

## MINUTE OF COMMITTEE MEETING

**Location:** Central Library, George IV Bridge Edinburgh, in the Meeting Room

**Date:** Wednesday 26 August 2015, 4.45 for Policy and Development Pre-Meeting, 5.30 for Admin Pre-Meeting and 6.00 to 8.00 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), Clare Winsch (CW) (Treasurer), James Spence Watson (JSW) (Secretary), Rachel Tennant (RT) (Council Rep), Rebecca Heatlie (RH) (Student Rep), Nicola Garmory (NG), Dan Walker (DW), Steve Wheatley (SW), Ross White (RW), Sonia Jackett (SJ) and Nick Bowen (NB).

**Committee Support:** Sara Melville (SM), Hamish Neilson (HN), Mike Harrison (MH), Andrew Smith (AS) and Marc van Grieken

#### Sub-Committees

- Communications - DW(lead) 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), SJ, NB, 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 22-07-15

1	Placemaking Competition Digital Book is available here: <a href="http://scotland.landscapeinstitute.org/presentations/lis-placemaking-competition-2014/">http://scotland.landscapeinstitute.org/presentations/lis-placemaking-competition-2014/</a> . Entrants and members have been informed. Postcards of the Winning projects will be made and it is intended to make banners for public and private sector entries which can be displayed at LIS events. A PR strategy will be developed to get as much exposure as possible for the competition.
2	‘The increasing height of wind turbines and the effect on the Scottish landscape: A Debate’ draft report is well on the way to completion. The draft report will be circulated to Workshop attendees and to members unable to attend. The final report to be sent to SNH. Marc van Grieken will send it to the Minister.

	It is questionable that the Scottish landscape has the capacity for 200m high turbines and that if this is the case then it is important that designers become involved in the discussion picking up from the 2003 document produced by Marc van Grieken, Mark Turnbull, Sara Fletcher and Ian McAulay on Wind Farm Design in Scotland.
3	At the 29 September 2015 meeting of the Cross Party Group on Architecture and the Built Environment key organisations including LIS will be giving 5 minute talks/slides on suggested political parties' manifesto topics. LIS will refer to the importance of the Scottish Landscape Charter, the need for an Independent Government Landscape Advisor, the need for a National Spatial Strategy for Wind Energy and Biosecurity.
4	The Policy and Development Officer will be setting up an invited working group to prepare a response to the Consultation on Designed Landscapes and Battlefields Guidance Note. Members wishing to be involved should contact Rebecca Hughes.
5	The briefing on and tour of the Scenic Routes sites in Loch Lomond and the Trossachs National Park will be on Friday 9 October 2015.
6	The Private and Academic Survey will be announced shortly. This along with the Public and Third Sector Survey already undertaken will provide information for the LIS 2020 Business Plan and beyond.

Item	Action
<b>1</b>	<b>CHAIR PRE MEETING</b>
<b>2</b>	<b>Objective of meeting</b>
2.1	No Pre-Meeting required
<b>3</b>	<b>ADMINISTRATION PRE-MEETING</b>
<b>4</b>	<b>Objective of Meeting</b>
4.1	A working meeting to check progress and to discuss any Admin matters arising
<b>5</b>	<b>Present</b> MT (Chair), RH(P+D), CMcK (Admin), and other Committee members as they arrived for the Committee Meeting
<b>6</b>	<b>Administration Actions</b>
6.1	General <ul style="list-style-type: none"> <li>CMcK to obtain up-to-date membership list from LI and to then using Public Sector attendees list, members without email list and Practices list to build a master list for circulation to the Committee.</li> <li>Given busy period, CMcK to draft up actions on Excel spreadsheet to keep track of progress etc.</li> </ul> CMcK CMcK
6.2	Website <ul style="list-style-type: none"> <li>RH(P+D) to sort out Policy and Consultations section of website and check for other superseded information to be archived and inform CMcK.</li> <li>CMcK to contact Simon Odell at LI re getting the original maps of members and practices for website</li> </ul> RH(P+D)/MT CMcK
6.3	Website and Social Media Management <ul style="list-style-type: none"> <li>CMcK to report on monthly usage of dotmailer emails, website and social media at every committee meeting</li> <li>Summary of current use of Twitter, Facebook and website to be prepared to be emailed to members inviting comments subsequent to AGM.</li> <li>Agree method of content management with DW/SJ.</li> </ul> CMcK CMcK DW/SJ/CMcK
6.4	Email

