

Landscape Institute Scotland

Inspiring great places

Minute of COMMITTEE MEETING

Location: Teacher Building, St Enoch Shopping Centre, 14 St Enoch Square, Glasgow G1 4DB

Date: Tuesday 1 December 2015, 5.00 for Administration and Policy and Development Pre-Meetings, and 6.00 to 8.00 for Committee Meeting.

Distribution: Committee, Committee Support, Corresponding Members, Rebecca Hughes, Rachel Howe 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: Rachel Howe (RH(A))

SUMMARY OF MEETING OF 1-12-15

1	Minutes of Committee Meetings Decision taken that Minutes should be shorter and that the actions set out in the agenda for the meeting of 1-12-15 should be assumed to be either complete or in the process of completion..
2	LIS Administrator Rachel Howe has taken over from Carol McKenzie as LIS Administrator.
3	Onshore Wind-The Next Phase Working Group The Chair was invited to attend the Onshore Wind-The Next Phase Working Group Meeting on 9-11-15. MT

	<p>Note and Note of Meeting will be put on website. Key point is an agreement that a National Strategy is required</p> <p>The Working Group have requested a copy of Draft 2 of the LIS report ‘The increasing height of wind turbines and the effect on the Scottish landscape: A Debate’. This will be passed to them on the understanding that it is provisional until comments have been received from members and a final version produced and circulated.</p>
4	<p>Comments made with reference to LIS on Social Media</p> <p>LIS Policy is not to respond to comments made about posts on Social Media If comments are offensive they will be removed</p>
5	<p>AGM</p> <p>As the opener to the AGM there would be a Young and Season Practitioner Event</p>
6	<p>Congratulations to Cathy Johnston who has been elected a Fellow</p>

Item		Action
1	CHAIR PRE MEETING	
2	Objective of meeting	
2.1	Decision taken that Minutes should be shorter and that the actions set out in the agenda for the meeting of 1-12-15 should be assumed to be either complete or in the process of completion as set out in the Meeting Agenda unless identified otherwise. Committee members to ensure that this is the case and as necessary they have transferred actions to their own notes.	ALL
3	ADMINISTRATION PRE-MEETING	
4	Objective of Meeting	
4.1	A working meeting to introduce Rachel Howe and to discuss and identify Admin start up tasks and any matters arising.	
5	Present MT (Chair), JSW(Secretary), CW (Treasurer), RH(P+D) (Policy and Development Officer) and RH (A) (Administrator)	
6	Administration Actions	
6.1	<p>General</p> <ul style="list-style-type: none"> RH(A) to obtain up-to-date membership list from LI and to then, using Public Sector attendees list, members without email list and Practices list, build a master list for circulation to the Committee. Given busy period, NG to pass to RH(A) draft actions/programme of events on Excel spreadsheet to keep track of progress etc. RH(A) to keep up-to-date based on RH(P+D) and Committee Meetings RH(A) to pass to MT and then to Committee as a Draft. 	<p>RH(A)</p> <p>RH(A)</p>
6.2	<p>Website</p> <ul style="list-style-type: none"> Louis Varley (LI) and DW continuing to sort out problems with website. Once these problems resolved, RH(P+D)/DW to sort out Policy and Consultations section of website and archive consultations by year. MT to contact Simon Odell at LI re getting the original maps of members and practices for website and then pass these to DW /RH(A) LI Green Belt Paper and LIS response to go on website when requested by RH(P+D). LIS Constitution to go on Branch Action Plan section of website. 	<p>LV/DW</p> <p>RHP+D)/DW</p> <p>MT/DW/RH(A)</p> <p>RH(P+D)/RH(A)</p> <p>MT/RH(A)</p>

