

## MINUTE of COMMITTEE MEETING

**Location:** Central Library, George IV Bridge Edinburgh, in the Board Room (check on entry)

**Date:** Wednesday 13 January 2016, 3.30 for Policy and Development, 5.30 for Amin Pre-Meetings and 6.00 to 8.00 for Committee Meeting.

**Distribution:** Committee, Committee Support, Corresponding Members, Rebecca Hughes and Rachel Howe.

### 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(SR)) (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 13-01-16

1	<p>Peter Daniel</p> <p>A number of members attended Peter's funeral at which Marc van Grieken (MvG) gave a eulogy. MvG and Bill Carns have written obituaries which have been in the Guardian, the LI Newsletter and are on the LIS website.</p> <p>MvG has proposed that LIS produce a book on Peter and his work with various people writing Chapters. The idea that the book could be launched at an exhibition of Peter's work was discussed. The Committee agreed to support the development of both a book and an exhibition, MvG to proceed to put together an outline proposal so that cost and programme can be worked out.</p>
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2	Public Sector  LI Public Sector Working Group first meeting in February. Andrew Smith is contact but unable to attend. LIS to circulate a note to Public and Third Sector Landscape Architects to see if anyone else could attend, expenses would be paid by LI.
3	LI CPD SUD's Training  LIS will be in discussion with Sue Illman to give LI CPD SUD's Training.

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 that Rachel Howe had been briefed and settled in and to discuss and identify necessary Admin tasks.	
<b>5</b>	<b>Present</b> MT (Chair), JSW ( Secretary), Dan Walker, Rebecca Hughes (Policy and Development Officer) and RH (A) (Administrator)	
<b>6</b>	<b>Administration Actions</b>	
6.1	General <ul style="list-style-type: none"> <li>RH(A) having problems with pdf files, DW to assist.</li> <li>RH(A) to prepare a draft actions/programme of events on Excel spreadsheet to keep track of progress etc and circulate to Committee.</li> </ul>	RH(A)/DW RH(A)
6.2	Website <ul style="list-style-type: none"> <li>DW keeping track of website migration</li> <li>MT to obtain original maps of members and practices from Simon Odell for website</li> <li>LI Green Belt Paper and LIS response to go on website. RH(P+D) to give information to RH(A).</li> <li>LIS Constitution to go on Branch Action Plan section of website.</li> </ul>	DW MT RH(P+D)/RH(A) RH(A)
6.3	Website and Social Media Management <ul style="list-style-type: none"> <li>DW/SJ/RH(A) social media usage report ongoing.</li> <li>Summary of current use of Twitter, Facebook and website to be prepared to be emailed to members inviting comments prior to AGM.</li> <li>Agree method of content management with DW/SJ/RH(A).</li> </ul>	DW/RH(A) DW/SJ/RH(A) DW/SJ/RH(A)
6.4	Email  Progress on strategy of making emails to all members interesting and entertaining in order to get a greater opening of dotmailer emails.	RH(A)
6.5	Image Library  MT/DW to discuss an progress.	MT/DW
6.6	Assistance to RH(P+D) <ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul>	RH(A)/RT

