

MINUTE OF COMMITTEE MEETING

Location: Central Library, George IV Bridge Edinburgh, VCR room.

Date: Wednesday 14 January 2015, 5.00 for Admin Pre-Meeting, 5.30 for Policy and Development Pre-Meeting and 6.00 to 8.00 for Committee Meeting.

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

COMMITTEE AND SUPPORT

Committee: Mark Turnbull (MT) (Chair), Alan Cameron (AC) (Vice Chair), Hamish Neilson (HN) (Secretary), Clare Wunsch (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 14-01-15

1	<p>Placemaking in Scotland Competition, exhibitions and awards event considered a great success. There were 40 applicants with 29 entries. The number of visitors at the awards event was 40+, visitors to the exhibitions at A+DS and the Lighthouse is not known but 36 voted in the Public vote. There was one commended entry from a public body. The video of the awards event is on the website and all entries will shortly be on the website. There are other plans to promote the entries.</p> <p>Although a number of people have suggested an annual competition organising the competition took a lot of time and the Committee decided that competitions should take place every two years.</p>
---	--

	Thanks were given to Alan Cameron for all his excellent work in organising and running the competition.
2	Consideration is being given to an exhibition and a architect+landscape architect competition as part of the Festival of Architecture in 2016. A live project is also being considered,
3	<p>The Public Sector Survey has had 45 responses. The survey took around 30 minutes to fill in a response with nearly all responses received by email. The survey has substantial qualitative data which requires to be carefully analysed. Thanks to all who took part.</p> <p>LIS is involvement with LI Public Sector Working Group and will report back via the Committee.</p> <p>The next surveys will be of the Private and then the Academic Sectors</p>
4	The Committee expressed its desire to have the LI Rethinking Urban Landscape Exhibition in Scotland with it being displayed in suitable venues in Edinburgh, Glasgow and Dundee. The Committee would also like to add some work in Scotland either from information from the Placemaking in Scotland Competition or from a call for suitable material, the winners of the Placemaking competition would be included.

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 CMcK allocation of 2 days per week to LIS in terms of tasks and website actions.	
3	Present Mark Turnbull (Chair), Hamish Neilson (Secretary) and Carol McKenzie (Administrator)	
4	Administration Actions	
4.1	<p>Discussion on CMcK change to 12 hours per week based on CMcK email of 9-01-15 to MT regarding her role as LIS Administrator</p> <ul style="list-style-type: none"> • CMcK to provide invoice to end of December 2014 to CW • CMcK hourly rate to be discussed separately by MT/HN/CW and then discussed with CMcK • Defining a clear strategy for admin support for LIS and attendance at events. MT suggested the following to be set out by CMcK in a revised job description to take account of wide and varied tasks, duties and skills used. <ul style="list-style-type: none"> • Communication Tasks to increase social media profile - Website/Mail.Scotland/Mss email/Twitter/FaceBook using standard templates if possible • Admin Specific Tasks – Identification of members without email addresses/Data storage/Newsletter 	<p>CMcK</p> <p>MT/HN/CW</p> <p>CMcK</p>

