

## COMMITTEE MEETING MINUTES: 26.10.2016

<b>Location</b>	RIAS Building, 15 Rutland Square, Edinburgh EH1 2BE
<b>Distribution</b>	Committee, Committee Support, Corresponding Members, Rebecca Hughes, Rachel Howe.
<b>Officers</b>	
Acting Chair	Rachel Tennant with Key Committee Support
Secretary	James Spence Watson
Treasurer	Clare Winsch
LI Council Representative	Rachel Tennant
<b>Sub Committees</b>	
Communications	<b>Dan Walker</b> , Steve Wheatley
FOA Competition & Exhibition	<b>Clare Winsch</b> (with Alan Cameron support on FOA)
Education	<b>Nicola Garmory</b> , Jack Summerhayes, Ross White
Pre-University Education ESALA	<b>Rachel Tennant</b> , Steve Wheatley, Jack Summerhayes with assistance from Rebecca Hughes
Events (CPD, Social, Coms)	<b>Steve Wheatley</b> , Jon Rowe, and assistance from all committee
Strategic Planning/ Promotions	<b>Rachel Tennant</b> , Nick Bowen and Rebecca Hughes
<b>LIS Staff</b>	
Policy and Development Officer	Rebecca Hughes (support from Sue Evans and Hamish Neilson)
LIS Administrator	Rachel Howe

<b>1.0</b>	<b>PRESENT AND APOLOGIES</b>	<b>Action</b>	<b>Status</b>
1.1	Apologies: received from Nicola Garmory (NG), Sue Evans (SE), Ross White (RW), Rachel Tennant (RT), James Spence-Watson (JSW), Robert Hewitt (RH), Nick Bowen (NB), Clare Winsch (CW), Dan Walker (DW), Rebecca Hughes (RHp), Rachel Howe (RHa)	Note	
<b>2.0</b>	<b>PREVIOUS MEETING MINUTES AND MATTERS ARISING</b>		
2.1	No comments received on previous meeting minutes so they are taken as accepted.	Note	
2.2	Going forward individual committees will highlight issues they wish to discuss ahead of committee meetings	Note	
<b>3.0</b>	<b>MATTERS ARISING from NEW AGENDA ITEMS 26.10.16 -</b>		
3.1	Recent visit of new LI CEO Dan Cook  The meeting between Dan Cook, RT, RHp, CW and NB was felt to be progressive in establishing a good relationship. The Draft 'Manifesto' and Business Plan were discussed and Dan Cook was persuaded of their respective value. The FOA Exhibition was a great success also and the visits to the practices in Edinburgh and Glasgow were also considered very valuable for all parties  Dan Cook commented that the LIS is the most active branch of the LI and he will be visiting again in February 2017	Note  RT	Ongoing
3.2	Draft business plan:  CW requested it was distributed to the whole committee for comment. RHa to email to the committee along with SWOT analysis with deadlines for comment being the next committee meeting. CW will allocate costs.	RHa CW	Ongoing Ongoing
3.3	Update on the manifesto  RHp has updated based on comments that it should have a greater emphasis on what is unique about the Scottish environment (landscape, legal and political)  It was agreed that the draft 'manifesto' should be made available to membership	Note	