	<ul style="list-style-type: none"> <li>RH(A) to assist RH(P+D) to put all items identified in Policy and Development Agenda on website.</li> </ul>	JSW/RH(A) RH(A)/RH(P+D)
6.7	<p>Assistance to Committee Members</p> <ul style="list-style-type: none"> <li>Assistance to NG with venues for Rethinking Urban Landscapes touring exhibition</li> </ul>	NG/RH((A))
<b>7</b>	<b>POLICY AND DEVELOPMENT PRE-MEETING</b>	
<b>8</b>	<b>Objective of Meeting</b>	
8.1	A working progress meeting to cover actions while RH(P+D) is working abroad from mid January to end of February	
<b>9</b>	<b>Present</b> MT (Chair) and RH (Policy and Development Officer)	
<b>10</b>	<b>Policy and Development</b>	
10.1	<p>Work Plan</p> <p>Updated Work Plan to be produced for 3 month period from December 2015 to April 2016, this and forward programme to be presented at the AGM in April.</p>	RH(P+D)
10.2	<p>‘The increasing height of wind turbines and the effect on the Scottish landscape: A Debate’</p> <p>The Onshore Wind-The Next Phase Working Group have requested a copy of Draft 2 which MT will pass to them on the understanding it is provisional until comments have been received from members and a final version produced and circulated.</p> <p>Draft 2 of Report to be circulated to Workshop attendees and to members unable to attend in particular to Adrian Pringle and Janet Swales. Final circulation to be agreed but will include SNH, The Onshore Wind-The Next Phase Working Group and Scottish Government</p>	MT RH(P+D)/MT/MvG
10.3	<p>Landscape 2020 Initiative.</p> <p>Still unable to find a member to lead, RH(P+D) to talk to Liz Thomas.</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, to be discussed further when a lead agreed.</p>	RH(P+D) RH(P+D)
10.4	<p>Review of LIS Business Plan 2015-2020</p> <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> <p>To be completed by the end of February</p>	RH(P+D)
10.5	<p>Meeting with SNH</p> <p>RH(P+D) to chase SNH on Note of Meeting and actions.</p>	RH(P+D)
10.6	<p>LIS Manifesto</p> <p>JSW has provided RTPi Manifesto either JSW to check with BEFS. JSW to find out from RTPi how and to whom they are distributing it to the various political parties.</p>	JSW

	RH to draft Manifesto for February Committee Meeting.. Agreed Manifesto should be 3 or 4 bullet points.	RH(P+D)
10.7	Plant Health  Report on meeting of 6-10-15 and Plant Health Strategy for Scotland meeting on 14-12-15 to go on website and to be circulated to LI Biosecurity Working Group.  Plant Health Strategy due for completion by the end of March. RH(P+D) main concern is that we are a customer and we are concerned about lack of urgency.	RH(P+D)
10.8	Public Sector Committee Representative  RH(P+D) will remind SNH (Laura Campbell) of their agreement to consider who might be prepared to take this on (see 10.5).	RH(P+D)
10.9	Devolved Nations Policy Officers Meeting  Meeting to be discussed and report to go on website	RH(P+D)
10.10	SG Placemaking  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.  In preparation RH(P+D) to follow up RTPI position on Development of the Place Standard and on the NPF3 and SPP consultation	RH(P+D)  RH(P+D)/JSW
10.11	Review of the Planning System  JSW to attend Round Table Discussion on 23-02-16.	JSW
10.12	Land Use Strategy Review 2016-2021  Consultation response will be <ul style="list-style-type: none"> <li>• No mention of landscape</li> <li>• Not clear how the strategy influences other strategies/documents</li> </ul>	RH(P+D)
10.13	Consultations on Website  RH(P+D) to contact HN to find out if he has any consultations that should go on the website.	RH(P+D)
<b>COMMITTEE MEETING</b>		
<b>1</b>	<b>Objective of Meeting</b>	
1.1	A working meeting with reporting, discussion and sub-committee reporting	
<b>2</b>	<b>Present and Apologies</b>	
2.1	Present: Mark Turnbull (Chair), Alan Cameron (Vice Chair), James Spence Watson (Secretary), Rachel Tennant (Council Rep), Nicola Garmory, Dan Walker, Steve Wheatley, Ross White, Nick Bowen, Rebecca Heatlie (Student Rep), Rachel Howe (Administrator) and Rebecca Hughes (P+D)	
2.2	Apologies: Clare Wunsch (Treasurer), Sonia Jackett and Sara Melville	
2.3	MT welcomed Rebecca Heatlie (RH (SR)) (Student Rep) back to the Committee.	
<b>3</b>	<b>Minutes of Previous Meeting</b>	
3.1	Minutes of Meeting 1-12-15 circulated and on website.	
<b>4</b>	<b>Matters Arising from Previous Meetings</b>	
4.1	There were no matters arising from Previous Meetings not covered in the Agenda	
<b>5</b>	<b>Pre-Meetings</b>	
5.1	RH(P+D) gave a brief summary of the key points from the Policy and Development Pre-Meeting concentrating on the need to identify a lead for the 2020 Initiative and the LIS Manifesto. .	
<b>6</b>	<b>Matters to Report</b>	
6.1	On Shore Wind – The Next Phase	

