

## MINUTE of COMMITTEE MEETING

**Location:** LUC Office, 37 Otago Street, Glasgow G12 8JJ 0141.334.9595, (For map of location go to <http://www.landuse.co.uk/contact>)

**Date:** Wednesday 17 February 2016, 5.15 for Chairs Pre-Meeting,, 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 17-02-16

|   |  |
|---|--|
| 1 | <p>LIS AGM</p> <p>AGM to be held Wednesday 27 April 2016 at EAC 6.00 for 6.45 to 8.40. Drinks and nibbles before and drinks after till 9.00.</p> <p>Agenda will include Reflections by 3 members, presentation to new CMLI's and their Mentors, presentation on LIS Involvement with Festival of Architecture (Competition/Exhibitions), AGM and presentations by committee members.</p> |
|---|--|

|   |  |
|---|--|
| 2 | <p>Peter Daniel</p> <p>The Committee has agreed to investigate the possibility of an LIS/Peter Daniel Annual Award to an ESALA student this to be discussed with Kenny Fraser.</p> <ul style="list-style-type: none"> <li>• LIS would set out each year the nature of the award and will judge in partnership with ESALA.</li> <li>• The Award would be loosely based around Peter's ideals</li> <li>• After discussion with Kenny Fraser the approval of the family and other interested people would be sought.</li> </ul> |
|---|--|

| Item     |   | Action                              |
|----------|---|-------------------------------------|
| <b>1</b> | <b>CHAIR PRE MEETING</b>  |                                     |
| <b>2</b> | <b>Objective of Meeting</b>   |                                     |
| 2.1      | MT and CW to discuss 2016/17 Business plan, AGM and other financial matters   |                                     |
| <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><br>MT (Chair), JSW (Secretary), CW (Treasurer), DW, and RH (A) (Administrator)   |                                     |
| <b>6</b> | <b>Administration Actions</b>   |                                     |
| 6.1      | <p>General</p> <ul style="list-style-type: none"> <li>• MT to send RH(A) list of members without email addresses.</li> <li>• Draft actions/programme of events put on Excel spreadsheet during the meeting.. Will circulated to Committee.</li> </ul>   | RH(A)/DW<br>RH(A)                   |
| 6.2      | <p>Website</p> <ul style="list-style-type: none"> <li>• Advisor Council Minute re LI website progress to be passed to DW</li> <li>• MT still 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 under News and Consultation. RH(P+D) to give information including Introduction to RH(A).</li> </ul>                    | RT<br>MT<br>RH(P+D)/RH(A)<br>RH(A)  |
| 6.3      | <p>Website and Social Media Management</p> <ul style="list-style-type: none"> <li>• RH(A) to prepare social media usage report</li> <li>• Summary of current use of Twitter, Facebook and website to be prepared to be emailed to members inviting comments prior to AGM. Agreed this should be based on 6 monthly usage.</li> <li>• Progress on agreeing method of content management with DW/SJ/RH(A).</li> </ul> | RH(A)<br>DW/SJ/RH(A)<br>DW/SJ/RH(A) |
| 6.4      | <p>Email</p> <ul style="list-style-type: none"> <li>• Progress on strategy of making emails to all members interesting and entertaining in order to get a greater opening of dotmailer emails</li> </ul>  | RH(A)                               |
| 6.5      | <p>Image Library</p> <p>MT/DW to discuss progress.</p>  | MT/DW                               |
| 6.6      | <p>Assistance to RH(P+D)</p> <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. Progress.</li> </ul>   | RH(A)/RT                            |

|           |   |   |
|-----------|---|---|
|           | <ul style="list-style-type: none"> <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 from RTPi via JSW and contact with COSLA re HoPS. Progress.</li> <li>RH(A) to assist RH(P+D) to put all items identified in Policy and Development Pre-Meeting Minute on website. Progress – no progress since early Jan2016.</li> </ul> <p>The following was noted for RH(P+D) and RH(A)</p> <ul style="list-style-type: none"> <li>The SG Improvement Service will circulate information to all public sector planners (Contact Trevor Moffat).</li> <li>A+DS are surveying professionals in local government planning.</li> <li>A+DS have suggested a mobile design review panel.</li> </ul> | <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"> <li>Assistance to NG with venues for Rethinking Urban Landscapes touring exhibition. Progress</li> </ul>  | <p>NG/RH((A)</p>                            |
| <b>7</b>  | <b>POLICY AND DEVELOPMENT PRE-MEETING</b>   |   |
| <b>8</b>  | <b>Objective of Meeting</b>   |   |
| 8.1       | Progress covering actions while RH(P+D) is working abroad from mid January to 4 <sup>th</sup> March   |   |
| <b>9</b>  | <b>Present</b><br>MT (Chair) and RH (Policy and Development Officer) by email.  |   |
| <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. To be prepared on return.</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>The Onshore Wind-The Next Phase Working Group have requested a copy of the Final Report by early March. It is seen as an influential report..</p> <p>Draft 2 of Report circulated to all LIS members for comment.</p> <p>Final circulation to be agreed but will include SNH, The Onshore Wind-The Next Phase Working Group and Scottish Government</p>   | <p>MT/RH(P+D)/MvG</p> <p>RH(P+D)/MT/MvG</p> |
| 10.3      | <p>Landscape 2020 Initiative.</p> <p>Still unable to find a member to lead, RH(P+D) to talk to Liz Thomas also suggest Lisa Mackenzie at ECA.</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 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>   | <p>RH(P+D)</p> <p>RH(P+D)</p>               |
| 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> </ul>   |   |