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	<p>via the website at the same time as it is made available at the Senior Practitioners event for comment – this will ensure all comments are given equal weighting. The possibility of an online survey at the same time was discussed which could include key questions to assist in collating responses. An additional idea was to invite suggestions for projects to be included within the final document.</p> <p>The soft launch will be at the AGM 26 April 2017 with a launch at Scottish Parliament in May 2017. DW will prepare a timeline of activity . NB to confirm suggested date for Senior Practitioner event</p> <p>Speakers needed for the manifesto launch event at Scottish Parliament. Committee made suggestions including MSPs and chair of the cross party working group – Linda Fabiani: RT, Place Making practitioner and MSP, A&amp;DS, LI, List to be collated by RHa</p>	<p>Note</p> <p>All</p> <p>DW/NB</p> <p>RHa</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
3.4	<p>MT's Gold Medal award</p> <p>LI still need to formally announce This will be presented at the 2017 AGM. A small working group on speakers has been set up including RHp, RT, MvG, Vanessa Stephens, AC and Bill Cairns. RT has invited the President who has confirmed attendance, RHp has confirmed Sharon Turnbolls availability and willingness to attend and accept the award.</p>	<p>RT</p>	<p>Ongoing</p>
3.5	<p>LIS Representation on Design Panels &amp; reporting</p> <p>RT asked that JSW collect information on who represents the LIS on panels outside of the Glasgow and Edinburgh areas. JSW to pass this information to RT</p> <p>JSW to prepare some words to be circulated to the membership asking for potential volunteers for future panels. RHa to circulate</p> <p>JSW to ensure that going forward LIS representatives on design panels are fully informed of reporting protocol.</p>	<p>JSW</p> <p>JSW/RH a</p> <p>JSW</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
3.6	<p>EEA Vision workshops in Edinburgh: 2050 Vision for Edinburgh</p> <p>It was agreed that there is some difficulty in encouraging attendance as they require participants to pay as well as volunteer their time.</p> <p>RHa to send out a note to all members with information about the workshops.</p> <p>RHp suggested contacting Andrew Smith and Karen Stevenson in Edinburgh City Council to obtain their views on best method for LIS to be involved including the 2050 vision for Edinburgh. RT subsequently obtained suggestion from Karen Stevenson which included an online consultation document. Rha to circulate to membership</p>	<p>Note</p> <p>RHa</p> <p>RHa</p>	<p>Ongoing</p> <p>Ongoing</p>
3.7	<p>Committee agreed that it would be good to encourage new people to take on the Advisory Council membership when the time for new membership arrives. This could be via dotmailer ensuring people</p>	<p>Note</p>	
3.8	<p>SuDS follow up – see attached report by NB.</p>	<p>Note</p>	
3.9	<p>Escape – Student Group at ESALA</p> <p>Their next committee meeting is 17 January 2017. RT with Greg Meikle will attend. Robert Hewitt also confirmed attendance. RT will forward relevant information.</p> <p>RT confirmed she had received no response to her email to key lecturers at WSALA in request for an informal meeting. The results of E-Scape meeting will be assessed prior to deciding on next action.</p>	<p>RT/RH</p> <p>Note</p>	<p>Ongoing</p>
3.10	<p>Skills Scotland Events – JSW provided detail report on activities and results. Which was of great interest to the CEO. This also been forwarded to Poppy Smith at LI. RHa to ensure next years dates for Glasgow, Edinburgh and Aberdeen are obtained.</p>	<p>Note</p> <p>RHa</p>	<p>Ongoing</p>
<b>4.0</b>	<p><b>ACTING CHAIR &amp; BRANCH REP REPORT &amp; MATTERS ARISING</b></p>		
4.1	<p>Meeting with LIS Treasurer - LIS 5 year business plan has been prepared and issued to Committee for comment.</p> <p>CW to prepare an annual financial plan based on this.</p>	<p>Note</p> <p>CW</p>	<p>Ongoing</p>

