

MINUTE OF COMMITTEE MEETING

Location: LUC Office, 37 Otago Street, Glasgow

Date: Wednesday 22 October 2014, 5.30 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 (SM) and Ross White (RW).

Sub-Committees

- 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, SM and RH(P+D)

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 22-10-14

1	A letter to be written to Noel Farrer LI President setting out the LIS post Independence Referendum position. In particular the LI to be reminded that LIS represents landscape to Scotland and also represents the LI interests to Scotland and that it requires the support and resources to undertake this effectively.
2	Maps of distribution of members and Registered Practices are on the website..
3	The Landscape Futures Conference considered a great success, speakers excellent and target of a diverse audience met. Networking over a drink after worked well. A considerable amount of volunteer and Policy and Development Officer time was involved but agreed to be a good overall learning experience. Number attending was 72 plus speakers, the Video is on website.
4	Placemaking in Scotland Competition is progressing. Judges will be Chair Karen Anderson Chair A+DS, Susie Stirling Head of Placemaking Scottish Government, the Past President of the RIAS, Bill

	Cairns and Noel Farrer LI President. Awards will be given by Linda Fabiani MSP. Photographs will be taken, a video made and general PR undertaken.
5	Organising a continuation of A Summer Conversation on the Future of the Landscape Profession in Scotland 2025 is progressing

Item	Action
1	CHAIRS PRE MEETING
1.1	No Pre-Meeting Required
2	ADMINISTRATION PRE-MEETING
2	Objective of meeting
2.1	Working meeting to discuss website actions.
3	Present Mark Turnbull (Chair), Dan Walker (Communications Lead) and Carol McKenzie (Administrator)
4	Administration Actions
4.1	Members <ul style="list-style-type: none"> Map of distribution of members and Registered Practices complete and on website
4.2	Website <ul style="list-style-type: none"> DW to monitor usage instruction in email from JR 8-08-14. CW to check for superseded information to be archived and agree procedures with DW Conference website to be transferred to LIS website Landscape Futures even video top be put on website.
4.3	Website Management <ul style="list-style-type: none"> DW has prepared an updated draft project template and circulate to committee for 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 4 hrs per week to Website Management. CMcK to discuss with DW and MT.
4.4	Email <ul style="list-style-type: none"> CMcK to brief DW and SW on Dotmailer as backup and give them copies of DotMailer Manual (if CMcK does not have a Manual check with Jim Riches before 12 December) 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 has LIS response gone on website under consultations? CMcK to discuss with MH. JSW to check if LIS members of Panels are told when such documents are coming out.

4.5	Social Media Survey results to go on website (as per mass email note to members). CMcK to add note on current position with Twitter and Facebook including an analysis of response at AGM. Comments to be requested.	CMcK
4.6	AOB There was no other business	
5	Objective of Meeting	
5.1	A note of Policy and Development Officer progress and actions.	
6	Present Rebecca Hughes (Policy and Development Officer) is unable to attend meeting but had discussed progress with MT.	
7	Policy and Development Progress	
7.1	HN will assist RH(P+D), meetings will be arranged as required	HN/RH(P+D)
7.2	RH (P+D) concerned that her time allocated by Paul Lincoln will run out end of December/early January. MT/RH(P+D) to inform LI and request further time	MT/RH(P+D)
7.3	Landscape 2020 Initiative progressing. RH(P+D) to contact Marc van Grieken re progress.	RH(P+D)
7.4	Date for next 6 monthly meeting with SNH to be set for January 2015.	RH (P+D)
7.5	Nothing to report from update with Sue Evans (Policy Committee)	
7.6	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 raised at meeting with PL, response awaited	RH(P+D)
7.7	Progress on Capability Brown Celebrations. Has been discussed with Peter Burman (GHSS ex-chair) to be discussed further with Vanessa Stephen. RH(P+D) to approach Peter McGowan to help Progress raised at meeting with PL on 27-08-14. Vanessa Stephen has suggested the working title of 'Capability Brown's influence in Scotland - For better or worse'. No response from PL RH(P+D) to chase.	RH(P+D)
7.8	SPP/NPF3 published. RH(P+D) to keep a watching brief.	RH (P+D)
7.9	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. It is necessary to ensure that landscape matters are included in Land Use Strategy. Once comments received from MT and RH(P+D) HN to contact Sue Evans for comment.	HN/RH(P+D)/MT
7.10	RH(P+D) to meet Lisa Mackenzie about talking to first year students, to introduce LIS, RH(P+D) would like DW, SW and AS to attend with her. RH(P+D) has talked RW.	RH(P+D)/DW/SW/AS
7.11	Progress with articles submitted for September LI Journal. Bill Cairns article to be published as news on LI and LIS website. AC article on Peter Daniel to be published in the Journal, edition yet to be established. MT to chase Paul Lincoln.	MT
7.12	RH(P+D) and HN attended and noted the main discussion on the topic of this 1 day NTS conference on 15th May – HN to give note to DW to put on website.	HN/DW
7.13	A+DS Meeting with Diarmaid Lawlor on hold, RH(P+D) to contact to see if LIS can get a report back on Workshops..	RH(P+D)
7.14	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)
7.15	Clyde Gateway – article by Matt Benians. This on hold until second	