	<ul style="list-style-type: none"> Assistance to Committee and Sub-committees – Minutes/Notes/Arrangements and other tasks to progress particular events etc in all aspects of LIS work. Assistance to Policy and Development Office in all aspects of her LIS work Assistance and attendance at events MT/HN/CW to approve 	MT/HN/CW
4.2	<p>Website</p> <ul style="list-style-type: none"> DW to report on usage of website (instruction in email from JR 8-08-14) CW to check for superseded information to be archived and agree procedures with DW Placemaking Competition video and submission to be put on website, mass email and tweets to inform people. CMcK actioned early January 	DW CW/DW DW DW
4.3	<p>Website Management</p> <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. 	DW
4.4	<p>Email</p> <ul style="list-style-type: none"> CMcK to brief DW and SW on Dotmailer as backup and give them the password and copies of DotMailer Manual (if CMcK does not have a Manual check with Jim Riches before 12 December); Dotmailer help online is also available on the platform 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. Email list passed to CMcK to write letters to members without email. 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.?? 	CMcK/DW/SW MT/CMcK MH/CMcK/JSW
4.5	<p>Social Media</p> <ul style="list-style-type: none"> Data analytics on Twitter, Facebook and website have been passed to CMcK by DW for this including an analysis of response at AGM 2014. Summary of current use of Twitter, Facebook and website to be prepared to be emailed to members inviting comments. This to be done before AGM 2015. 	CMcK CMcK/DW
4.6	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 .	CMcK/DW
4.7	AOB There was no other business	
5	POLICY AND DEVELOPMENT PRE-MEETING	
6	Objective of Meeting	
6.1	Working Meeting to discuss Policy and Development Officer progress and actions.	
7	Present Mark Turnbull (Chair), Hamish Neilson (Secretary), James Spence Watson (Events), Dan Walker (Communications Lead) and Carol McKenzie (Administrator)Rebecca Hughes (Policy and Development Officer)	
8	Policy and Development Progress	
8.1	RH (P+D) concerned that her time allocated by Paul Lincoln will run out early January. MT/RH(P+D) have inform LI and request further time. Outcome awaited	
8.2	Landscape 2020 Initiative not progressing. RH(P+D) to contact Marc van Grieken re progress. MT to discuss with MvG in the first instance.	RH(P+D)
8.3	Date for next 6 monthly meeting with SNH to be set for 6 th February 2015.	RH (P+D)
8.4	Nothing to report from update with Sue Evans (Policy Committee)	

8.5	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 and at Branches telecom, response awaited	RH(P+D)/RT
8.6	Progress on Capability Brown Celebrations. GHSS has put together a draft proposal in the form of a for and against debate on the outcome in Scotland of Capability Brown's influence. GHSS keen that this should be a joint event with LIS in 2016. RH(P+D) will become involved. GHSS contact is Vanessa Stephen	RH(P+D)
8.7	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
8.8	RH(P+D) was to meet Lisa Mackenzie who is now on maternity leave. The objective was to discuss 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. AC to establish who this should now be.	RH(P+D)/DW/SW/ AS AC
8.9	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 has chased Paul Lincoln.	
8.10	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. RH(P+D) to chase HN	HN/DW RH(P+D)
8.11	A+DS Meeting with Diarmaid Lawlor on hold, RH(P+D) to contact to see if LIS can get a report back on Workshops. This is on hold.	
8.12	LI Position Statements are these sent out to Local Authorities with a letter from the LI President? RH(P+D) to check with PL and then advise on LIS circulation strategy. RH(P+D) to chase.	RH(P+D)
8.13	Clyde Gateway – article by Matt Benians. This on hold until second visit.	RH(P+D)
8.14	Note of Meeting in November 2014 to be agreed with Sandy Robinson of the Scottish Government to be put on website	RH(P+D)
8.15	Past Consultations to be put on website. MT to copy information he has to RH(P+D) who will then pass to CMcK.	MT/ RH(P+D)/CMcK
8.17	Review of Landscape Futures Conference being prepared for submission to Paul Lincoln. Will be put on website. Additional costs and significant volunteer time involved for RH and others	RH(P+D)
8.18	Spatial Planning for Onshore Wind Farms Consultation – RH(P+D) and DW prepared and submitted this. RH(P+D) to consider how this can be put on the website as it is an online submission..	RH(P+D)/DW
8.19	Land Reform Consultation – RH(P+D) to provide a draft to Carol. CMcK drafted invitation and links to documents to LIS members. Submission by 8 th February 2015.	RH(P+D)
8.20	AOB RH(P+D) to write to Scottish Government to get a print button put on online consultations so that these can then be put on website.	RH(P+D)
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), Alan Cameron (Vice Chair), , Rachel Tennant (Council Rep), , Mike Harrison, Andrew Smith, Nicola Garmory, Dan Walker, Steve Wheatley, Ross White (Student Rep), Rebecca Hughes (Policy and Development Officer) and Carol McKenzie (Administrator).	

