

MINUTE of COMMITTEE MEETING

Location: Teacher Building, St Enoch Shopping Centre, 14 St Enoch Square, Glasgow G1 4DB
(see attached pdfs)

Date: Wednesday 30 September 2015, 4.45 for Policy and Development 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, 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 30-09-15

1	<p>Rethinking Urban Landscapes Exhibition</p> <p>LI has confirmed support of £4,000.00 towards venues. Agreed dates for exhibition should be from June 2016 to end of 2016. Venues would be Edinburgh, Glasgow, Dundee, Dumfries (SNH Chriton Campus), Perth (SNH Battleby), Inverness (SNH HQ) and if possible the Scottish Parliament and/or Victoria Quay. The exhibition would run for 2 weeks at each venue with a week to move and there would be an event at each venue. Venues would be considered in terms of their ability to attract the public</p>
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2	Private Sector Strategy, Survey and Event Survey to be closed on 16 October. Analysis of Survey should be available for Council Meeting on 22 October and Board Meeting on 9 November.
3	Cross Party Group on Architecture and the Built Environment 6 October CPG meeting will be key organisations giving a 5 minute talk/slides on suggested political parties' manifesto topics. LIS will refer to the importance of the Scottish Landscape Charter, Independent Government Landscape Advisor, National Spatial Strategy for Wind Energy and Bio-security.
4	LIS Emails to all members The LIS Administrator is monitoring email circulation to all members in terms of number sent, number delivered and number opened. The Administrator reports that the email of 9-09-15 had 99% delivery with 229 opened this is around 50% of members. 50% opening seems to be average. The Committee will consider how to get a greater opening %.
5	The LI EGM and passing of Motions 1 and 10 The chair has 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. The chair has requested but not received the Terms of Reference for the Motions Working Groups. Response was from the CEO who had misunderstood the chair's arguments. The chair has asked for a debate at the November Board meeting but this may well be overtaken by other events at the Council Meeting and AGM. The meeting suggested the title the Royal Institute of Landscape Architects.

Item		Action
1	CHAIR PRE MEETING	
2	Objective of meeting	
2.1	No Pre-Meeting required	
3	ADMINISTRATION PRE-MEETING	
4	Objective of Meeting	
4.1	A working telephone conversation to check progress and to discuss any Admin matters arising	
5	Present by Telephone MT (Chair), RH(P+D) and CMcK (Admin)	
6	Administration Actions	
6.1	General <ul style="list-style-type: none"> 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. Given busy period, CMcK to draft up actions/programme of events on Excel spreadsheet to keep track of progress etc. Will pass to MT then to Committee 	CMcK CMcK
6.2	Website <ul style="list-style-type: none"> Louis Varley (LI) and DW sorting out problems with website. Once these 	LV/DW

	<p>problems resolved, RH(P+D)/DW to sort out Policy and Consultations section of website and archive consultations by year.</p> <ul style="list-style-type: none"> • CMcK to contact Simon Odell at LI re getting the original maps of members and practices for website • LIS Committee webpage to have photo of committee added (see email of 12-09-15) 	<p>Rh(P+D)/DW RH(P+D)/MT CMcK</p>
6.3	<p>Website and Social Media Management</p> <ul style="list-style-type: none"> • CMcK to report on monthly usage of dotmailer emails, website and social media at every committee meeting. CMcK to check with Louis Varley (LI) as necessary. • Summary of current use of Twitter, Facebook and website to be prepared to be emailed to members inviting comments subsequent to AGM. • Agree method of content management with DW/SJ. 	<p>CMcK CMcK DW/SJ/CMcK</p>
6.4	<p>Email</p> <ul style="list-style-type: none"> • CMcK monitoring dotmailer circulation in terms of number sent, number delivered and number opened. CMcK reported that the email of 9-09-15 had 99% delivery with 229 opened this is around 50%. 50% opening seems to be average. CMcK to consider how to get a greater opening.. 	<p>CMcK</p>
6.5	<p>Assistance to RH(P+D)</p> <ul style="list-style-type: none"> • No requirement for assistance identified. 	
6.6	<p>Assistance to Committee Members</p> <ul style="list-style-type: none"> • No requirement for assistance identified. 	
7	POLICY AND DEVELOPMENT PRE-MEETING	
8	Objective of Meeting	
8.1	A working progress meeting	
9	Present MT (Chair) and RH (Policy and Development Officer) and JSW (Secretary) and CW (Treasurer) as they arrived for the Committee Meeting.	
10	Policy and Development Progress - Discussion	
10.1	<p>Work Plan</p> <p>Work Plan to be produced in the form of a table and updated every 3 months..</p>	<p>RH(P+D)</p>
10.2	<p>'The increasing height of wind turbines and the effect on the Scottish landscape: A Debate'</p> <p>RH(P+D) proceeding with the Draft Report with the aim of completion by the end of August.</p> <p>MvG to provide scenario illustrations.</p> <p>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.</p> <p>RH(P+D) to consider best way of involving "landscape designers"</p>	<p>RH(P+D) MvG RH(P+D)/MvG RH(P+D)</p>
10.3	<p>Landscape 2020 Initiative.</p> <p>Marc van Grieken has completed briefing of RH(P+D). RH(P+D) to talk to FS when she meets her on middle of October 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.</p> <p>Strategy is to have annual debates leading to 2020. Urban Landscape 2015 (see Committee Meeting 5.5), Capability Brown 2016.</p>	<p>RH(P+D) MT</p>