	visit.	RH(P+D)
7.16	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 and discussed at the next meeting.	RH(P+D)
7.17	Meeting date to be agreed with Sandy Robinson of the Scottish Government in November 2014 to discuss placemaking	RH(P+D)
7.18	RH(P+D) is an observer on Link Landscape Task Force on an on-call basis	
7.19	Past Consultations to be put on website	MT/ RH(P+D)/DW
7.20	AOB	
COMMITTEE MEETING		
1	Objective of Meeting	
1.1	A working meeting with discussion and sub-committee reporting.	
2	Present and Apologies	
2.1	Present: Mark Turnbull (Chair), Clare Wunsch (Treasurer), Rachel Tennant (Council Rep), James Spence Watson (Events), Andrew Smith, Dan Walker, Nicola Garmory, Steve Wheatley, Sara Melville (Committee Support), Ross White (Student Rep) and Carol McKenzie (Administrator),	
2.2	Apologies: Alan Cameron (Vice Chair), Hamish Neilson (Secretary), Mike Harrison and Rebecca Hughes (Policy and Development Officer)	
3	Minutes and Matters from Previous Meeting	
3.1	Draft Minutes of Meeting 24-09-14 approved and final minutes to be put on website along with summary	CMcK
4	Pre-Meetings	
4.1	Brief summary of Admin and Policy and Development Progress	
5	Discussion Topics	
5.1	<p>Review of Landscape Futures Conference</p> <ul style="list-style-type: none"> • Conference considered a great success, speakers excellent and target of a diverse audience met. Networking over a drink after worked well. • Video link to Simon Bell worked except he was unable to hear discussion. • Dynamic earth an excellent venue however cost was £1,200.00 for hire. • A considerable amount of volunteer and RH(P+D) time was involved but agreed to be a good overall learning experience • Eventbrite website worked well • Number attending was 72 plus speakers • PR yet to be evaluated • Video complete and on website. • RH(P+D) to write letter of thanks and give a bottle of wine as a gift to speakers 	
5.2	<p>Competition (See 7.1)</p> <ul style="list-style-type: none"> • Event (See 8.1) • Judges – Chair Karen Anderson Chair A+DS, Susie Stirling Head of Placemaking Scottish Government, PP RIAS, Bill Cairns and Noel Farrer LI President • Awards – Linda Fabiani MSP • PR and video Aura PR (as for Landscape Futures) 	

5.3	A Summer Conversation Continuation on the Future of the Landscape Profession in Scotland 2025 (See 9.1)	
5.4	LI Council <ul style="list-style-type: none"> • Elements of Practice confirmed in 2011 Board Meeting Minute as description of professional practice for educational purposes only • Divisions as set out in the Charter • Next step re LIS letter to Noel Farrer on LIS Post Devolution Position. MT to finalise draft and circulate to Committee for approval then send to Noel Farrer copied to Phil Mulligan • . 	MT
5.5	There will be a visit by LI to explain proposed Governance changes	
5.6	Place on website for people writing to LIS re employment to be discussed at next meeting	
5.7	LIS handout for events - agreed that SW would prepare postcards	SW
5.8	‘Join the LIS’ Brochure <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. <p>Question: could this brochure be used in schools too? To be discussed at next meeting.</p>	CW
6	Communications	
6.1	Agreed LIS would join LinkedIn. This to be considered further.	DW/AS/MH/CMcK
6.2	DW/CMcK discussing the use of an email newsletter every one or two weeks which would then go on the website. This would use a simple template – progress report to next meeting.	DW/CMcK
6.3	Storage of digital data –possible options	MH
6.4	LIS Sponsorship Flyer –RT has obtained LI London Events Sponsorship Flyer and circulated to Committee for comment (See 5.7) Should LIS produce a similar Flyer? To be discussed at next meeting.	RT
7	Education, Competitions and Membership	
7.1	LIS Landscape Placemaking in Scotland Competition (see 5.2) <ul style="list-style-type: none"> • Author still to be considered by AC • Exhibitions booked at 1 week each in Edinburgh and Glasgow. 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 and awards (see 8.1). • AC to confirm arrangements and timing of judging over the two weeks • Submission in November 	AC
7.2	Festival of Architecture <ul style="list-style-type: none"> • Discussion of Meeting Note of 31-07-14 at next meeting • Ideas for 3 projects are being developed at next meeting • AS has suggested Day or days of offices being open with practices hosting talks, displaying their work and generally promoting landscape architecture. This could also be tied in with walks/tours of landscape projects • LI may have a travelling exhibition on Liveable Cities 	AC RH(P+D) AC