	<ul style="list-style-type: none"> <li>CMcK monitoring dotmailer circulation in terms of number sent, number delivered and number opened. CMcK reported that the scenic routes competition number sent on 12-08-15 was 589, delivered 587 number opened 237. MT noted that the number opened would not include those who had received but who's system blocked delivery receipts.</li> </ul>	
6.5	Assistance to RH(P+D) <ul style="list-style-type: none"> <li>No requirement for assistance identified.</li> </ul>	
6.6	Assistance to Committee Members <ul style="list-style-type: none"> <li>No requirement for assistance identified.</li> </ul>	
<b>7</b>	<b>POLICY AND DEVELOPMENT PRE-MEETING</b>	
<b>8</b>	<b>Objective of Meeting</b>	
8.1	A working progress meeting	
<b>9</b>	<b>Present</b> MT (Chair), ,RH (Policy and Development Officer) and other Committee members and CMcK (Admin) as they arrived for the Committee Meeting.	
<b>10</b>	<b>Policy and Development Progress - Discussion</b>	
10.1	Work Plan  Work Plan to be produced in the form of a table and updated every 3 months..	RH(P+D)
10.2	‘The increasing height of wind turbines and the effect on the Scottish landscape: A Debate’  RH(P+D) proceeding with the Draft Report with the aim of completion by the end of August. MvG and MT have met and will provide scenarios and comments. Draft Report to be circulated to Workshop attendees and to members unable to attend in particular Adrian Pringle and Janet Swailes then the final report to be sent to SNH. MvG will send to Minister.  Agreed that it is questionable that the Scottish landscape has the capacity for 200m high turbines and that if this is the case then it is important that landscape designers become involved in the discussion picking up from the 2003 document produced by MvG, MT and others on the design of wind farms in Scotland. RH(P+D) to consider best way of involving “landscape designers”	MvG/MT  RH(P+D)/MvG  RH(P+D)
10.3	Landscape 2020 Initiative.  Marc van Grieken has discussed taking over the chair with Felicity Steers (See MvG email of 24-04-15). MvG to complete briefing of RH(P+D) so that she is in a position to talk to FS when she meets her on 30 September in Glasgow. MvG to stay involved with Initiative and to act as on as mentor to RH(P+D). MT has not had the opportunity to talk to Sue Evans about 2020.  See item 5.3	# MvG RH(P+D) MT
10.4	Review of LIS Business Plan 2015-2020 <ul style="list-style-type: none"> <li>Linking of urban issues with rural issues (Town and Country Planning) – identify gaps. Where are the policy links to landscape?</li> <li>Public engagement/community involvement</li> <li>‘Common Touch’ language and consider gardens and parks</li> <li>Review of Policy Links to Landscape (MT to sent RH(P+D) ELGT analysis as an example)</li> </ul>	RH(P+D)
10.5	Meeting with SNH on 24-03-15  RH(P+D) to agree note and actions with SNH. Next meeting set for 6 October 2015..	RH(P+D)
10.6	Cross Party Group on Architecture and the Built Environment <ul style="list-style-type: none"> <li>29 September meeting will be key organisations giving a 5 minute</li> </ul>	