	<p>be agreed with LI. Progress raised at meeting with Paul Lincoln/Stephen Russell and at Branches telecom, response awaited, RH(P+D) to chase and keep Sue Evans up-to-date.</p> <p>RH(P+D) to establish from Stephen Russell the distribution of Policy documents.</p> <p>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.. RH(P+D) and JSW 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.</p> <p>RH(P+D) and/or Sue Evans to find out what is happening to finalising and publishing all the Landscape Futures Seminars</p>	<p>RH(P+D)/RT</p> <p>RH(P+D)</p> <p>CMcK</p> <p>RH(P+D)</p> <p>RH(P+D)/SE</p>
11.2	<p>Capability Brown Celebrations</p> <p>Working with Vanessa Stephen of SGLH ongoing. RH(P+D) to keep Paul Lincoln up-to-date.</p>	<p>RH(P+D)</p>
11.3	<p>Cross Party Group on Architecture and the Built Environment</p> <p>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.</p> <p>Agreed that HN return HN and RH(P+D) would re-draft letter for transmission to new Minister Bridget Campbell. Sue Evens to be asked to comment.</p> <p>It is necessary to ensure that landscape matters are included in Land Use Strategy.</p>	<p>HN/RH(P+D)/MT/SE</p> <p>HN/RH(P+D)</p> <p>RH(P+D)</p>
11.4	<p>SG Placemaking</p> <p>Note of Meeting in November 2014 with Sandy Robinson of the Scottish Government to be basis of agenda. Next meeting to be arranged.. RH(P+D) to establish status of the new Place Standard. Concern that "Design" not mentioned.</p>	<p>MT/RH(P+D)</p> <p>RH(P+D)</p>
11.5	<p>Consultations</p> <p>Past Consultations to be put on website. RH(P+D) to go through Consultation section of website and tidy up se Admin 6.2). Actions to be undertaken with CMcK.</p>	<p>RH(P+D)/CMcK</p>
11.6	<p>Land Reform Consultation</p> <ul style="list-style-type: none"> • RH(P+D) to consider how this can be put on the website as it is an online submission. • 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. 	<p>RH(P+D)</p> <p>RH(P+D)</p>
11.7	<p>CSGN Annual Forum.</p> <p>RH(P+D) attended CSGN Annual Forum. RH(P+D) to give CMcK links to papers so CMcK can put on LIS website.</p>	<p>RH(P+D)/CMcK</p>
11.8	<p>Land Use Strategy Review</p> <p>What are the RTPI saying on this? RH(P+D) to discuss with JSW.</p>	<p>RH(P+D)/JSW</p>
11.9	<p>Land Reform Bill process and NPF3 Review</p> <p>What are the RTPI saying on this? RH(P+D) to discuss with JSW.</p>	<p>RH(P+D)/JSW</p>
11.10	<p>Conferences</p> <p>Report on two Conferences attended to be put on website.</p>	<p>RH(P+D)</p>
11.11	<p>Consultations</p> <p>RH(P+D) to follow up RTPI position on Development of the Place Standard and on</p>	

