

Landscape Institute Scotland

Inspiring great places

MINUTE of COMMITTEE MEETING

Location: Central Library, George IV Bridge Edinburgh, in Meeting Room 1

Date: Wednesday 23 March 2016, 4.30 for Policy and Development Officer Pre-Meeting, 5.30 for Admin 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), Dan Walker (DW), Steve Wheatley (SW), Ross White (RW), Sonia Jackett (SJ) and Nick Bowen (NB).

Committee Support: Nicola Garmory (NG), 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) – JSW (lead) 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 23-03-16

1	'The increasing height of wind turbines and the effect on the Scottish landscape: A Debate' 16 responses received. 50/50 for and against on Confidential Draft with 50/50 for and against within public and within private sector. MT/MvG and RH(P+D) considering options for next steps.
2	Peter Daniel Annual Student Award LIS will investigate the possibility of an LIS/Peter Daniel Annual Award to an ESALA student.
3	ASLA Landscape Architecture Month LIS will consider how it can be involved in the ASLA April Landscape Architecture Month

Item		Action
1	CHAIR PRE MEETING	
2	Objective of Meeting	
2.1	No meeting required	
3	ADMINISTRATION PRE-MEETING	
4	Objective of Meeting	
4.1	A working meeting to discuss progress and identify necessary Admin tasks.	
5	Present MT (Chair), RH (P+D) and RH (A) (Administrator)	
6	Administration Actions	
6.1	General <ul style="list-style-type: none"> • List of members without email addresses to be setup. • Tying up Dotmailer statistics and identifying suppressed members to enable emails to be sent to all members with email addresses. • Final list of Public Sector members to be passed to MT and RH(P+D). • Updated draft actions/programme of events put on Excel spreadsheet and circulated to Committee before each meeting. 	RH(A)/MT RH(A) RH(A) RH(A)
6.2	Website <ul style="list-style-type: none"> • Advisory Council Minute re LI website progress to be passed to DW • MT still to obtain original maps of members and practices from Simon Odell for website • 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). 	RT MT RH(P+D)/RH(A) RH(A)
6.3	Website and Social Media Management <ul style="list-style-type: none"> • RH(A) to prepare social media usage report for each Committee Meeting. 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. RH(A) to contact Louis Varley of LI re help with Google Analytics log in. CW keen to know how many members are interacting with Tweets. • Progress on agreeing method of content management with DW/SJ/RH(A). 	RH(A) DW/SJ/RH(A) DW/SJ/RH(A) DW/SJ/RH(A)
6.4	Image Library MT/DW to discuss progress at future meeting..	MT/DW
6.5	Assistance to RH(P+D) <ul style="list-style-type: none"> • 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 Pre-Meeting Minute on website. • Check that Coastal Character emails from RH(P+D) have been received • RH(A) to make a list of members who have responded to the 'The increasing height of wind turbines and the effect on the Scottish landscape: A Debate' in terms of name, organisation and email address and also save responses and pass to RH(P+D). <p>The following was noted for RH(P+D) and RH(A)</p> <ul style="list-style-type: none"> • The SG Improvement Service will circulate information to all public sector 	RH(A)/JSW RH(A)/RH(P+D) RH(A)/RH(P+D) RH(A)