	talk/slides on suggested political parties' manifesto topics. LIS should refer to the importance of the Scottish Landscape Charter, Independent Government Landscape Advisor, National Spatial Strategy for Wind Energy and Biosecurity. RH(P+D) to give MT information for PowerPoint presentation. This to run in parallel with the letter to Linda Fabiani (see item 11.3).	RH(P+D) RH(P+D)/MT RH(P+D)/MT
10.7	Consultation on Designed Landscapes and Battlefields Guidance Note – RH(P+D) will set up an invited working group to prepare response.	RH(P+D)
10.8	Invite to Landscape and Historic Environment workshop - Battleby Monday 14 September – No mention of Landscape, RH(P+D) to attend.	RH(P+D)
10.9	Proposed Centre of Expertise in Plant Health - Stakeholder Workshop – AC will attend and brief RH(P+D) and LI Technical Committee Biosecurity Working Group.	AC
10.10	RH(P+D) to attend meeting of Devolved Nations Policy Officers at LI in London 9-12-15. RH(P+D) to raise issue of summary of Landscape Futures seminars and how all the presentations are to be made available, this seems to have been forgotten..	RH(P+D)
10.11	RH(P+D) to talk to Fraser MacNaughton and Fiona Stirling regarding being a Public Sector representative.	RH(P+D)
<b>11</b>	<b>Policy and Development – Actions</b>	
11.1	LI Position Papers  CPD event with LI promoting the position papers on Green Infrastructure, Water, Health and Housing Documents on Water and Housing due out soon. Date yet to be agreed with LI. Progress raised at meeting with PL and at Branches telecom, response awaited, RH(P+D) to chase and keep Sue Evans up-to-date.  RH(P+D) to establish from Stephen Russell the distribution of Policy documents.  Agreed that LIS would obtain copies of all documents and circulate to Heads of Planning, list to be obtained by CMcK from HOPS or Sue Evans.. Pdf's are on the LIS website. RH(P+D) and AS to agree letter of circulation. There may be an opportunity for RH(P+D) to talk to HOPS, contact through COSLA, RH(P+D) to talk to JSW re the best way to make contact.  RH(P+D) and/or Sue Evans to find out what is happening to finalising and publishing all the Landscape Futures Seminars	RH(P+D)/RT RH(P+D) CMcK RH(P+D) RH(P+D)/SE
11.2	Capability Brown Celebrations  Working with Vanessa Stephen of SGLH ongoing. RH(P+D) to keep Paul Lincoln up-to-date.	RH(P+D)
11.3	Cross Party Group on Architecture and the Built Environment  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. Contact will now be Bridget Campbell rather than Paul Wheelhouse. Response to tie in with Land Use Strategy.  Agreed that HN and RH(P+D) would re-draft letter for transmission to new Minister Bridget Campbell. Sue Evens to be asked to comment.  It is necessary to ensure that landscape matters are included in Land Use Strategy.	HN/RH(P+D)/MT/ SE RH(P+D)
11.4	A+DS  RH(P+D) to liaise with Diarmaid Lawlor or Sue Evans as and when necessary.	RH(P+D)
11.5	SG Placemaking  Note of Meeting in November 2014 to be agreed with Sandy Robinson of the Scottish Government to be put on website (see email 25-05-15). Next meeting to be arranged for end of summer. RH(P+D) to establish status of the new Place Standard.	MT/RH(P+D) RH(P+D)