|       |  |                                   |
|-------|--|-----------------------------------|
|       | <ul style="list-style-type: none"> <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 mid March.</p>  | RH(P+D)                           |
| 10.5  | <p>Meeting with SNH</p> <p>Note of Meeting and actions circulated. RH(P+D) to coment.</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> <p>RH to draft Manifesto for March Committee Meeting.. Agreed Manifesto should be 3 or 4 bullet points as put forward to Cross Party Group plus consideration of the points set out in 10.4 above. Initial Draft manifesto points prepared – email sent to MT 15/1/2016</p>  | <p>JSW</p> <p>MT/RH(P+D)</p>      |
| 10.7  | <p>Plant Health</p> <p>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.</p> <p>Plant Health Strategy due for completion by the end of March. RH(P+D) to keep Committee and LI Technical Committee informed. Report of 14/12/15 meeting recently available and will send to RH(A) for LIS website. No report of 6/10/15 event as really launch of SG's proposed Virtual Centre of Plant Expertise idea with preparation of tender by SG snd awaiting appointment of Chief Plant Health Officer this spring.</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 (see 10.5). Done – material coming through now from Liaison Meeting with SNH who accept they have a role/responsibility to assist this</p>  | RH(P+D)                           |
| 10.9  | <p>Devolved Nations Policy Officers Meeting</p> <p>Meeting to be discussed and report to go on website. Agenda of meeting can be posted but really office business/ mechanics discussion for each working in isolation as dispersed team covering UK &amp; report updates from each devolved nation. Future PCC plan from Stephen Russell may be more appropriate for website when available – also new Chair of PCC due with Merrick Denton-Thomas now \president Elect.</p>  | RH(P+D)                           |
| 10.10 | <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. Dates in mid/late March to meet SR offered, date to be agreed. RTPI contact to followup in March.</p>  | <p>RH(P+D)</p> <p>RH(P+D)/JSW</p> |
| 10.11 | <p>Review of the Planning System</p> <p>JSW to attend Round Table Discussion on 23-02-16.</p>  | JSW                               |
| 10.12 | <p>Land Use Strategy Review 2016-2021</p> <p>Consultation prepared and submitted by DW –Thanks to DW.</p>  |                                   |
| 10.13 | <p>Consultations on Website</p> <p>RH(P+D) to contact HN to find out if he has any consultations that should go on the website. .Ongoing, pre Nov 2013 consultations to be follow up with HN in March</p>  | RH(P+D)                           |



