning and Promotion – RT (lead), AS and others <p>Policy and Development – RH P+D (not a sub-committee)</p> <p>The Chair, the Secretary and the Treasurer would concentrate on their roles. CW to update the 2014-2020 Business Plan in the light of the sub-committees scopes</p> <p>It was agreed that the titles of the sub-committees might change as it became clearer what the roles were however the need to co-ordinate across sub-committees was recognised. It was also recognised that exiting work did not all fit neatly within the sub-committees and re-adjustment over time would be required.</p>	ALL
6	Communications	
6.1	Much of the current communications work is covered under Administration.	
6.2	LIS Sponsorship Flyer –RT has obtained LI London Events Sponsorship Flyer and circulated to Committee for comment. Discussion at next meeting as to whether LIS should produce a similar Flyer.	RT
7	Education, Competitions and Membership	
7.1	<p>LIS Landscape Placemaking Competition: Inspired Great Places</p> <ul style="list-style-type: none"> • Draft of Competition Brief and associated documents to be completed by AC • Agreed Chair of Judges is Chair of A+DS Karen Anderson.. • Author still to be considered by AC • Exhibitions booked at 1 week each in Edinburgh and Glasgow from 17th November. AC to clarify need for assistance in putting up, taking down and moving exhibition. Need for attendance at exhibitions to be established by AC • LIS to consider using exhibition for receptions. • AC to write letter to Diarmaid Lawlor of A+DS confirming dates. • Arrangements and timing of judging over the two weeks • Sequence will be Announcement in September with email link for expressions of interest. Competition details in October (Registration and payment) and Submission in November • Digital copies of submissions will be required for website • Publicity will be required • One award will be voted on by visitors to exhibition. • CW to establish most appropriate method of registration and payment 	<p>AC</p> <p>AC</p> <p>AC</p> <p>AC</p> <p>CW</p>
7.2	<p>Festival of Architecture</p> <ul style="list-style-type: none"> • Discussion of Meeting Note of 31-07-14 at next meeting • Ideas for 3 projects are being developed <p>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</p> <p>AC to consider possibilities of Policy and Development item 6.18</p>	AC
7.3	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
7.4	Sub-committee to develop a strong relationship between the LIS and ESALA to ensure the profession is represented well from early year's education, to professional education and practice. These links will ensure a healthy profession for the future able to adapt to change. Currently the Landscape Institute are aiming to broaden the professional membership and how this can be dealt with at the main landscape schools. As agreed with JSM, ESALA still to prepare specification for panel of members to attend crits etc and for chair and panel for accreditation.	RT
7.5	Flyer for LI when directing potential members to LIS. To be discussed at next meeting	CW
7.6	JSW explained that LIS expects to be on of the standing members of the Glasgow Urban Design Panel. When the proposal for the restructured panel is agreed LIS will have to decide on representation, in other panels this is by a pool of members agreeing attendance.	
8	Events	
8.1	Procurement <ul style="list-style-type: none"> Excel Scotland are happy to carry out a survey to see who would find it useful to get help in procuring landscape design services. They have asked that we prepare a brief which can be forwarded to either procurement officers or project managers. They have access to all local authorities in Scotland. PL has suggested looking at the part at the end of the Clients Guide and seeing if this can form the basis of a brief 	NG
8.2	Glasgow Institute of Architects (GIA) meetings	
8.3	Talks/Seminars <ul style="list-style-type: none"> Marc van Grieken GLVIA3 seminar date to be set either Glasgow or Edinburgh. SW to suggest venues. NG to ask Julian Farrar to give a talk on the "Fitting Landscapes" document. 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. Suggested Scenic Rotes Competition Sites visit to Loch Lomond and the Trossachas National Park. It was agreed that we should organise two Christmas Drinks with annual reviews at each. Tasks to be allocated at September meeting, RW has been looking at venues. 	MT/SW NG NG SM
8.4	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
8.5	LIS Interactive DVD update on opening of flyer and number of schools visited. NG to report	NG
8.6	SDS and SUDS and Landscape Working Groups – Juklie Waldron has taken over from NG . NG to make sure JW aware of LI SUDS Maintenance Guidance Note on LI website.	NG
8.7	Schools Competition – NG still to consider what can be done. Committee decided that this could wait until after the present	