	<p>planners (Contact Trevor Moffat).</p> <ul style="list-style-type: none"> • A+DS are surveying professionals in local government planning. • A+DS have suggested a mobile design review panel. 	
6.7	<p>Assistance to Committee Members</p> <ul style="list-style-type: none"> • Assistance to JSW with venues for Rethinking Urban Landscapes touring exhibition. Locations to be considered are the Netherbow Centre, Waverly Station Exhibition Area, Eastgate Centre in Peebles (AC), Hawick (AC) and contact to be made with Andrew Smith re Edinburgh Council locations. 	JSW/RH((A)
7	POLICY AND DEVELOPMENT PRE-MEETING	
8	Objective of Meeting	
8.1	Progress on actions while RH(P+D) is working abroad from mid January to 4 th March	
9	Present	
	MT (Chair) and RH (P+D).	
10	Policy and Development	
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>16 responses received. 50/50 for and against on Confidential Draft with 50/50 for and against within public and within private sector. MT/MvG and RH(P+D) considering options for next steps.</p>	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 also suggest Lisa Mackenzie at ECA. RH(P+D) to raise at AGM and include in AGM Report.</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> <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 sent RH(P+D) ELGT analysis as an example) <p>RH(P+D) to get this to CW as soon as possible.</p>	RH(P+D)
10.5	<p>Meeting with SNH</p> <p>Note of Meeting and actions circulated. MT to comment. RH(P+D) to make contact with Laura Campbell.</p> <p>MT to send Laura Campbell LIS and LI Public Sector Strategy documents.</p>	<p>MT</p> <p>RH(P+D)</p> <p>MT</p>
10.6	<p>LIS Manifesto</p> <p>JSW to check with BEFS regarding their Manifesto. 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 end of March. Agreed Manifesto should be 3 or 4 bullet points</p>	JSW

	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, MT to respond and RH(P+D) then to circulate to Committee for comment. Final Draft to be circulated to all members by April 19 for comment.	MT/RH(P+D) RH(P+D)
	RH(P+D) to attend LINK Hustings on 13 April which is titled Building Scotland's Future.	RH(P+D)
10.7	Plant Health 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. RH(P+D) to attend Scottish Tree Health Advisory Group meeting in April and update Colin Moore of the LI Technical Committee Biosecurity Working Group. Pest Risk Assessment Review has focus on plant pests. RH(P+D) to prepare response to consultation.	RH(P+D) RH(P+D) RH(P+D) 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 and Devolved Nations Chairs telecon Meeting to be discussed and report to go on website. Nothing to report from Chairs telecon.	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)
10.11	Consultations on Website 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.	RH(P+D)
10.12	Land Use Strategy 2016-2021 RH(P+D) will review the Land Use Strategy and respond.	RH(P+D)
10.13	SNH Coastal Landscape Character Document RH(P+D) to review SNH document and draft response.	RH(P+D)
10.14	Proposed Environmental Court RH(P+D) to review and decide if LIS need to comment.	RH(P+D)
10.15	RH(P+D) Consultancy to LIS LIS Coinsultancy Contract with RH(P+D) to be renewed from April 2016 to end of March 2017 for 64 days of time. MT has applied to LI for increase to 100 days, reply awaited.	MT/JSW MT
COMMITTEE MEETING		
1	Objective of Meeting	
1.1	A working meeting with reporting, discussion and sub-committee reporting	
2	Present and Apologies	
2.1	Present: Mark Turnbull (Chair), Alan Cameron (Vice Chair), Clare Winsch (Treasurer), , Steve Wheatley, Nick Bowen, Rebecca Hughes (P+D) and Rachel Howe (Administrator).	
2.2	Apologies: Rachel Tennant (Council Rep), James Spence Watson (Secretary), Dan Walker Sonia Jackett, Ross White and Rebecca Heatlie (Student Rep),. ,	
3	Minutes of Previous Meeting	