6.3	<p>Website and Social Media Management</p> <ul style="list-style-type: none"> DW to brief RH(A) on website management and to pass on dotmailer/mail.scotland instructions. DW/SJ/RH(A) to analyse social media usage report prepared by CMcK (see file LIS Analytics October 2015)(which needs to be summarised for the Committee and then RH(A) to report on monthly usage of dotmailer emails, website and social media at every committee meeting. 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/RH(A). 	<p>DW/RH(A)</p> <p>DW/SJ/RH(A)</p> <p>RH(A)</p> <p>DW/SJ/RH(A)</p>
6.4	<p>Email</p> <p>RH(A) to implement strategy of making emails to all members interesting and entertaining in order to get a greater opening of dotmailer emails..</p>	<p>RH(A)</p>
6.5	<p>Image Library</p> <p>MT/DW to discuss further</p>	<p>MT/DW</p>
6.6	<p>Assistance to RH(P+D)</p> <ul style="list-style-type: none"> RH(A) to put together a list of public sector members based on AS/SW list of attendance at Public Sector Event with RT assistance RH(A) to put together a Heads of Planning contacts list. Sue Evans emailed a list on 21-04-15 and this to be checked against information from RTPi via JSW and contact with COSLA re HoPS. RH(A) to assist RH(P+D) to put all items identified in Policy and Development Agenda on website. 	<p>RH(A)/RT</p> <p>JSW/RH(A)</p> <p>RH(A)/RH(P+D)</p>
6.7	<p>Assistance to Committee Members</p> <ul style="list-style-type: none"> Agenda's and Minutes Booking meeting rooms. Assistance to NG with venues for Rethinking Urban Landscapes touring exhibition 	<p>RH(A)</p> <p>RH(A)</p> <p>NG/RH((A)</p>
7	POLICY AND DEVELOPMENT PRE-MEETING	
8	Objective of Meeting	
8.1	A working progress meeting	
9	Present MT (Chair), JSW (Secretary), CW (Treasurer), RH (Administrator) and RH (Policy and Development Officer)	
10	Policy and Development	
10.1	<p>Work Plan</p> <p>Updated Work Plan to be produced for 3 month period from December 2015.</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) has produced the first draft of the Report, MT to make comments and to restructure based on Onshore Wind-The Next Phase Working Group Meeting and other information.</p> <p>MvG to provide scenario illustrations.</p> <p>Draft 2 of Report to be circulated to Workshop attendees and to members unable to attend in particular Adrian Pringle and Janet Swales then the final report to be sent to SNH. MT to send to Debbie Harper chair of the Onshore Wind-The Next Phase Working Group. MvG will send to Minister.</p> <p>The Onshore Wind-The Next Phase Working Group have requested a copy of Draft 2. This will be passed to them on the understanding it is provisional until comments</p>	<p>MT</p> <p>MvG</p> <p>RH(P+D)/MT/MvG</p>

	have been received from members and a final version produced and circulated.	MT
10.3	<p>Landscape 2020 Initiative.</p> <p>RH(P+D) has talked to FS. 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 and Growing Cities in Uncertain Times/A Linked Park System for Scotland 2016 (see Committee Meeting 7.2) and Capability Brown 2016.</p> <p>Strategy is to involve “Landscape Designers” in both public and private sectors. Suggested that the next meeting take place at the Lighthouse in Glasgow..</p>	<p>MT</p> <p>RH(P+D)</p>
10.4	<p>Review of LIS Business Plan 2015-2020</p> <ul style="list-style-type: none"> • Linking of urban issues with rural issues (Town and Country Planning) – identify gaps. Where are the policy links to landscape? • Public engagement/community involvement • ‘Common Touch’ language and consider gardens and parks • Review of Policy Links to Landscape (MT to sent RH(P+D) ELGT analysis as an example) 	RH(P+D)
10.5	<p>Meeting with SNH</p> <p>Note to be agreed with SNH.</p>	RH(P+D)
10.6	<p>Cross Party Group on Architecture and the Built Environment and LIS Manifesto</p> <ul style="list-style-type: none"> • RH(P+D) and HN attended meeting on Year of Irish Design. • RH(P+D) to talk to HN to find out how to get LIS Manifesto to political parties. Email of 2-11-15 passed on by SJ helpful. If necessary, contact to be made with RTPI and/or BEFS. 	RH(P+D)/HN
10.7	<p>Plant Health</p> <p>Report on meeting of 6-10-15 to go on website. RH(P+D) attending Plant Health Strategy for Scotland meeting on 14-12-15.</p>	<p>RH(P+D)</p> <p>RH(P+D)</p>
10.8	<p>Public Sector Committee Representative</p> <p>RH(P+D) will remind SNH (Laura Campbell) of their agreement to consider who might be prepared to take this on.</p>	RH(P+D)
10.9	<p>Devolved Nations Policy Officers Meeting</p> <p>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 the Summer Conversation and how all the presentations are to be made available, this seems to have been forgotten.</p>	RH(P+D)
10.10	<p>Capability Brown Celebrations</p> <p>Working with Vanessa Stephen of SGLH ongoing. RH(P+D) to keep Paul Lincoln up-to-date.</p>	RH(P+D)
10.11	<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 with focus on discussion of the new Place Standard.</p> <p>In preparation RH(P+D) to follow up RTPI position on Development of the Place Standard and on the NPF3 and SPP consultation</p>	<p>RH(P+D)</p> <p>RH(P+D)</p>
10.12	<p>Review of the Planning System</p> <p>JSW and RH(P+D) to draft response in relation to topics of Performance and Resources, Progressing Performance and arranging a meeting with a review panel member.</p>	RH(P+D)/JSW
10.13	<p>Consulations on Website</p>	