	MT to attended next Working Group Meeting on 27-01-16. Meeting will focus on alternative strategies.	MT
6.2	Business School Research  NB gave an update on the proposal received by Ian White and Associates from the Business School at Stirling University for a student to undertake a study of the professions contribution to the Scottish economy. The Committee supported NB in accepting this interesting and valuable proposal while accepting it would be constrained by educational requirements. Assistance was offered if this should be required.	NB
6.3	Social Media Strategy  Sub Committee meeting set up for 25-01-16	DW/SW/SJ/RH(A)
6.4	LI CPD SUD's Training  Offer via Sue Evans by Sue Illman to give LI CPD SUD's Training at cost. It was felt that here would be considerable interest in having this event. MT to pass Sue Evens email to NG who will follow up.	MT/NG
6.5	The Essential Landscape  Proposal by Ian Appleton for a conference with support from LIS. MT reported to IA that after due consideration this proposal did not have the support of the Committee.	
6.6	Peter Daniel  A number of members attended Peter's funeral at which MvG gave a eulogy. MvG and Bill Carns have written obituaries which have been in the Guardian, the LI Newsletter and are on the LIS website.  MvG proposed that LIS produce a book on Peter and his work with various people writing Chapters. The idea that the book could be launched at an exhibition of Peter's work was discussed. The Committee agreed to support the development of both a book and an exhibition, MvG to proceed to put together an outline proposal so that cost and programme can be worked out.  MvG raised the issue of archiving Peter's work (see 7.7)	MvG
6.7	Ian White  Congratulations to IW on being made an Honorary Fellow of the RIAS	
<b>7</b>	<b>Discussion Topics</b>	
7.1	Festival of Architecture  <ul style="list-style-type: none"> <li>Sub Committee meeting 20-01-16</li> <li>A simple letter regarding the LIS proposal is required, this to include the Rethinking Urban Landscapes travelling exhibition</li> </ul> Ongoing Actions  <ul style="list-style-type: none"> <li>Complete competition Brief including site plan, photos etc</li> <li>Select judges</li> <li>Agree format for exhibition</li> <li>Attend February Forum meeting</li> </ul>	AC/CW/NG/DW  AC  AC/MT AC AC AC
7.2	A+DS Best of the Best Exhibition  CW attended meeting and will update the Events Sub Committee	CW
7.3	Private Sector Strategy, Survey and Event  Analysis and Conclusion of Survey underway. Another 20 responded have been received making the total 60 about 12% of private sector members.  Practice Heads Breakfast meeting to be considered once the survey results are available and an agenda can be prepared.	SW/RT  RT/MT