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4.2	<p>Meeting with Policy Officer -5th Dec 2016 to review new Draft Manifesto. Document to reviewed by committee members and to be discussed at Senior Practitioner event in early 2017.</p> <p>LIS Chair has given commitment to Policy Officer for another year working on policy and communications for LIS from April 2017. New priorities will be taken from the business plan and Manifesto.</p> <p>RHp has requested a review. This will be undertaken by RT, JSW and HN when HN returns. Date to be confirmed</p>	Note	Ongoing
		RT/RHa	Ongoing
		RT/RHp	Ongoing
4.3	<p>Meeting with new CEO – 8<sup>th</sup>-10<sup>th</sup> December 2016 in Edinburgh plus visits to A&amp;DS in Glasgow, Ironside Farrar, Harrison Stevens, TGP, LUC and LDA as well as the award of the popular price to Harrisons Stevens at the Exhibition 'Architecture in the Context of Landscape'.</p> <p>Good success in terms of his perception of the LIS. We await his agenda to ensure best fit with LOS priorities</p>	Note	Complete
4.4	<p>The MT Gold Medal Award – This is planned for the AGM 26<sup>th</sup> April 2017. A team including Vanessa Stephens, Alan Cameron, Rebecca Hughes, Bill Cairns and Marc Van Grieken has been set up to agree citation, inscription and speakers. Meeting 6/7<sup>th</sup> February 17</p>	RT	Ongoing
4.5	<p>Chair of Devolved Nations meeting - RT has contacted new CEO to organize a teleconference call meeting with chairs of NI and Wales. This is on hold until new CEO proposes his agenda.</p>	RT	Ongoing
4.6	<p>LI Advisory Council Meetings and Branch Rep Meeting</p> <p>LI Leadership Retreat -The LI are hosting a LI Staff, Board and Council retreat – date has been now finalised for January. RT to attend</p> <p>Next Council meeting will be July 2017</p>	RT	Ongoing
		RT	Ongoing
4.7	<p>Branch Constitution. RT issued suggested amendments to all branch reps and Andy Wallace at the LI who is still to respond.</p>	RT	Ongoing
4.8	<p>RIAS Office Lease – RT has forwarded to LI for signing by Andy Wallace. It was agreed to proceed on basis of 1 year with a view to requesting additional funds for the following year. Start date would be April 17.</p>	RT	Ongoing
4.9	<p>Mrs Turnbull – Honorary membership has been proposed by Bill Cairns which the committee welcomed. This has been proposed to her by RT</p>	Note	Ongoing
4.10	<p>RT proposed a CEO and New President welcome in 2017 to coincide with the LIS manifesto and host a meeting in the RIAS offices if appropriate</p>	RT	Ongoing
4.11	<p>ESALA Building Bridges: RT has contacted all suggested tutor contacts given by JS and requested an informal meeting in the new year. No response received.</p>	RT	Ongoing
4.12	<p>E-scape: JS has invited RT to attend to E-scape student committee on 16 January 2017. RT has also asked RW, SW and Greg Meikle if they could attend</p>	RT	Ongoing
4.13	<p>Ambassador for Landscape scheme – RT has written to all the LIS 14 ambassadors registered welcoming them.</p>	Note	
<b>5.0</b>	<b>ADMINISTRATOR'S REPORT &amp; MATTERS ARISING</b>		
5.1	<p>LIS Administrator's Part Time Contract:</p> <p>The LI have highlighted that any contracts should be through the LI and if someone is working part time they should be on a formal part time contract and not freelance. LI is reviewing centrally through a new HR Officer and will advise</p>	LI/RT	Ongoing
5.2	<p>RHa received confirmation from all corresponding members as to whether they wish to remain in their position. The current list of corresponding members on the website reflects this.</p>	RHa	
5.3	<p>RHa contacted Paul Lincoln again asking for further information on the Greenbelt exhibition. As yet, no reply.</p>	RHa	Ongoing
5.4	<p>RHa to keep events list up to date and distribute with each meeting</p>	RHa	Ongoing
5.5	<p>RHa to combine and issue subcommittee reports, agenda and previous meeting</p>		