	RH(P+D) to contact HN to find out if he has any consultations that should go on the website.	
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), ,Rachel Tennant (Council Rep), Nicola Garmory, Sonia Jackett, Rachel Howe (Administrator)and Rebecca Hughes (P+D)	
2.2	Apologies: Alan Cameron (Vice Chair), Clare Wunsch (Treasurer), Dan Walker, Steve Wheatley, Ross White, Nick Bowen, Rebecca Heatlie (Student Rep) and Sara Melville,	
3	Minutes of Previous Meeting	
3.1	Minutes of Meeting 28-10-15 circulated and on website.	
4	Matters from Previous Meetings	
4.1	<p>Administrator Consultancy</p> <p>Welcome and introduction of Rachel Howe (RH(A)) to Committee who has taken over from Carol McKenzie.</p> <ul style="list-style-type: none"> • Agreed that RH(A) name, phone number and contact through mail.scotland should go on the website along with MT address as the contact details. • Agreed that all contact with RH(A) should be through mail.scotland and that she should be copied as necessary into any inter Committee members emails which may be relevant to her work. • RH(A) intends to work on LIS business on Tuesdays and at other times as necessary. 	<p>MT</p> <p>DW/RH(A)</p> <p>ALL</p> <p>ALL</p>
5	Pre-Meetings	
5.1	RH(P+D) gave a brief summary of the Policy and Development Pre-Meeting .	RH(P+D)
6	Matters to Report	
6.1	<p>On Shore Wind – The Next Phase</p> <p>MT attended Working Group Meeting on 9-11-15. MT Note and Note of Meeting will be put on website. Key point is agreement that a National Strategy is required</p> <p>As noted in Policy and Development Pre-Meeting item 10,2 The Onshore Wind-The Next Phase Working Group have requested a copy of Draft 2 of the LIS report ‘The increasing height of wind turbines and the effect on the Scottish landscape: A Debate’. This will be passed to them on the understanding it is provisional until comments have been received from members and a final version produced and circulated.</p>	MT
6.2	<p>Placemaking Competition Digital Book and Postcards</p> <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> <p>To be discussed at the next meeting</p>	
6.3	Business School Research	

	<p>Proposal received by Ian White and Associates from the Business School at Stirling University</p> <p>To be discussed at the next meeting</p>	
6.4	<p>Social Media Training</p> <p>A brief was prepared prior to training with objective of establishing how LIS might best use and manage the content etc of Facebook, Twitter and LinkedIn. Training was worthwhile.</p> <p>The training was sufficient to start the process of developing a Social Media Strategy. One idea is a Newsletter, MT pointed out that Peter McGowan had in the past edited a magazine. It was agreed that a strategy once developed would be reviewed in 6 months time.</p> <p>Agree that LIS Policy is not to respond to comments made about posts on Social Media. If comments are offensive they will be removed.</p>	DW/SW/SJ/RH(A)
6.5	<p>Review of Scottish Public Sector Procurement in Construction</p> <p>RT has examined the document and concluded that there was no action needed by LIS.</p>	
6.6	<p>Fellowship</p> <p>Congratulations to Cathy Johnston who has been elected a Fellow</p> <p>Committee will call for nominations for further fellowships.</p>	MT
7	Discussion Topics	
7.1	<p>AGM</p> <p>Agreed that as the opener to the AGM there would be a Young and Season Practitioner Event</p> <p>SW to advise Committee on venues in Edinburgh</p>	SW
7.2	<p>PR, Events and Graphic Design Strategy</p> <p>The need for professional PR, Events Organiser and Graphic Designer assistance for the LIS Competitions and generally and the need for an overall PR strategy were discussed at the last meeting.</p> <ul style="list-style-type: none"> • SW to find out about possible contacts • MT to talk to Neil Baxter to find out how RIAS deals with PR. • DW has identified a Graphics Designer • SJ keen to be involved <p>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>Discuss the setting up a working group at the next meeting.</p>	<p>SW MT</p> <p>ALL</p>
7.3	<p>Rethinking Urban Landscapes Exhibition</p> <p>The exhibition tour will start in Edinburgh in July 2016. Booking of venues underway.</p> <p>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. MT suggested that this would fit with an overall strategy titled A Linked Park System for Scotland. RH(P+D) to talk to Duncan Campbell.</p>	RH(P+D)