	the NPF3 and SPP consultation.	RH(P+D)
11.12	Website Edinburgh Street Design Guidance RH(P+D) to put LIS response on website under consultations,	RH(P+D)
COMMITTEE MEETING		
1	Objective of Meeting	
1.1	A working meeting with discussion and sub-committee reporting and tidy up of outstanding actions.	
2	Present and Apologies	
2.1	Present: Mark Turnbull (Chair), James Spence Watson (Secretary), Clare Winsch (Treasurer), Rachel Tennant (Council Rep), Dan Walker, Sonia Jackett, Nicola Garmory, Nick Bowen and Rebecca Hughes (P+D).	
2.2	Apologies: Alan Cameron (Vice Chair), Ross White, Steve Wheatley, Sara Melville and Rebecca Heatlie (RH) (Student Rep)	
3	Minutes of Previous Meeting	
3.1	Minutes of Meeting 26-08-15 circulated and on website.	
4	Matters from Previous Meetings	
4.1	ESALA Exhibition and Student Prizes <ul style="list-style-type: none"> • £500 offered by LI for curation has not been claimed for exhibition or for additional prizes • Issue of additional prize winners yet to be resolved. • Digital information from student prize winners and exhibition received and on the website • MT meeting Kenny Fraser on 28 October. MT to check if ESALA still to prepare specification for panel of members to attend crits etc and for chair and panel for accreditation if this is required. Discuss participation in the Architect and Landscape Architect Competition. 	MT/KF MT/KF MT
4.2	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
4.3	Scenic Routes Competition MT was a judge on the first phase and has been asked to be a judge on the selection of the winners for the third phase.	
4.4	Tour of Scenic Routes sites in Loch Lomond and the Trossachs National Park Friday 9 October <ul style="list-style-type: none"> • MT to contact SW re numbers registering and to inform NG and SM • SM to provide MT with note for Introduction and Thanks • SW to report on Eventbrite registration, • CMcK to pass flyer to A+DS for their website. • GIA and BALI informed by NG. • ESALA students to be invited information to be sent to RH • Garden History Society also to be notified, MT to inform Vanessa Stephen.. 	MT SM SW CMcK NG MT
5	Pre-Meetings	
5.1	RH(P+D) gave a brief summary of the Policy and Development Pre-Meeting .	
6	Matters to Report	
6.1	Marc van Grieken MvG was elected to the LI Advisory Council and is a member of the Technical Committee and Chairs the gLVIA3 Panel. MvG has agreed to act as Committee Support and should it prove necessary would be prepared to be co-opted onto the Committee but would be unable to attend every meeting.	MT

6.2	<p>Attendance at Natural England Workshop</p> <p>Marc van Grieken and RH(P+D) will attend to represent LIS interests. A joint report will be prepared.</p>	MvG/RH(P+D)
6.3	<p>LI ESALA</p> <p>LI has arranged a talk to ESALA students on 28 October. MT and RH will talk about LIS and show the website.</p>	MT/RH
6.4	<p>Green Infrastructure: Growing Need Conference 6 October 2015</p> <p>No committee members able to attend. MT to contact Julie Waldron to find out if she will be attending.</p>	MT
6.5	<p>Placemaking Competition Digital Book and Postcards</p> <ul style="list-style-type: none"> • Any corrections such as Neil instead of Noel Farrer to be sent to CMcK who will pass to DW/SJ • The Digital Book to be on display at the Rethinking Urban Landscape exhibitions and Events • Email sent to all entrants • MT has emailed Paul Lincoln about getting on LI website/newsletter and in Journal, results awaited. • Social Media: • Postcards of Winning Projects produced thanks to SW. These to be distributed to winners. • Other entrants to be encouraged to make postcards based on LIS postcard template. So far H+M have put forward a draft. • MT awaiting response from LI on banner for private sector entries and one for the GCC entry. MT has sent SW the banner template in the event that LIS has to price and produce banners <p>• Maximising circulation</p> <p>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).</p> <ul style="list-style-type: none"> • PR Strategy <p>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. In general terms we need to know how best to communicate with members and the public and how to involve the public in the work of Landscape Architects.</p>	<p>ALL</p> <p>CMcK</p> <p>DW/SJ</p> <p>MT</p> <p>MT</p> <p>SW</p> <p>MT</p>
6.6	<p>The LI EGM and passing of Motions 1 and 10</p> <p>MT has had a response to the letter to Noel Farrer requesting the Board discuss reinstatement 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. MT has requested but not received the Terms of Reference for the Motions Working Groups. Response was from the CEO who had misunderstood MT's arguments. MT has asked for a debate at the November Board meeting but this may well be overtaken by other events at the Council Meeting and AGM. The meeting suggested the title the Royal Institute of Landscape Architects.</p>	MT