11.6	Consultations Past Consultations to be put on website. RH(P+D) to go through Consultation section of website and tidy up. Actions to be undertaken with CMcK.	RH(P+D)/CMcK
11.7	Land Reform Consultation <ul style="list-style-type: none"> <li>RH(P+D) to consider how this can be put on the website as it is an online submission.</li> <li>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.</li> </ul>	RH(P+D) RH(P+D)
11.8	CSGN Annual Forum. RH(P+D) attended CSGN Annual Forum. RH(P+D) to give CMcK links to papers so CMcK can put on LIS website.	RH(P+D)/CMcK
11.9	Land Use Strategy Review What are the RTPI saying on this? RH(P+D) to discuss with JSW.	RH(P+D)/JSW
11.10	Land Reform Bill process and NPF3 Review What are the RTPI saying on this? RH(P+D) to discuss with JSW.	RH(P+D)/JSW
11.11	Conferences Report on two Conferences attended to be put on website.	RH(P+D)
11.12	Consultations RH(P+D) to follow up RTPI position on Development of the Place Standard and on the NPF3 and SPP consultation.	RH(P+D)
11.13	Website Edinburgh Street Design Guidance RH(P+D) to put LIS response on website under consultations,	RH(P+D)
<b>COMMITTEE MEETING</b>		
<b>1</b>	<b>Objective of Meeting</b>	
1.1	A working meeting with discussion and sub-committee reporting and tidy up of outstanding actions.	
<b>2</b>	<b>Present and Apologies</b>	
2.1	Present: Mark Turnbull (Chair), Nicola Garmory, Steve Wheatley, Nick Bowen, Rebecca Hughes (P+D) and Carol McKenzie (Admin)	
2.2	Apologies: Alan Cameron (Vice Chair), James Spence Watson (Secretary), Clare Wunsch (Treasurer), Rachel Tennant (Council Rep), Ross White, Dan Walker, Sonia Jackett, Sara Melville, Marc van Grieken and Rebecca Heatlie (RH) (Student Rep)	
<b>3</b>	<b>Minutes and Matters from Previous Meeting</b>	
3.1	Minutes of Meeting 22-07-15 circulated and on website.	<b>6.00-6.05</b>
3.2	ESALA Exhibition and Student Prizes <ul style="list-style-type: none"> <li>Issue of additional prize winners yet to be resolved.</li> <li>Digital information from student prize winners and exhibition received and on the website</li> <li>MT/AC to talk to Kenny Fraser and KF to be invited to a Committee Meeting in Edinburgh for a general discussion.</li> </ul>	KF MT/AC/KF
3.3	Further LIS Fellows AS has asked about promoting further members to fellowship. We do not have a Public or Third sector fellow. One Public Sector application is in progress. After discussion it was decided that MT/RH(P+D) should discuss a further Public Sector fellow at their meeting with SNH.	MT/RH(P+D)
3.4	Achievement Award	

	It was agreed that a sub-committee of non committee members be set up with a brief to recommend award recipients to the Committee. MT to prepare a brief on sub-committee selection and remit of the sub-committee.	MT
3.5	Design Review Panels  JSW report on Panels was noted. These are working well.	
3.6	Events on Website  Sub-menu for LIS events and CPD setup on website. NG to give up-to-date list of events to CMcK to put on website	NG/CMcK
3.7	Festival of Architecture Forum on Marketing and PR  NG attend Forum on 16-09-15.	NG
3.8	Scenic Routes Competition  The Committee discussed the success of support and encouragement for the Scenic Routes Competition. It was noted that a number of practices were having trouble encouraging eligible staff to enter. The reasons were firstly most of the practices are busy with the eligible staff especially busy, secondly the competition period is difficult for anyone who is studying for P2C, thirdly this is a holiday period for many and finally to re-organise schedules was proving difficult with the short notice for the Competition. In addition notification did not give much time till submission. MT and NG noted to invite BALI  MT to write to Angus Corby to let him know this in the event that there is a poor response from eligible Landscape Architects.  The Committee confirmed that they would all continue to do their up most to encourage entries.	MT
3.9	Tour of Scenic Routes sites in Loch Lomond and the Trossachs National Park Friday 9 October  <ul style="list-style-type: none"> <li>• Sara Melville continues to organise tour liaising with NG</li> <li>• SM draft flyer for visit on 9 discussed. NG to give comments to SM for final flyer.</li> <li>• SW to set up Eventbrite registration, charge will be £15 (inc VAT) per person</li> <li>• Once final flyer circulated CMcK to email to all members and put on News and Events sections of website. CMcK to pass to A+DS for their website.</li> <li>• GIA, RIAS, BALI and ESALA students to be invited. Garden History Society also to be notified.</li> <li>• Also some discussion on costs; suggestions include using part of the £15 for contribution to mini-bus. Any difference can be made up by the LIS</li> <li>• Envisaged 30 places for the mini-bus</li> <li>• SM to confirm with MT key points to be covered in introducing Gordon Watson and in concluding the event.</li> </ul>	NG/SM SW  CMcK NG
<b>4</b>	<b>Pre-Meetings</b>	
4.1	RH(P+D) gave a brief summary of the Policy and Development Pre-Meeting .	
<b>5</b>	<b>Discussion Topics</b>	
5.1	Glasgow Urban Design Panel  <ul style="list-style-type: none"> <li>• JSW report on GCC Panel Meeting was noted</li> <li>• MT reported that JSW was content with paper on Governance of GCC Panel of 4 of which LIS is a permanent member. JSW and NG are LIS members on Panel, MT to talk to JSW further.</li> </ul>	
5.2	Placemaking Competition Digital Book and Postcards  <ul style="list-style-type: none"> <li>• digital book to the existing page about the competition which is available here: <a href="http://scotland.landscapeinstitute.org/presentations/lis-placemaking-competition-2014/">http://scotland.landscapeinstitute.org/presentations/lis-placemaking-competition-2014/</a></li> </ul>	