	which could also be used	
	AC to consider possibilities of Policy and Development item 7.16	
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	
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.	AC/RT/RH(P+D)
7.5	Proposed visit to First year and proposed visit by Chris Sheradin LI Director of Education to Committee Meeting	
8	Events	
8.1	Placemaking Competition Event <ul style="list-style-type: none"> Event will be held in Edinburgh at A+DS in the evening of Thursday 20th November (after judging). Format of events and PR to be discussed between AC and NG . All members and particularly members who have submitted will be invited along with other guests. AC/NG to agree who will liaise with A+DS/Lighthouse 	AC/NG AC/NG
8.2	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. NG has circulated a draft to the Committee for comment. JSW to investigate previous work on procurement. 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/JSW NG/JSW
	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 to be progressed	
8.2	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	NG/DW/AS/MH
8.3	Possible talk from Majora Carter and the showing of the film Water Blues Green Solutions on the intelligent use of water based on work in Philadelphia and 3 other US cities. MT/RH(P+D)/NG?AS/SW to co-ordinate, NG to inform Julie Waldron	MT/RH(P+D)/NG/A S/SW
8.4	Glasgow Institute of Architects (GIA) meetings NG attending as required. There will be a landscape category in the 2015 GIA Awards Report to next meeting..	NG
8.5	Talks/Seminars	

	<ul style="list-style-type: none"> Marc van Grieken GLVIA3 seminar date to be set either Glasgow or Edinburgh. SW to arrange and suggest venues. Show and Tell evening 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. SUDS Seminar (Deb Munro) April 2015 Suggested Scenic Routes Competition Sites visit to Loch Lomond and the Trossachs National Park and picnic May 2015. It was agreed that we should organise Christmas Drinks in Edinburgh and Glasgow on 17 December. NG to discuss attracting students with RW (thanks to RW for looking for venues). 	SW NG NG NG NG SM NG/RW
8.6	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 next meeting.	NG
8.7	LIS Interactive DVD update on opening of flyer and number of schools visited. NG to report at next meeting.	NG
8.8	SDS and SUDS and Landscape Working Groups – Julie Waldron has taken over from NG . NG to make sure JW aware of LI SUDS Maintenance Guidance Note on LI website.	NG
8.9	Schools Competition – NG to consider what can be done after the placemaking competition completed.	NG
9	Strategic Planning and Promotion	
9.1	<p>A Summer Conversation Continuation on the Future of the Landscape Profession in Scotland 2025</p> <ul style="list-style-type: none"> Process of preparing lists of contact names focusing on the public and third sectors is progressing AS has drafted a strategy for public sector involvement to be discussed at the next meeting. 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 	AS RT/AC
9.2	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. Progress	JSW
9.3	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 - to be discussed at next meeting.	JSW
9.4	Scottish Forum for Planning – update at next meeting	JSW
9.5	Re-structured Glasgow Urban Design Panel – LIS will be on Panel first meeting 16-10-14, JSW will attend. Edinburgh Design Panel will be visiting streets. Invitation to join Inverness Panel accepted. JSW	JSW

	to report to next meeting.	
10	Policy and Technical Committees	
10.1	LI Policy Committee work – Document aimed at housing developers to be circulated shortly.	
10.2	Technical Committee – Advice Note 1/11 on Photography and Photomontage will be updated and consulted upon.	
11	Treasurers Report	
11.1	Treasurer’s Report – current position and revisions to Business Plan and application for additional funds will be reported at next meeting.	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
12.2	<p>Cross Party Group on Architecture</p> <ul style="list-style-type: none"> November Meeting topic is the Community Empowerment Bill, the February 2015 topic is Housing Reform, HN and RH(P+D) attending. The April topic is the Adaptive re-use of heritage with the AGM in June.. 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. 	<p>HN/RH(P+D)</p> <p>HN</p>
13	Chair’s Report	
13.1	Correspondence - nothing to report all items requiring action were dealt with	
13.2	DotMailer/Membership list requested from LI – MT to chase.	MT
13.3	Fellowship - MT still to prepare an email having checked next application dates with LI.	MT
13.4	Scottish Design Awards – No separate landscape category its included in Architecture: Public realm/landscaping - MT still to respond	MT
13.5	<p>Skills Development Scotland</p> <p>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.</p> <p>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</p> <p>MT to raise with LI</p>	MT
14	AOB	
14.1	AOB There was no other business	
15	Next Meetings	
15.1	Next meeting 3 December in Glasgow, January Meeting to be agreed.	MT

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