7.4	<p>Public Sector Survey and Event</p> <p>Further consideration need on how to carry this initiative forward. The Committee deeply concerned about further erosion of the public and third sector LA's.</p> <p>LI Public Sector Working Group first meeting in February. Andrew Smith is contact but unable to attend. LIS to circulate a note to Public and Third Sector Landscape Architects to see if anyone else could attend, expenses would be paid by LI.</p>	RT
7.5	<p>Events Programme for 2016</p> <p>Work on confirmation of programme for Rethinking Urban Landscape Exhibition and events, Competitions, Conference and other events including AGM underway so that budgets can be developed and venues booked (SW to advise on Edinburgh venues</p> <p>The Committee to discuss further a 2020 Design Event at the next meeting.</p>	
7.6	<p>AGM</p> <ul style="list-style-type: none"> <li>It was agreed that SJ proposal for AGM be developed and that AGM presentations by the Committee should follow the informal manner of 2015..</li> <li>AGM to be held Wednesday 27 April 2016</li> <li>MT to contact Kenny Fraser to see if this can be held at ECA as this would be attractive to students as well as members.</li> </ul>	SJ ALL MT
7.7	<p>LIS Archive</p> <p>Discussion on the need to setup an LIS archive noting that Brian Evans had Bill Gillespies material and taking into consideration the discussion on Peter Daniel's work (see 6.6)</p> <ul style="list-style-type: none"> <li>It was agreed that an Institute must have an archive and that in the case of an LIS archive this should be available in digital form</li> <li>It was suggested that a Dictionary of Scottish Landscape Architects be prepared</li> <li>RT to contact LINI to find out how they have setup and funded their archive. A book on Peter Daniel and an Exhibition of his work would be an excellent way of launching an archive.</li> </ul>	RT
7.8	<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>	ALL
7.9	<p>PR and Events Strategy</p> <p>The need for professional PR and Events Organiser</p> <ul style="list-style-type: none"> <li>MT to talk to Neil Baxter to find out how RIAS deals with PR.</li> </ul> <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>	MT  ALL
7.10	Engagement with Architecture and Planning.	

	JSW to discuss Engagement with Architecture and Planning at a future meeting.	JSW
7.11	LIS Awards  Should LIS have an Awards Scheme like the Irish Landscape Institute?  Should we have Achievement Awards this year?  Previously agreed that MT to prepare a brief on sub-committee selection of non-Committee members and remit of the sub-committee. To be discussed at next meeting	ALL  ALL  MT MT
7.12	Landscape Lighting Event  NG to consider offer by Patrick Elsdale of Arup in Queensferry to give a talk on Landscape Lighting (see email MT/NG 18-12-15)	NG
<b>8</b>	<b>Communications</b>	
8.1	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
<b>9</b>	<b>Education, Competitions and Membership</b>	
9.1	LIS Schools CD  LIS Interactive DVD update on opening of flyer and number of schools visited.  To be discussed at a future meeting	NG
9.2	LI "Join the LI" Event at EAC  RH(SR) made the point that the low attendance at the LI organised "Join the LI" event at which MT also talked was due to the fact that the timing did not fit with student's work programmes and as far as anyone knows the LI did not consult on the timing of the event.  MT to raise with the LI.	MT
<b>10</b>	<b>Events</b>	
10.1	Events  SW to report on CDM feedback survey at next meeting.	SW
10.2	Dispersed members and events – to be discussed at a future meeting.	MT
10.3	MT to continue to chase LI re offer of banners	MT
<b>11</b>	<b>Strategic Planning and Promotion</b>	
11.1	All items discussed in main in 6 and 7	
<b>12</b>	<b>Policy and Technical Committees</b>	
12.1	LI Policy Committee work – nothing to report	
12.2	Technical Committee – nothing to report.	
<b>13</b>	<b>Treasurers Report</b>	
13.1	No Report.	
13.2	CW to circulate LI Expense Guidance to Committee	
<b>14</b>	<b>Secretary's Report</b>	
14.1	No Report.	
<b>15</b>	<b>Chair's Report</b>	
15.1	Correspondence - nothing to report all items requiring action were dealt with by MT or RH(A)	

15.2	David Skinner Lecture 16 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.  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 agreed with KF and circulated to members with those willing to be considered at their own cost to return form.	MT
15.6	Architects Benevolent Society  Possible ways of fund raising to be discussed at next meeting.	
<b>16</b>	<b>AOB</b>	
16.1	There was no other business	
<b>17</b>	<b>Next Meetings</b>	
17.1	Next meetings Wednesday 17 February at LUC, 23 March Edinburgh, 13 April Glasgow, 23 April AGM Edinburgh, 11 May Edinburgh, 15 June Glasgow, 13 July Edinburgh, 17 August Glasgow, 21 September Edinburgh, 19 October Glasgow, 16 November Edinburgh and 14 December Glasgow.,	ALL