	It was agreed that this would make a good conference topic and would fit into the events programme in November 2016	
7.4	Public Sector Survey and Event Public Sector Committee Representative. RH(P+D) will remind SNH of their agreement to consider who might be prepared to take this on (see Policy and Development item 10.6). Further consideration need on how to carry this initiative forward. Discuss at the next meeting.	RH(P+D)
7.5	Private Sector Strategy, Survey and Event Survey to be reactivated and members informed by email. When complete Analysis and Conclusion of Survey will be undertaken. Practice Heads Breakfast meeting to be considered once the survey results are available and an agenda can be prepared.	SW/RT RT/MT
7.6	Festival of Architecture Formal launch of festival has taken place. AC to complete brief with MT and to setup competition judging panel. A draft programme prepared by NG was discussed and agreed as a good starting point. RH(A) to keep programme up-to-date as projects develop	AC RH(A)
7.7	LI CPD SUD's Training Offer by Sue Illman to give LI CPD SUD's Training at cost. To be discussed at the next meeting.	
7.8	LIS Archive General discussion. To e discussed at <u>next meeting</u> .	
7.9	The Essential Landscape Proposal by Ian Appleton for a conference. It was agreed that this proposal did not have the support of the Committee. MT to inform Ian Appleton.	MT
7.10	LIS Awards Should LIS have an Awards Scheme like the Irish Landscape Institute? Exhibition and Awards This year they once again ILA are running their bi awards competition. -each entry costs 75 euros. 5 entries and there is a 10% reduction plus everyone can vote for the 'peoples Choice'-on line a great idea ??-- also : -every project entered is accompanied by panels [2 no. max] and every entry is visited [where appropriate] and all panels displayed at the awards ceremony -every member is welcome to attend it, many do - and they have good sponsorship to cover the costs and even make a profit on the event -the panels then tour Ireland as an ILI Exhibition 2015 and get great publicity in local and national press as well as being visited by shakers and movers in each location it is shown To be discussed at next meeting	
8	Communications	
8.1	Engagement with Architecture and Planning. JSW paper on Engagement with Architecture and Planning. To be discussed at a future meeting,	

8.2	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 – Committee confirmed that CW should progress. Question: could this brochure be used in schools too? To be discussed at a future meeting,	CW NG
9	Education, Competitions and Membership	
9.1	LIS Schools CD LIS Interactive DVD update on opening of flyer and number of schools visited.	NG
10	Events	
10.1	Events 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 a future meeting.	MT
10.3	Christmas Events Christmas Drinks organised for Wednesday 2 December in Edinburgh and Glasgow.	
10.4	MT to chase LI re offer of banners	MT
11	Strategic Planning and Promotion	
11.1	Nothing to report	
12	Policy and Technical Committees	
12.1	LI Policy Committee work – nothing to report	
12.2	Technical Committee – Work on Proportionality in Visual Representation , Residential Amenity and GLVIA3 review of use in practice ongoing.	
13	Treasurers Report	
13.1	Spending is within Budget.	
13.2	CW to circulate LI Expense Guidance to Committee	CW
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 by MT	
15.2	Achievement Award MT to prepare a brief on sub-committee selection of non-Committee members and remit of the sub-committee. Could this be combined with Project Awards (see 7.10)?	MT
15.3	David Skinner Lecture March 2016 Chris Rankin has been in contact with MT to discuss how LIS might assist with 2016 lecture. MT to follow up and report to next meeting.	MT
15.4	Brian Evans Talk to Scotland’s Gardens Heritage Society BE gave an excellent if rushed talk to the SGHS on the Sublime and Picturesque in Scotland. MT to write to BE and ask him to give the full version to an LI event.	MT
15.5	Landscape Education List of Members Skills and Experience ESACA could call on. The Committee agreed to circulate a form to members to complete, KF to comment on the form. MT to draft a form and circulate to Committee for agreement. Form to state name, background (qualification/practice/role), projects, experience and	

	specialisms and contact details. This to be circulated to members with those willing to be considered at their own cost to return form.	MT
15.6	Architects Benevolent Society Information on ABS on website under news and Branch Action Plan LI will have a rep on the Architects Benevolent Society. Members will be informed of this in Vista. ABS has provided a role description and an explanation of the relationship between ABS and LI. Possible ways of fund raising to be discussed at next meeting.	
16	AOB	
16.1	There was no other business	
17	Next Meetings	
17.1	Next meetings. To be arranged	ALL

DECISIONS		
Item		Action