

Landscape Institute Scotland

Inspiring great places

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 13 April 2016, 4.45 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, 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(SR)) (Student Rep), 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), Nicola Garmory (NG) and Marc van Grieken (McG)

Sub-Committees

- Communications - DW(lead), SJ and SW
- Education, Competitions and Membership – AC(lead) and RW
- Events (including CPD and Social) –JSW(Lead), SJ and SW
- Strategic Planning and Promotion – RT (lead), NB and RH(P+D)

Corresponding Members: Sue Evans, Kenny Fraser, 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 13-4-16

1	LIS AGM All arrangements in place for AGM on Wednesday 27 April at ECA 6.00 for 6.45 start and end 9.00 with nibbles and drinks before drinks after.
2	LI EGM LIS will remain silent on the 2 Motions in the LI EGM and let members make up their own minds based on the information provided by the LI
3	Peter Daniel Peter Daniel Archive has with the families consent gone to the Edinburgh University Archive where Frank

	Clarke and other archives are kept. It is not known if the archive is digital, this will be investigated. LIS/Peter Daniel Annual Student award agreed,
4	'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 The next steps are under discussion.

Item		Action
1	CHAIR PRE MEETING	
2	Objective of Meeting	
2.1	MT, JSW and CW discussed AGM Agenda and actions and, 2016/17 and 2014-20 Business Plans and other financial matters.	
3	ADMINISTRATION PRE-MEETING	
4	Objective of Meeting	
4.1	A working meeting concentrating on actions required for the AGM.	
5	Present MT (Chair), JSW (Secretary), CW (Treasurer), RH(P+D) and RH (A) (Administrator).	
6	Administration Actions	
6.1	AGM actions required MT will prepare Agenda for AGM and Action list this will include RH(A) actions.	MT
6.2	General Nothing to report	
6.3	Website Up-to-date	
6.4	Website and Social Media Management RH(A) and DW working on getting information from Google Analytics to present along with Facebook and Twitter usage.	RH(A)/DW
6.5	Email Given problems with members receiving AGM emails it was agreed that RH(A) would contact all members to explain that members without email addresses will receive only critical information by post, others with email addresses will be asked to confirm that they wish to receive emails and if not then they will receive only critical information by post. MT to mention at AGM	RH(A) MT
6.6	Assistance to RH(P+D) RH(A) working on HoPS contact list. RH(A) working with RH(P+D) on list of members to contact regarding Wind Turbine meeting.	RH(A) RH(A)/RH(P+D)
6.7	Assistance to Committee Members	

	Nothing required	
7	POLICY AND DEVELOPMENT PRE-MEETING	
8	Objective of Meeting	
8.1	A working meeting concentrating on actions and RH(P+D) report to AGM	
9	Present MT (Chair) and RH (P+D).	
10	Policy and Development	
10.1	Work Plan Updated Work Plan to be produced for 3 month period from April to June 2016, this and forward programme to be presented at the AGM in April. RH(P+D) to consider role and involvement in Festival of Architecture and discuss with AC	RH(P+D) RH(P+D)/AC
10.2	‘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) have considered options for next steps and propose a letter and questions for circulation to all who have expressed an interest or responded to the Draft prepared. This to be considered by the Committee (Item 7,5), RH(P+D) suggested that when the next step is agreed this be stated at the AGM and put on the website.,	RH(P+D)/MT/MvG RH(P+D)
10.3	Landscape 2020 Initiative. 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. 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 (RH(P+D) to discuss with Vanessa Stephen). 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. RH(P+D) to invite interest at AGM in a panel of 3 to lead.	RH(P+D) RH(P+D) RH(P+D)
10.4	Review of LIS Business Plan 2015-2020 <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) RH(P+D) has received 2016-17 Business Plan and 2014-20 and will get comments to CW as soon as possible.	RH(P+D)
10.5	Meeting with SNH Note of Meeting and actions circulated. MT to comment. RH(P+D) to make contact with Laura Campbell. MT to send Laura Campbell LIS and LI Public Sector Strategy documents.	MT RH(P+D) MT
10.6	LIS Manifesto 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. RH has drafted Manifesto. Agreed Manifesto should be 3 or 4 bullet points as put	JSW