3.1	Minutes of Meeting 17-02-16 circulated and on website.	
4	Matters Arising from Previous Meetings	
4.1	Nicola Garmory has retired from the Committee but will continue as Committee Support. She will continue to act for LIS on GIA and Glasgow Design Panel meetings and will provide reports to Committee. The Committee expressed sincere thanks to Nicola for her hard work on Events and other matters.. JSW has agreed to take over as Events lead in the interim.	
5	Pre-Meetings	
5.1	Brief summary of the key points from the Administration and Policy and Development Pre-Meetings. It was confirmed that RH(P+D) should attend the LINK Hustings on 13-04-16 rather than the LIS Committee Meeting.	RH(A)/RH(P+D) RH(P+D)
6	Matters to Report	
6.1	On Shore Wind – The Next Phase Reported in P+D Pre-Meeting 10.2 and to Committee in 5.1.	
6.2	Business School Research NB awaiting further contact on the proposal received by Ian White and Associates from the Business School at Stirling University.	
6.3	Social Media Strategy Being discussed further, meeting date to be set. DW analysing Website usage, RH(A) has analysed Facebook and Twitter usage. LinkedIn being considered. Report to be given to AGM.	DW/SW/SJ/RH(A)
6.4	LI CPD SUD's Training Progress on discussion with Sue Illman to give LI CPD SUD's Training at cost. Cost, date and venue(Stirling?) to be resolved. JSW to check progress.	JSW
6.5	Joint Events with BALI SW to report on discussions with BALI	SW
6.6	Specifi Event Specifi Event is in Edinburgh on 15 June. Scottish speaker to be considered. Event on LIS website reminder will be sent out to all members nearer the time and when speaker agreed.	SW
6.7	Planning Review JSW attended Planning Review meeting with Panel member. JSW will be going to RTPi AGM in April and GIA AGM in June. JSW will report to next meeting.	JSW
6.8	David Skinner Lecture MT reported that the lecture was very interesting and well attended. Mt has videoed the lecture and will prepare either video or stills for the LIS website. MT to establish whether his video is suitable but to keep in mind the need for professional video..	MT
6.9	Peter Daniel MvG is progressing an outline proposal for a book and exhibition so that cost and programme can be worked out. MT to chase so it can be reported at AGM. The Committee agreed to investigate the possibility of an LIS/Peter Daniel Annual Award to an ESALA student. MT to discuss with Kenny Fraser <ul style="list-style-type: none"> • LIS would set out each year the nature of the award and will judge in partnership with ESALA. • The Award would be loosely based around Peter's ideals. • After discussion with Kenny Fraser the approval of the family and other interested people would be sought. • Peter's archive will be at Edinburgh University. 	MvG/MT MT

	MT to chase so it can be reported at AGM	MT
6.10	ASLA Landscape Architecture Month DW will consider how LIS can be involved in the ASLA April Landscape Architecture Month	DW
7	Discussion Topics	
7.1	<p>Festival of Architecture</p> <ul style="list-style-type: none"> Lachie Munroe will be asked to review the competition brief. AC in discussion with Ironside Farrar regarding support for a student competition prize-winner. AC looking for 4 images from Committee members for Landscape Exhibition trial. RH(A) will be attending Steering Group Meeting on 13 April as AC unable to attend. AC will prepare a statement of intention to go on the website and be explained at the AGM <p>Programme, dates and costs including programme for Rethinking Urban Landscape Exhibition venues and events to be passed to CW.</p> <ul style="list-style-type: none"> Promotion of LIS events to be discussed at next meeting. <p>AC to follow up email of 11-03-16 from Caron Stevenson</p> <ul style="list-style-type: none"> CW to follow up "Hello to Architecture" <p>Ongoing Actions</p> <ul style="list-style-type: none"> Judges. Sandy Robinson, Jill Gerber have agreed, MT to contact Noel Farrer. Scottish Museums have agreed to photos of their sculptures to be included in competition brief. Launch will be in May with Competition early September, 	AC AC ALL RH(A) AC AC/CW AC CW/AC
7.2	<p>AGM</p> <ul style="list-style-type: none"> 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 or later. AGM will be in Hunter ground floor lecture theatre, Hunter Building with access from main front door to college, drinks will be in the Hunter Building Higgitt Gallery. Help needed to setup. 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 (DW has contacted 60%), 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 or later drinks. Agree program and tasks. SJ has arranged 3 speakers Greg Meikle, Elinor Scarth and Falicity Steers. Consider giving the CMLI's a book on design, Mentors and speakers a token of appreciation? Committee Presentations will be by Powerpoint (DW will provide template) as follows <ul style="list-style-type: none"> Brief Summary of Public and Private Sector Surveys and next steps Social Media Strategy Events Chairs Report Treasurers Report and Business Plan SJ has prepared a flyer to go to members, practice and to be put up in various places New/additional LIS banners be prepared for AGM 	DW JSW/ALL ALL DW RT DW SW MT CW ALL DW