	<ul style="list-style-type: none"> <li>Any corrections such as Neil instead of Noel Farrer to be sent to CMcK who will pass to DW/SJ</li> <li>The Digital Book to be on display at the Rethinking Urban Landscape exhibitions and Events (see 5.5)</li> <li>Announcement on website</li> <li>Email sent to all entrants</li> <li>Email sent to all LIS Members</li> <li>MT to email Paul Lincoln about getting on LI website/newsletter and in Journal</li> <li>Social Media:  Sonia has kindly offered to look after social media while DW away (Facebook and Twitter) therefore. Any post website announcement social media coverage will be by SJ. DW notes in his email to MT/SJ (21-08-15) the image which can be used in posts and attached a script for use.</li> <li>Postcards of Winning Projects:  SW getting a quote for the printing of 200 of each winning project postcard (600 in total) and will liaise with MT to agree this before final printing. Other entrants to be encouraged to make postcards based on LIS postcard template.</li> <li>Banners  It was agreed that two additional banners be put together by LIS, illustrating the competition, on banner for private sector entries and one for the GCC entry. MT to send SW the banner template and SW to price production of banner</li> <li>Maximising circulation  Contact to be made with other organisations informing them of the competition and the digital book etc (i.e. A+DS, Scottish Government, RTPi, RIAS, RICS, BALI, ,Urban Realm, Project Scotland, AJ, Topos, ESALA .), this could be in the form of a leaflet which could be printed and left at key locations/reception areas etc. Competition entrants and winners should also be provided with leaflets for their own promotional purposes and also encouraged to make links to the LIS website from their websites and also to use social media tweets and blogs).</li> <li>PR Strategy  The need for professional PR assistance for the Competition and generally and the need for an overall PR strategy were discussed. SW to find out about possible contacts and MT to talk to Neil Baxter to find out how RIAS deals with PR</li> </ul>	<p>CMcK DW/SJ</p> <p>CMcK</p> <p>SJ</p> <p>SJ/CMcK</p> <p>SW</p> <p>MT</p>
5.3	<p>Landscape 2020 Initiative</p> <p>Strategy is to have annual debates leading to 2020. Urban Landscape 2015 (see 5.5), Capability Brown 2016.</p> <p>Strategy is to involve “Landscape Designers” in both public and private private sectors.</p> <p>Composition of Working Group to be agreed between MvG and RH(P+D)</p>	<p><b>Mvg/RH(P+D)</b></p>
5.4	<p>The LI EGM and passing of Motions 1 and 10</p>	