	forward to Cross Party Group plus consideration of the points set out in 10.4 above. Committee to comment (See Committee Meeting 7.6) . Final Draft to be circulated to all members by April 19 for comment and to be presented at AGM.	MT/RH(P+D) RH(P+D)
	RH(P+D) to attend LINK Hustings on 13 April and also BEFS Hustings 19 April.	RH(P+D)
10.7	Plant Health Plant Health Strategy is on LIS website. 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) will attend Plant Production Sub-Group Meeting on 19 April,	RH(P+D) RH(P+D) RH(P+D) RH(P+D) RH(P+D)
10.8	Devolved Nations Policy Officers Meeting and Devolved Nations Chairs telecon .Nothing to report from Policy Officers meeting or Chairs telecon.	
10.9	SG Placemaking Meeting with Sandy Robinson of the Scottish Government arranged for 29-04-16 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)
10.10	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 followed up with HN.	RH(P+D)
10.11	Land Use Strategy 2016-2021 RH(P+D) will review the Land Use Strategy and discuss with DW and respond as necessary.	RH(P+D)
10.12	SNH Coastal Landscape Character Document RH(P+D) has reviewed and given an initial response to SNH this to be put on website and circulated to LI Technical Committee.	RH(P+D)
10.13	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 Consultancy Contract with RH(P+D) 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
10.16	Other Matters <ul style="list-style-type: none"> • Input to review of Landscape Capacity Methodology ongoing. • Planning Review follow up. 	RH(P+D) JSW/RH(P+D)
COMMITTEE MEETING		
1	Objective of Meeting	
1.1	A working meeting concentrating on actions required for the AGM with reporting and discussion.	
2	Present and Apologies	
2.1	Present: Mark Turnbull (Chair), Rachel Tennant (Council Rep), James Spence Watson (Secretary), Clare Winsch (Treasurer), Dan Walker, Rebecca Hughes (P+D) and Rachel	

	Howe (Administrator).	
2.2	Apologies, Alan Cameron (Vice Chair), Steve Wheatley, Sonia Jackett, Ross White and Nick Bowen,	
2.3	Retirement: , Rebecca Heatlie (Student Rep), thanks to Rebecca and request for advice on replacement. Rebecca to be invited to continue as Committee Support.	JSW
	Retirement: Maggie Gilvray (Corresponding Member), thanks to Maggie for her coontribution to LIS over many years. JSW to write letter of thanks.	JSW
3	Minutes of Previous Meeting	
3.1	Minutes of Meeting 23-03-15 circulated and on website.	
4	Matters Arising from Previous Meetings	
4.1	Matters arising from Previous Meetings not covered in the Agenda	
5	Pre-Meetings	
5.1	All matters discussed by MT/JSW/CW/RH(P+D)/RH(A) covered in Agenda. .	
6	Matters to Report	
6.1	Business School Research NB to summarise at AGM and advise practices of possible contact by researchers. Researchers to attend AGM. NB to report progress to next meeting.	NB
6.2	LI CPD SUD's Training Report to next meeting.	SW
6.3	Joint Events with BALI Report to next meeting	SW
6.4	Specifi Event Report to next meeting	SW
6.5	Planning Review Report of Review held until the elections are over. JSW/RH(P+D) to report to next meeting	JSW/RH(P+D)
6.6	Peter Daniel Peter Daniel Archive has with the families consent gone to the Edinburgh University Archive where Frank Clarke and other archives are kept. It is not known if the archive is digital, this needs to be investigated. LIS/Peter Daniel Annual Student award agreed, MT to write to Kenny Fraser regarding how this would work.	? MT
6.7	ASLA Landscape Architecture Month DW explained ASLA Architecture Month and requested photographs of projects to Tweet as LIS contribution.	ALL/DW
7	Discussion Topics	
7.1	AGM Agenda and programme discussed and agreed, MT to prepare and circulate final Agenda and Action list. MT asked the Committee if there was anyone who would like to be elected as LIS Council Rep, there were no expressions of interest. Under Honorary Officers Election MT will explain RT 2+2 position and will ask if there is anyone who would like to be elected as LIS Council Rep, if no one expresses an interest MT will ask for a show of hands to support RT continuing and will then explain that this will form a special case to the LI. DW to circulate Powerpoint presentation template and all to add their contributions. DW to prepare direction boards to put up at ECA. RH(A) to email and put on website AGM reminder including Agenda, times etc and Treasurers Report. Also to circulate train times Glasgow/Edinburgh return.	MT MT DW/ALL DW RH(A)