2.2	Apologies: Clare Wunsch (Treasurer), and Hamish Neilson (Secretary)	
3	Minutes and Matters from Previous Meeting	
3.1	Minutes of Meeting 22-10-14 on website along with summary. Note and audio files of meeting with Chris Sheridan LI Head of Education and Membership on website	
4	Pre-Meetings	
4.1	MT gave a brief summary of Admin and Policy and Development Progress	
5	Discussion Topics	
5.1	<p>Review of Placemaking in Scotland Competition</p> <ul style="list-style-type: none"> • Thanks were given to AC for an excellent competition and exhibitions • No of applicants 40 no of entries 29 • No of visitors not known but 36 voted; Public vote for winner was 8 votes. There was one entry from a public body • Venues A+DS and Lighthouse, Committee wondered whether these were satisfactory. • Event – MT to check if list available • Award documents – AC to pass to MT. Agreed a book on landscape would be given to judges as a thank you. • Further promotion – on line show and used as part of LI Rethinking the Urban Landscape Exhibition. • Book – AC to consider further however support for the idea of postcards which could also be offered to entrants. Spiral postcard set A1 landscape originals and/or A4 brochure. SW to send CMCK note to send to entrants • NG suggested a need for a longer term arrangement in event space requirements • Could there be an annual Placemaking comp (Suzie Stirling and Noel Farrer)? After discussion it was decided that a competition should be every two years rather than annually • AC produced written document summarising event to publish and send to all attendees. MT to pass list of all the attendees to CMcK <p>DW is putting the submissions online</p>	<p>Sharon Turnbull AC/MT AC NG AC SW MT DW</p>
5.2	<ul style="list-style-type: none"> • Festival of Architecture • The committee agreed to AC's proposes Exhibition and Competition. Concern was express about the proposed installation at Mellerston.. AC to consider further. Another idea is exhibit/event showing examples of good relationships between buildings and landscape and an architecture and landscape architecture collaboration • Working group to progress LIS contribution to Festival to be formed by AC • AC possibly speak to Sue Evans about a site • RT suggested if LIS could invite someone from Scottish government or planning as part of the judging panel? SW suggested LIS may need a working party (brief + site) and NG suggested doing something more fundamental with LIS members and RH mentioned Malcolm Fraser/Harrison Stevens at Calton Hill, permanent garden project is something similar; All agreed to have LIS members involved • Three briefs were drafted by AC and phoned to CMcK to complete; MT edited final and passed to CMcK/submitted EOI only (with ideas) for now • Rethinking the Urban Landscape: NG suggestion LIS accept exhibition with some examples of Scottish practices work; LIS require venue and space, LI cover cost • RH has made the LI aware that LIS have a video of Landscape Futures Conference • 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 and request for projects from practices. • LI may have a travelling exhibition on Liveable Cities which could also be used 	<p>AC AC RT/CMcK CMcK</p>
5.3	<ul style="list-style-type: none"> • Public Sector Survey • Results – 45 responses, took 30 minutes to fill in response, nearly all 	SW/RT