	<ul style="list-style-type: none"> <li>Analysis of Voting by Branch was noted and will be put on website... The manual entry of votes by LI did not allow an analysis of the pattern of voting.</li> <li>MT has not had a response to the letter to Noel Farrer requesting the Board discuss re-instatement of the Divisions and that they should be titled Chartered Landscape Architect, Chartered Landscape Manager and Chartered Landscape Scientist. This plus a practical vision and business plan to be agreed before work commences on the briefs for the working parties to be set up to prepare the Motions for the AGM in 2016</li> </ul>	MT/CMcK  MT
5.5	<p>Rethinking Urban Landscapes Exhibition</p> <p>LI has confirmed support of £4,000.00 towards venues.</p> <p>The following actions were agreed</p> <ul style="list-style-type: none"> <li>Venues would be Edinburgh, Glasgow, Dundee, Dumfries, Perth, Inverness and if possible the Scottish Parliament and/or Victoria Quay. The exhibition would run for 2 weeks at each venue and there would be an event at each venue. Venue would be considered in terms of their ability to attract the public</li> <li>It would be preferable if a member in each location acted as lead for the exhibition. This to be considered further and a brief/flyer/introduction to be prepared to inform members of what we are doing. This would also assist in identifying venues.</li> <li>The digital book to be on display at each venue..</li> <li>Practices would be involved by showing their work as part of the exhibition and members would be involved via the lead for each location.</li> <li>Exhibition dates and board template from Paul Lincoln – MT to chase</li> <li>Need for a sub-committee for EVENTS to drive progress forward.</li> <li>Need to address PR needs of the LIS more generally (see 5.2) – NG noted prospect of setting up a working group.</li> <li>RH(P+D) to talk to Eugene Mullen (Secretary to the Cross Party Group on Architecture and the Built Environment) about getting the exhibition in the Scottish Parliament after the 2016 Scottish parliament election (Spring).</li> <li>MT needs to confirm a possible dates with Paul Lincoln.</li> <li>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 and the promotion of the Exhibition. 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 could be pursued after the Landscape Futures Lecture as the bi-annual LIS Conference. To be discussed further,</li> </ul>	MT NG  MT/NG  RH(P+D)   NG/MT/RH(P+D)
5.6	<p>Public Sector Survey and Event</p> <ul style="list-style-type: none"> <li>A number of suggestions for who will take over from AS have been made. Contact has been made with or will be made with Cathy Johnston, Fraser MacNaughton, Fiona Stirling, Caroline Read, Mathew Finkle (RT not heard back yet) and Rachel Smith. Committee is keen to agree how the 10 Key Action points emerging from survey and event will be progressed. RH (P+D) and MT will also discuss with SNH at Oct 6<sup>th</sup> meeting with SNH (see also 10.11)</li> <li>HN suggested a public and third sector panel to discuss publicising public sector landscape architects diverse work, obtaining case studies to go on the website and providing contact information on LIS website. RT looking at who would be prepared to take this on to help committee develop the strategy. Could individuals take a strand of each theme: 1. Ask for Volunteers 2. Develop Action Plan 3. Aspects volunteers can take forward. Falkirk and North Lanarkshire, Perthshire and SNH each have a number of landscape architects so it was agreed to make contact with them</li> </ul>	MT/NG/RHP+D)  RT