	MT will video 3 Reflection talks and will bring a camera for photos of new CMLI's, Mentors.	MT
7.2	LI EGM It was agreed that LIS would remain silent on the 2 Motions in the LI EGM and let members make up their own minds based on the information provided by the LI. It was agreed that RT would mention ORWG Report under her report and that any questions would be dealt with under AOB.	RT MT
7.3	Festival of Architecture Programme, dates and costs including programme for Rethinking Urban Landscape Exhibition venues and events to be developed. Mitchell Library booked. SNH Battleby possible providing exhibition can be put on walls, MT to check with Netherbow Center in Edinburgh. All requested to identify other possible venues. This to be raised at the AGM. Promotion of LIS events to be discussed at next meeting. AC to contact Karen Stevenson re email of 21-03-16,	ALL MT ALL/CW AC
7.4	A+DS Best of the Best Exhibition DW to provide competition drawings and text having cleared with the originators. JSW to consider sponsorship.	DW JSW
7.5	'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) have considered options for next steps and propose a letter and questions for circulation to all who have expressed an interest or responded to the Draft prepared and to suggest a meeting. MT and DW to discuss further the agenda for a meeting which will then set the contents of the letter..	MT/DW
7.6	LIS Manifesto RH has drafted Manifesto. 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. Committee made a number of comments and RH(P+D) to revise and present at AGM	RH(P+D)
8	Other Business	
8.1	Private Sector Strategy, Survey and Event To be discussed at next meeting	RT
8.2	Public Sector Survey Public and Third Sector member for committee still not identified. AC will talk to a member who may be willing to join.	AC
8.3	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
8.4	Education SJ/RW discussion at next meeting on how practitioners can become involved with ECA.	SJ/RW
8.5	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 	

	<ul style="list-style-type: none"> RT to contact LINI to find out how they have setup and funded their archive. Progress to be discussed at next meeting	RT
8.6	Placemaking Competition Digital Book and Postcards Maximising circulation. To be discussed at the next meeting.	
8.7	PR and Events Strategy Discuss the setting up a working group at the next meeting.	MT
8.8	Engagement with Architecture and Planning. JSW to discuss Engagement with Architecture and Planning at a future meeting.	
8.9	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
8.10	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
8.11	LIS Schools CD LIS Interactive DVD update on opening of flyer and number of schools visited. To be discussed at a future meeting	NG
8.12	Dispersed members and events To be discussed at a future meeting.	MT
8.13	Landscape Professional Practice Course Agreed LIS should advertise LED's Professional Practice Course on LIS website	RH(A)
8.14	Glasgow Institute of Architects JSW noted that there was a new GIA President, Tim Grey and suggested that he should be invited to an LIS Committee Meeting has had been the case with the previous President. The meeting would be to discuss forward programmes and areas of joint interest. Committee to discuss date and agenda at next meeting.	
8.13	LI Policy Committee work – preparation of position statement on Rural Landscapes underway	
8.14	Technical Committee – Nothing to report.	
9	Treasurers Report	
9.1	Business plan 2016/17 and 2014-2020 presented.	
9.2	CW to circulate LI Expense Guidance to Committee	CW
10	Secretary's Report	
10.1	Nothing to report	
11	Chair's Report	
11.1	Correspondence - nothing to report all items requiring action were dealt with by RH(A) or RH(A)/MT	
11.2	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
11.3	Architects Benevolent Society Possible ways of fund raising to be discussed at a future meeting.	
12	AOB	
112.1	There was no further business.	
13	Next Meetings	
13.1	Next meetings Wednesday 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