	competition was completed..	NG
9	Strategic Planning and Promotion	
9.1	<p>A Summer conversation Continuation</p> <ul style="list-style-type: none"> • Process of preparing lists of contact names progressing • RT/AC to confer before contact is made with Kenny Fraser • Contact will be made with Heads of Planning Scotland (HOPS) • Fellows Dinner with, on the Agenda, LIS Award, a Scottish Archive, Award and Fellows Talks (Motivations and Hopes for the Future) to be part of Summer Conversation • Heads of Practices Round Table lunch to be part of Summer Conversation 	RT
9.2	<p>Scottish Independence Referendum</p> <p>Whether Independence, Devomax or continuation of the existing devolution position the Committee unanimously agreed that their most likely post independence referendum position would be “LIS wants considerably more Scottish subscriptions and practice registration fees spent in Scotland (around 50 to 75%) on devolved administrative functions as we have demonstrated unequivocally that we are best placed to support and promote Scottish landscape, members and practices.”</p>	
9.3	RT sent CMcK her note of the LI Council Meeting to go on website in July. CMcK to action.	CMcK
9.4	<p>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 identify them.</p> <p>Progress</p>	JSW
9.5	<p>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.</p>	ALL
9.6	Scottish Forum for Planning – update at next meeting	JSW
9.7	<p>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</p>	JSW
10	Policy and Development	
10.1	<p>Landscape Futures Event at Dynamic Earth “How can we Create/Manage Resilient Landscapes of the Future?” on 15 October.</p> <ul style="list-style-type: none"> • Arrangement proceeding, announcements will start shortly • Partner so far is FC. SW to contact BALI • SW to assist with Eventbrite • Charges will be £5.00 for students and £10.00 for all others paid with booking. Eventbrite will take a % • MT to arrange fro LI/LIS banners • MT to check what literature he has available. • Video to be made • CW to be informed of LIS Costs 	<p>RH(P+D)</p> <p>MT MT</p> <p>ALL/CW</p>
10.2	Paul Lincoln of LI Meeting with MT/RH(P+D)/RT on 27 August	RH(P+D)

	(Separate Note will be produced).	
10.3	Edinburgh Street Design Guidance - MH progressing.	MH
10.4	LI Policy Committee work – nothing to report.	
10.5	Technical Committee – nothing to report	
11	Treasurer's Report	
11.1	Treasurer to report to next meeting.	CW
11.2	AC and CW to report on prizes, exhibitions, website information, postcards.	AC/CW
12	Secretary's Report	
12.1	HN to report on Cross Party Group on the Built Environment programme planning meeting of 7 th August at next meeting	HN/RH(P+D)
12.2	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 Awaiting forum discussions with A+DS – progress to be discussed at next meeting. 	HN
13	Chair's Report	
13.1	SNH research into the perception of wind farms in terms of height, colour, design, cumulative effect etc. Date for meeting not set yet	
13.2	Correspondence - nothing to report all items requiring action were dealt with	
13.3	Members <ul style="list-style-type: none"> 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 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 PM thought tracking was by postcode and believes more could be done to follow members. MT has chased PM 	MT/PM MT/PM MT/PM
13.4	DotMailer/Membership list requested from LI – MT to chase.	MT
13.5	Fellowship - MT still to prepare an email having checked next application dates with LI.	MT
13.6	Scottish Design Awards – No separate landscape category its included in Architecture: Public realm/landscaping - MT still to respond	MT
13.7	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
14	AOB	
14.1	There was no other business	
15	Next Meetings	
15.1	Next meetings 24 September at LUC Office, 37 Otago Street, Glasgow and 22 October in Edinburgh venue to be announced	ALL

ANNEX TO AGENDA		
A	Long Term Outstanding Actions (to be programmed)	
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	Items carried over (to be programmed)	
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 - SW to discuss with BALI	SW
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)