5.7	<p>Private Sector Strategy, Survey and Event</p> <ul style="list-style-type: none"> <li>As a follow up to the Private Sector Survey thought required on event speakers from Government on Procurement, from the Architecture Policy Unit, Steve Tolson from RICS and Chief Planner from Scottish Housebuilders Federation. To be discussed at <u>next meeting</u>.</li> <li>Consideration to creating a list of all Landscape Practices in Scotland on website. There are estimated to be about 40 unregistered practices. To be discussed at <u>next meeting</u>.</li> <li>Private sector survey ready to go. An event to be set out.</li> </ul> <p>Proposal received by Ian White and Associates from the Business School at Stirling University to get a student to research the Landscape Sector.. To be discussed at <u>next meeting</u>.</p>	RT NB
5.8	<p>Specifi</p> <p>Specifi would like to organise an event on 25<sup>th</sup> November from 3.30pm for landscape architects and associated professionals/trades. Specifi organises the whole event. The event is free and a full 3 course meal will be served for all attendees.</p> <p>Specifi requires a speaker, NG to discuss with Julian Farrar given a talk on Fitting Landscapes.</p>	NG
5.9	<p>Stalled Spaces</p> <p>NG in discussion with Heather Claridge of GCC DRS with regards to LIS members volunteering to assist with the Stalled Spaces programme. This would involve asking members and practices to help.</p> <p>Suggestion is to get more involved with design</p> <p>JSW paper on LIS Landscape Aid Noted, Stalled Spaces volunteering would fit into JSW's thinking on 'Landscape Aid'. Key questions for members and practices is likely to be 'what is it' and what's on offer?' – exposure, design, and the end product.</p>	NG
5.10	<p>LI Board/Council Retreat</p> <p>MT and RT unable to go to Retreat. MT to ask MvG to as necessary represent LIS</p>	MT/MvG

5.11	<p>For Discussion at Next Meeting</p> <p>Festival of Architecture</p> <ul style="list-style-type: none"> <li>• Awaiting confirmation of allocation of Festival Funds Application. Festival Programme will be announced in October and LIS will need to have a description of projects prepared by then. The opening event will be 27<sup>th</sup> September 2016; 28<sup>th</sup> September there will be a Debate about landscape architecture with architects ‘working together to produce better landscapes and design in Scotland</li> <li>• NG will go to PR meeting in September instead of AC. AC to discuss with NG.</li> <li>• Scope to have an LIS/RIAS party night: Dec 2016</li> <li>• Venues in Edinburgh and Glasgow booked. Glasgow venue will need screens.</li> <li>• LIS to consider how competition and exhibition could be used to promote both landscape and the public and private sector contributions.</li> <li>• AC to prepare Competition Brief.</li> <li>• AC to identify judges.</li> <li>• Competition announcement would be early summer 2016, a programme has been prepared and submitted with the business plan on 10-07-15.</li> <li>• AC to talk to Julian Farrar to see what they are proposing as a community project related to the Helix project.</li> <li>• AC to set out method of exhibition display and display format.</li> <li>• 2 events at openings one at each venue.</li> </ul> <p>AC noted that Karen Esselmont of OPEN had made a presentation to RIAS, AC wondered if SW had made other members at OPEN aware of what LIS were doing however it needs to be clear that they are not representing either the LI or LIS</p>	<p>AC/NG AC AC AC AC AC</p> <p>AC/SW</p>
5.12	<p>For Discussion at Next Meeting</p> <p>JSW paper on Engagement with Architecture and Planning Noted</p>	
<b>6</b>	<b>Communications</b>	
6.1	<ul style="list-style-type: none"> <li>• DW has prepared an updated draft project template. This will be circulated to Placemaking Competition Winners as a trial. To be discussed at <u>next meeting</u></li> <li>• NG awaiting project template and final approval before asking Janet Pope to provide information on the Helix project.</li> </ul>	
6.2	DW/SJ have met to examine how LIS might best use and manage the content etc of Facebook, Twitter and LinkedIn (check SE LI Branch). DW is away for 5 weeks while away SJ is taking responsibility of the social media (Twitter, Facebook and hopefully LinkedIn), If a member of the committee wishes anything to appear on social media could this be emailed to SJ during this period.	
6.3	<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 – Committee confirmed that CW should progress.</li> </ul> <p>Question: could this brochure be used in schools too?</p> <p>To be discussed at <u>next meeting</u></p>	<p>CW NG</p>
6.4	<p>Additional LIS Banners</p> <ul style="list-style-type: none"> <li>• Nothing further from LI regarding LIOS request for the provision of 4 further banners. MT to chase Paul Lincoln.</li> </ul>	MT
<b>7</b>	<b>Education, Competitions and Membership</b>	
7.1	Sub-committee to develop a strong relationship between the LIS and ESALA to	