|     |   |  |
|-----|---|--|
|     | <p>Landscape Exhibition venues and events to be passed to CW.</p> <ul style="list-style-type: none"> <li>Promotion of LIS events to be discussed at the next meeting</li> </ul> <p>Ongoing Actions</p> <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 March Forum meeting</li> </ul>   | <p>AC</p> <p>MT<br/>AC<br/>AC<br/>AC</p>   |
| 7.2 | <p>AGM</p> <ul style="list-style-type: none"> <li>AGM to be held Wednesday 27 April 2016 at EAC 6.00 for 6.45 to 8.30. Drinks and nibbles before and drinks after till 9.00.</li> <li>Suggested Agenda 6.00-6.45 Drinks and nibbles, 6.45 to 6.50 Welcome and Intro, 6.50 to 7.30 Reflections (3@10minutes and 10 minutes general Q and A?), 7.30 to 7.40, Presentation to new CMLI's and Mentors, Presentation on LIS Involvement with Festival of Architecture (Competition/Exhibition), 7.40 to 8.40 AGM and Committee Presentations as last year and 8.40 to 9.00 drinks..</li> <li>Agree program and tasks.</li> <li>SJ arranging 3 speakers likely to be Greg Meikle, Lisa McKenzie and Falicity Stears.</li> <li>Committee Presentations will be by Powerpoint as follows <ul style="list-style-type: none"> <li>Brief Summary of Public and Private  Sector Surveys and next steps</li> <li>Social Media Strategy</li> <li>Events</li> <li>Chairs Report</li> <li>Treasurers Report and Business Plan</li> </ul> </li> <li>SJ to prepare a flyer by mid March to go to members, practice and to be put up in various places</li> <li>A Book on Design to be given to new CMLI's</li> <li>Photographs and Video to be made of AGM for website</li> </ul> | <p>JSW</p> <p>SJ</p> <p>RT<br/>DW<br/>NG<br/>MT<br/>CW</p> <p>SJ<br/>CW<br/>MT/RH(A)</p> |
| 7.3 | <p>A+DS Best of the Best Exhibition</p> <p>CW involved..</p>  | <p>CW</p>  |
| 7.4 | <p>Private Sector Strategy, Survey and Event</p> <p>Analysis and Conclusion of Survey'</p> <p>A "Designers" Event to be considered. Points for discussion could be</p> <ul style="list-style-type: none"> <li>Is there a shift in workload?</li> <li>How is any shift in workload being dealt with?</li> <li>What do we need to do to promote design?</li> </ul> <p>Practice Heads Breakfast meeting to be considered once the survey results are available and an agenda can be prepared.</p> <p>A List of people willing to talk at events has been prepared.</p>   | <p>SW/RT</p> <p>RT</p> <p>RT</p> <p>RT/RH(A)</p>   |
| 7.5 | <p>Public Sector Survey</p> <p>LI Public Sector Working Group first meeting in February. Andrew Smith is contact but unable to attend. There was no response to LIS to note to Public and Third Sector Landscape Architects to see if anyone else could attend, . Note of meeting will be circulated to all Public and Third Sector members and put on website.</p> <p>Public and Third Sector member for committee still not identified. AC will talk to a member who may be willing to join.</p>  | <p>MT/AS</p> <p>AC</p>   |
| 7.6 | <p>Events Programme for 2016</p>  |  |

|          |   |                        |
|----------|---|------------------------|
|          | Progress on Conference, Lighting event and other events so that budgets can be developed and venues booked (SW to advise on Edinburgh venues)<br>The Committee to discuss further a 2020 Design Event at the next meeting.  | NG                     |
| 7.7      | New LI and LIS Websites<br>DW monitoring  | DW                     |
| 7.7      | LIS Archive <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> Progress to be discussed at next meeting  | RT                     |
| 7.8      | Placemaking Competition Digital Book and Postcards<br>Maximising circulation<br>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)<br>To be discussed at the next meeting. | ALL                    |
| 7.9      | PR and Events Strategy<br>The need for professional PR and Events Organiser <ul style="list-style-type: none"> <li>MT to talk to Neil Baxter to find out how RIAS deals with PR.</li> </ul> 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.<br>Discuss the setting up a working group at the next meeting.  | MT<br>ALL              |
| 7.10     | Engagement with Architecture and Planning.<br>JSW to discuss Engagement with Architecture and Planning at a future meeting.   | JSW                    |
| 7.11     | LIS Awards<br>Should LIS have an Awards Scheme like the Irish Landscape Institute?<br>Should we have Achievement Awards this year?<br>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<br>ALL<br>MT<br>MT |
| 7.12     | Planning Review<br>JSW attending Planning Review meeting with Panel member. JSW will be going to RTPI AGM in April and GIA AGM in June.   | JSW                    |
| <b>8</b> | <b>Communications</b>   |                        |
| 8.1      | Join the LIS Brochure<br>'Join the LIS' pocket brochure to hand out to students. CW to progress..   |                        |

|           |   |          |
|-----------|---|----------|
|           | Question: could this brochure be used in schools too?<br>To be discussed at a future meeting,   | CW<br>NG |
| <b>9</b>  | <b>Education, Competitions and Membership</b>   |          |
| 9.1       | LIS Schools CD<br>LIS Interactive DVD update on opening of flyer and number of schools visited.<br>To be discussed at a future meeting  | NG       |
| <b>10</b> | <b>Events</b>   |          |
| 10.1      | Events<br>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- no progress. Committee agreed to prepare our own banners.   | DW       |
| <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 – preparation of position statement on Rural Landscapes  |          |
| 12.2      | Technical Committee – Proportionality in Visual Representation/ Update of Advice Note 1/11, Residential Amenity Assessment, GLVIA3 Panel additional Notes.  |          |
| <b>13</b> | <b>Treasurers Report</b>  |          |
| 13.1      | Reported under 5.1  |          |
| 13.2      | CW to circulate LI Expense Guidance to Committee  | CW       |
| <b>14</b> | <b>Secretary's Report</b>   |          |
| 14.1      | Reported under 5.1  |          |
| <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<br>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<br>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<br>List of Members Skills and Experience ESACA could call on.<br>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<br>Possible ways of fund raising to be discussed at a future 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 23 March Edinburgh, 13 April Glasgow, 27 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      |