	<p>responses were by email. The survey has substantial qualitative data and only a summary of a selection of multiple choice questions have been provided from SW to CMcK; re-edited to a WORD format to help AS draft comment</p> <ul style="list-style-type: none"> • Involvement with LI Public Sector Working Group • Next Steps (Private and Academic Sectors) • 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 NG has offered to help organise, 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 • Next Survey will be practices which will the enable a list of all LIS practices to be put on the website • Final Survey will be Academic Sector 	<p>CMcK AS/CMcK</p>
5.4	<ul style="list-style-type: none"> • LI Council Agenda items for Branch Telecon • Response for request for CPD session for members on Position Papers • Circulation of Position Papers – how has Profitable Places been circulated and what has been the response? • Review of circulation and effectiveness of Position Papers generally • LI Council Agenda items for Meeting • Board change to AGM Motion and democracy 	RT
5.5	<ul style="list-style-type: none"> • LI HQ Relocation Working Group • Sue Evens has put here name forward as our representative on the Working Group. It will be up to Council to select which 3 people recommended by branches are on the working group. No decision taken pending resolution to representation issues. MT to inform SE. 	MT
5.6	Place on website for people writing to LIS re employment – to be discussed at next meeting	
5.7	Review of postcards – the Committee considered these were excellent and very useful. Thanks were given to SW, MT has current supply.	
5.8	<ul style="list-style-type: none"> • ‘Join the LIS’ Brochure • ‘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? To be discussed at next meeting. 	CW
5.9	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?	RT
5.10	<p>The Committee expressed its desire to have the Rethinking Urban Landscape Exhibition in Scotland with it being displayed in suitable venues in Edinburgh, Glasgow and Dundee. The Committee would also like to add some work in Scotland either from information from the Placemaking in Scotland Competition or from a call for suitable material, the winners of the Placemaking competition would be included.</p> <p>NG to look at possible venues. LI to indicate a possible date for transfer to Scotland as the good venues are booked up well in advance. MT to write to Paul Lincoln.</p>	<p>NG MT</p>
6	Communications	
6.1	Agreed LIS would join LinkedIn. Progress on considering further.	DW/AS/MH/CMcK
6.2	Storage of digital data –possible options	MH
7	Education, Competitions and Membership	
7.1	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	
7.2	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. 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)
7.3	David Skinner Lecture., how can LIS be of assistance? Lecture should be videoed and can go on LIS website. Suggested use of Eventbrite. Chris offered to come to meeting to discuss. Suggest next meeting or telephone conversation with Chris.	AC/MT
7.4	Only two expressions of thanks and one set of photographs from student prizes. AC to resolve with KF.	AC
8	Events	
8.1	NG has circulated a list of Proposed Events – Comments to NG by email by 21-01-15	ALL
8.2	NG has circulated a Note on Procurement – Comments to NG by email by 21-01-15	ALL
8.3	Suggested that Michael Dougall Chair of the Glasgow Institute of Architects would be a good speaker at an event. NG to consider	NG
8.4	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
8.5	Progress Majora Carter Water Blues Green Solutions DVD on website. Can we make more people aware of this? Offer DVD to members? To be discussed at next meeting.	SW/NG
8.6	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
8.7	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.	NG
8.8	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
8.9	LIS Interactive DVD update on opening of flyer and number of schools visited. NG to report at next meeting.	NG
8.10	SDS and SUDS and Landscape Working Groups – anything for Julie Waldron to report.	NG
8.11	Schools Competition – NG to consider what can be done after the placemaking competition completed.	NG
9	Strategic Planning and Promotion	
9.1	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

9.2	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
9.3	Scottish Forum for Planning – update at next meeting	JSW
9.4	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 report.	JSW
10	Policy and Technical Committees	
10.1	LI Policy Committee work – Profitable Places document circulated.	
10.2	Technical Committee –Nothing to report.	
11	Treasurers Report	
11.1	Treasurer’s Report – current position and revisions to Business Plan and application for additional funds..	CW
11.2	Budgets have to show in-kind contributions	CW
11.3	2015-2016 Budget letter not yet received from LI – MT to chase	MT
12	Secretary’s Report	
12.1	HN to report on Cross Party Group on the Built Environment programme,	HN
12.2	A+DS <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	Correspondence - nothing to report all items requiring action were dealt with	
13.2	DotMailer/Membership list received from LI.	CMcK
13.3	Fellowship – LI discussing Fellowship along with Honory Fellows	MT
13.4	Scottish Design Awards – No separate landscape category its included in Architecture: Public realm/landscaping - MT still to respond	MT
13.5	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
14	AOB	
14.1	AOB There was no other business	
15	Next Meetings	
15.1	Next meetings 4 February at TGP Office (MT, AC, HN, CW,RT and NG only) and 4 March at LUC Glasgow.	

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