	<p>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.</p> <ul style="list-style-type: none"> <li>As reported to Kenny Fraser, ESALA still to prepare specification for panel of members to attend crits etc and for chair and panel for accreditation if this is required. AC to discuss with KF when they meet.</li> <li>AC to discuss participation in the Architect and Landscape Architect Competition</li> </ul>	AC AC
<b>8</b>	<b>Events</b>	
8.1	<p>Events</p> <ul style="list-style-type: none"> <li>SW to report on CDM feedback survey. MT has sent SW information for website..</li> </ul>	SW
8.2	Dispersed members and events – to be discussed at <u>next meeting</u>	MT
8.3	Suggested that Michael Dougall Chair of the Glasgow Institute of Architects would be a good speaker at an event. NG to consider; MT suggested talk to cover insurance and legal matters; NG to consider, thereafter MT to follow this up with Murray Shaw or Fin MacFarlane.	NG MT
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	Glasgow Institute of Architects (GIA) meetings. NG to update the committee at <u>next meeting</u> ..	NG
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 a <u>future meeting</u> .	RH(P+D)
8.7	LIS Interactive DVD update on opening of flyer and number of schools visited.	NG
8.8	SDS and SUDS and Landscape Working Groups – MT has not had an update from Julie Waldron, MT to make contact via AS..	MT
8.9	Schools Competition – NG/AC to consider further..	NG/AC
<b>9</b>	<b>Strategic Planning and Promotion</b>	
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 has identified and got support from NFU, BALI, HTA and others. JSW to report to <u>next meeting</u> .	JSW
9.2	HTA has setup “Association of Professional Landscapers” with the domain name landscaper.org.uk. (landscapes.org.uk). MT to make LI aware of this.	MT
9.3	Scottish Forum for Planning update at <u>next meeting</u>	JSW
<b>10</b>	<b>Policy and Technical Committees</b>	
10.1	LI Policy Committee work – nothing to report.	
10.2	Technical Committee – BIM, Biosecurity, Visualisation. and Procurement all progressing.	
<b>11</b>	<b>Treasurers Report</b>	
11.1	Current position with regard to Budget was noted.	
<b>12</b>	<b>Secretary's Report</b>	
12.1	Nothing to report.	
<b>13</b>	<b>Chair's Report</b>	
13.1	Correspondence - nothing to report all items requiring action were dealt with either by CMcK or MT	
13.2	<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>	

	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
13.3	Year of Irish Design <ul style="list-style-type: none"> <li>No progress – MT to chase</li> </ul>	MT
13.4	Architects Benevolent Society <ul style="list-style-type: none"> <li>MT to get update on LI position</li> </ul>	MT
13.5	David Skinner Lecture., how can LIS be of assistance in the future? Meeting to be set up with Chris Rankin to discuss input to Fund.	MT
<b>14</b>	<b>AOB</b>	
14.1	There was no other business	
<b>15</b>	<b>Next Meetings</b>	
15.1	<b>Next meetings 30 September in Glasgow (venue to be advised) and 28 October (venue to be agreed).</b>	

	<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
A2	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!	SW/ALL
	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 –	JSW
<b>B</b>	<b>Items carried over (to be programmed)</b>	
B1	.Joint LIS, RICS, RTPI Urban Design Group linkup re policy and education - action postponed.	RT
B2	Need to identify someone to produce/create LIS newsletter	ALL
B3	An Interactive version of the DVD for professionals and updating to be discussed	ALL
B4	Storage of digital data Ongoing	CMcK/DW