	<ul style="list-style-type: none"> Photographs and Video to be made of AGM for website Establish who on Committee is prepared to stand or re-election. 	MT MT
7.3	A+DS Best of the Best Exhibition CW briefing at next meeting	CW
7.4	Private Sector Strategy, Survey and Event Conclusion to Survey and Survey on website and circulated to all members A "Designers" Event to be considered. Points for discussion could be <ul style="list-style-type: none"> Is there a shift in workload? How is any shift in workload being dealt with? What do we need to do to promote design? Practice Heads Breakfast meeting to be considered once the survey results are available and an agenda can be prepared.	RT/RH(A) RT RT
7.5	Public Sector Survey LI Public Sector Working Group first meeting in February. Andrew Smith is contact but unable to attend.. Note of meeting will be circulated to all Public and Third Sector members and put on website. LI Policy Committee is 'home' for LI Public Sector Working Group. Public and Third Sector member for committee still not identified. AC will talk to a member who may be willing to join.	MT/AS AC
7.6	Events Programme for 2016 Progress on Conference, Lighting event and other events so that budgets can be developed and venues booked (SW to advise on Edinburgh venues) to be discussed at next meeting SJ to discuss Reflections Series at next meeting.	SW/RH(P+D) SJ
7.7	Education SJ/RW discussion at next meeting on how practitioners can become involved with ECA Previously agreed <ul style="list-style-type: none"> 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 	SJ/RW
7.8	LIS Archive <ul style="list-style-type: none"> 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 It was suggested that a Dictionary of Scottish Landscape Architects be prepared RT to contact LINI to find out how they have setup and funded their archive. Peter Daniel Archive to go to the University of Edinburgh that already has the Frank Clark and other archives. Progress to be discussed at next meeting	
7.9	Placemaking Competition Digital Book and Postcards Maximising circulation Contact to be made with other organisations informing them of the competition and the digital book etc (i.e. A+DS, Scottish Government, RTPI, RIAS, RICS, BALI, Urban Realm, Project Scotland, AJ, Topos, ESALA, this could be in the form of a leaflet which could be printed and left at key locations/reception areas etc. Competition entrants and	

	winners should also be provided with leaflets for their own promotional purposes and also encouraged to make links to the LIS website from their websites and also to use social media tweets and blogs) To be discussed at the next meeting.	
7.10	PR and Events Strategy The need for professional PR and Events Organiser <ul style="list-style-type: none"> 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. Discuss the setting up a working group at the next meeting.	MT
7.11	Engagement with Architecture and Planning. JSW to discuss Engagement with Architecture and Planning at a future meeting.	
7.12	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	MT
8	Communications	
8.1	Join the LIS Brochure 'Join the LIS' pocket brochure to hand out to students. CW to progress.. Question: could this brochure be used in schools too? To be discussed at a future meeting,	CW
9	Education, Competitions and Membership	
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
10	Events	
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
11	Strategic Planning and Promotion	
11.1	All items discussed in main in 6 and 7	
12	Policy and Technical Committees	
12.1	LI Policy Committee work – preparation of position statement on Rural Landscapes underway	
12.2	Technical Committee – Nothing to report.	
13	Treasurers Report	
13.1	Nothing to report	
13.2	MT has comment on Draft Business Plan to be presented at AGM	CW
13.3	CW to circulate LI Expense Guidance to Committee	CW
14	Secretary's Report	
14.1	Nothing to report	
15	Chair's Report	
15.1	Correspondence - nothing to report all items requiring action were dealt with by MT or	

	RH(A)	
15.2	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
15.3	Architects Benevolent Society Possible ways of fund raising to be discussed at a future meeting.	
16	AOB	
16.1	There was no other business.	
17	Next Meetings	
17.1	Next meetings Wednesday 13 April LUC Glasgow, 27 April AGM Edinburgh, 11 May Edinburgh, 22 June Glasgow, 20 July Edinburgh, 17 August Glasgow, 21 September Edinburgh, 19 October Glasgow, 16 November Edinburgh and 14 December Glasgow.	ALL