6.7	<p>Specifi</p> <p>Specifi would like to organise an event on 25th November from 3.30pm for landscape architects and associated professionals/trades. Specifi organises the whole event which 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/Guy Wimble given a talk on Fitting Landscapes.</p> <p>NG to liaise with Specifi</p>	<p>NG</p> <p>NG</p>
6.8	<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. NG noted that we needed to ask members generally and for a specific project at Sighthill. NG will draft text for CMcK to email to all members and to put on website.</p> <p>JSW paper on LIS Landscape Aid Noted, Stalled Spaces volunteering would fit into JSW's thinking on 'Landscape Aid'.</p>	<p>NG/CMcK</p>
6.9	<p>New College Lanarkshire</p> <p>Assistance to Vivien Townsley with the Landscape Design module with in HND Computer Aided Architectural Design. Volunteers have been requested however if none come forward NG will offer.</p>	<p>NG</p>
6.10	<p>Meeting with SNH Vice Chair</p> <p>NG comments regarding the meeting</p> <ul style="list-style-type: none"> • Concern that discussion was Edinburgh centric • Concern that thought was everyone could be a Landscape Architect • Place Standard important for communities • Place making alone is not Design. 	
6.11	<p>Proposal received by Ian White and Associates from the Business School at Stirling University to get a student to research the Landscape Sector. JSW has sent information to NB.</p>	<p>NB</p>
6.12	<p>LIS Charitable Status</p> <p>LIS would get a discount from Eventbrite if the charitable status was confirmed. SW to check with LI. MT to remind LI of need to check if registration in Scotland required.</p>	<p>SW</p> <p>MT</p>
6.13	<p>Design Panels</p> <ul style="list-style-type: none"> • JSW reported all panels operating satisfactorily and will have to review panel members shortly. • JSW and NG (at invitation of GIA) attend Glasgow Urban Design Panel. • JSW and NG would provide two LIS representatives, NG to discuss with Cathy Johnston of GCC.. 	<p>NG</p>
7	Discussion Topics	
7.1	<p>Rethinking Urban Landscapes Exhibition</p> <p>LI has confirmed support of £4,000.00 towards venues. Agreed dates for exhibition should be from June 2016 to end of 2016, MT to inform Paul Lincoln.</p> <p>The following actions have been agreed</p> <ul style="list-style-type: none"> • Need to identify a Committee member to take charge. • Venues would be Edinburgh, Glasgow, Dundee, Dumfries (SNH Chriton Campus), Perth (SNH Battleby), Inverness (SNH HQ) and if possible the Scottish Parliament and/or Victoria Quay. The exhibition would run for 2 weeks at each venue with a week to move and there would be an event at 	<p>MT</p>

	<p>each venue. Venues would be considered in terms of their ability to attract the public</p> <ul style="list-style-type: none"> • 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. • The digital book to be on display at each venue.. • Practices would be involved by showing their work as part of the exhibition and members would be involved via the lead for each location. • Exhibition dates and board template from Paul Lincoln – MT to continue to chase • Need for a sub-committee for EVENTS to drive progress forward. • Need to address PR needs of the LIS more generally (see 5.2) – NG noted prospect of setting up a working group. • 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). • 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. 	<p>ALL</p> <p>NG</p> <p>MT</p> <p>NG</p> <p>MT</p> <p>RH(P+D)</p> <p>ALL</p>
7.2	<p>Public Sector Survey and Event</p> <ul style="list-style-type: none"> • A number of suggestions for who will take over from AS have been made and are being followed up. Committee is keen to agree how the 10 Key Action points emerging from survey and event will be progressed. • Agreed that a way forward would be to have 2 public sector events annually. This could be tied in with HN suggested 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 continue to try to make contact with them 	<p>RT</p>
7.3	<p>Private Sector Strategy, Survey and Event</p> <ul style="list-style-type: none"> • Survey to be closed on 16 October. • Analysis of Survey should be available for Council Meeting on 22 October and Board Meeting on 9 November. • 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>. • Consideration to creating a list of all Landscape Practices in Scotland on website from Registered Practices Information and Survey. There are estimated to be about 40 unregistered practices. 	<p>SW</p> <p>SW</p> <p>RT</p> <p>RT</p>
7.4	<p>LI Board/Council Retreat</p> <p>MT and RT unable to go to Retreat. Notes and Actions have been made available. MT and RT to give comments. MvG has briefed MT</p>	<p>MT/RT</p>
7.5	<p>Festival of Architecture</p> <p>Due to illness AC unable to progress LIS involvement for a couple of months</p>	

	<ul style="list-style-type: none"> • Awaiting confirmation of allocation of Festival Funds Application. CW to email confirmation to MT and NG • 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 27th September 2016; 28th September there will be a Debate about landscape architecture with architects ‘working together to produce better landscapes and design in Scotland • NG attended marketing briefing at the Lighthouse. • Scope to have an LIS/RIAS party night: Dec 2016 • Glasgow venue will need screens. • LIS to consider how competition and exhibition could be used to promote both landscape and the public and private sector contributions. • AC has prepared draft Competition Brief. This is with MT for checking and for photos to be added • AC to identify judges. • Competition announcement would be early summer 2016, a programme has been prepared and submitted with the business plan on 10-07-15. • AC to talk to Julian Farrar to see what they are proposing as a community project related to the Helix project. • AC to set out method of exhibition display and display format. • 2 events at openings one at each venue. One exhibition will feature “Good Landscape Design”. • Programme needed. <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>CW</p> <p>NG</p> <p>AC</p> <p>AC</p> <p>MT</p> <p>AC</p> <p>AC</p> <p>AC</p> <p>AC</p> <p>AC</p> <p>CMcK</p> <p>SW</p>
7.6	<p>Social Media Training</p> <p>Agreed that Social Media training should be given by Kevin Gilmartin to DW,SW,SJ and CMcK at a cost of £600.00. SW to confirm this to KG.</p> <ul style="list-style-type: none"> • Training would be on a Saturday for around half a day • DW/SW/SJ and CMcK to write a brief for KG to focus on the matters they would like to cover and setting out LIS objectives for communicating with members, students , other professionals and the wider public. SW to send to KG 	<p>SW</p> <p>DW/SW/SJ/CMcK</p>
7.7	<p>LIS Archive</p> <p>General discussion. To e discussed at <u>next meeting</u>.</p>	<p>All</p>
7.8	<p>For Discussion at Next Meeting</p> <p>JSW paper on Engagement with Architecture and Planning.</p>	
8	Communications	
8.1	<ul style="list-style-type: none"> • 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> • NG awaiting project template and final approval before asking Janet Pope to provide information on the Helix project. 	
8.2	DW/SJ have met to examine how LIS might best use and manage the content etc of Facebook, Twitter and LinkedIn (check SE/London LI Branch).	
8.3	<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 – Committee confirmed that CW should progress. <p>Question: could this brochure be used in schools too? To e discussed at <u>next meeting</u></p>	<p>CW</p> <p>NG</p>

9	Education, Competitions and Membership	
9.1	See 4.1 and 6.3	
10	Events	
10.1	<p>Events</p> <ul style="list-style-type: none"> SW to report on CDM feedback survey. MT has sent SW information for website.. 	SW
10.2	Dispersed members and events – to be discussed at <u>next meeting</u>	MT
10.3	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
10.4	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
10.5	Glasgow Institute of Architects (GIA) meetings. NG to update the committee	NG
10.6	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)
10.7	LIS Interactive DVD update on opening of flyer and number of schools visited.	NG
10.8	SDS and SUDS and Landscape Working Groups – MT has not had an update from Julie Waldron, MT to make contact via AS..	MT
11	Strategic Planning and Promotion	
11.1	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. LIS, BALI and HTA are online.	JSW
11.2	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
11.3	Scottish Forum for Planning update	JSW
12	Policy and Technical Committees	
12.1	LI Policy Committee work – nothing to report	
12.2	Technical Committee – Work on Residential Amenity, Cumulative Effects. And Sensitivity and Capacity commencing	
13	Treasurers Report	
13.1	The current position with regard to Budget is satisfactory.	
14	Secretary’s Report	
14.1	No actions to report.	
15	Chair’s Report	
15.1	Correspondence - nothing to report all items requiring action were dealt with either by CMcK or MT	
15.2	<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> <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
15.3	Architects Benevolent Society	

	<ul style="list-style-type: none"> MT to get update on LI position for next meeting 	MT
15.4	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
16	AOB	
16.1	AOB	
17	Next Meetings	
17.1	Next meetings 28 October (Edinburgh venue to be agreed) and 25 November 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
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	Items carried over (to be programmed)	
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.	CMcK/DW
B5	Schools Competition.	AC/NG