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	minutes to committee prior to next meeting. Note reports must be issued the day before the meeting	RHa	Ongoing
5.6	RHa sent out request for guest speakers to replace NG at event in Dumfries. AP responded but event had to be cancelled	RHa	Note
5.7	RT noted discrepancy in the number of members listed by dotmailer and the number of members on the member's portal. RHa has contacted membership at the LIS and is waiting for a response to confirm the exact number of members.	RHa	Ongoing
5.8	RHa in the process of listing contact information for individuals the LIS would like to invite to the manifesto launch. Committee to advise on further contacts	RHa/All	Ongoing
5.9	RHa organized catering for Christmas drinks event/Gallery prize giving	Note	
5.10	RHa collected manifestos from other organisations and passed to DW for reference	Note	
5.11	RHa publicized entry into the FOA Exhibition and helped supervise the gallery while it ran	Note	
5.12	RHa checked website for broken links and passed information on those found to DW for review	DW	Ongoing
5.13	RHa contacted those who have signed up for Ambassadors to Landscape to ask if they would be willing to attend other events and report back to LIS. Several responded that as their time permitted they would be happy to	Note	
5.14	Committee filled out RHa's form requesting public sector contacts as far as they could. RHa forwarded this information to Kate Girvan to advertise upcoming A&Ds event  Committee to forward RHa any additional public sector contacts they have	Note  All	Ongoing
5.15	RHa to contact ESALA to book the venue for the 2017 AGM	RHa	Ongoing
5.16	RHa to type up notes from their annual review and pass to RT	RHa	Ongoing
<b>6.0</b>	<b>POLICY &amp; DEVELOPMENT OFFICER'S REPORT &amp; MATTERS ARISING</b>		
6.1	<b>Work plan</b> - Forward Work Plan partially discussed at Business Plan meeting 31st October. Current work based on the 2016/17 work plan and job description as agreed with MT April 2016 and subsequent committee discussion items. TBC for 2017 plan	RHp/RT	Ongoing
6.2	<b>Wind turbine report</b> – RHp will draft letter for RT to go to LIS members who responded to February 2016 internal consultation regarding the Height and Distribution of Wind Turbines in the Scottish Landscape.  As no response from MvG on draft letter, RHp in consultation with DW will now redraft letter for all consultation respondents as item needs clarification asap as topic being mentioned at external events.  RHp and DW attended SNH's SGP event 7th December "Repowering Wind Farms" on behalf of LIS where the above consultation/discussion report was mentioned as circulated to SG(not officially), even though it was confidential to members only. Therefor urgent need to set holding conclusion that no consensus amongst LIS members but debate is highly likely TBC – clearly apparent from the SGP event mentioned above.	RHp/DW/ RT	Ongoing
6.3	Landscape 2020/LIS 2017 Conference - Ongoing discussions with various parties for LIS Autumn 2017 Conference RHp meeting with Met with Green Belt Alliance Convenor on greenbelt topic, has responded informally to urban edge housing proposals in SE Scotland.  Continuing liaison with various contacts on conference topic with planning focus areas. Approached possible speakers while attending London conference "Building Prosperous Cities". Vincent Goodstadt/Max Hislop/Jonathan Porter/Bruce Goodfellow.	RHp/ ESALA/R T /SNH	Ongoing

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	Need to connect with Public Health agenda via Prof Harry Burns & Planet Earth2 Urban Programme.		
6.4	<p>RIAS offer of lease for office space/archive location from April 2017 - Agreement terms with LIS/LI accepted for signing lease with RIAS for annual lease from April 2017 for one year in first instance as LIS budget confirmed.</p> <p>Revised Heads of Agreement with RIAS now completed for LI/Andy Wallace Finance Officer to sign on behalf of LIS.</p> <p>RHp in contact with Penny Beckett/FOLAR re Scottish Archive proposal for development and working with Amber Roberts research project. Do we have any research actions overview back from Amber yet?</p>	RT/CW/ RH/AW/A R	Ongoing
6.5	<p>Plant Biosecurity - RHp is in contact with Colin Moore of the LI Biosecurity Working Group and she will be attending the next FCS Tree Health AG meeting</p> <p>Sudden Oak Death Report received and posted on website + forwarded to Colin Moore</p> <p>Simon Odell LI Technical Officer asking for more info &amp; updates on plant biosecurity activity in Scotland. All received info in Scotland now to be forwarded to SO/CM as appropriate.</p>	RHp	Ongoing
6.6	<p>Creating Places policy - Next meeting with PADS &amp; Sandy Robinson due Autumn 2016. No date yet. LIS to discuss proposed agenda items before next liaison meeting with PAD.DM &amp;/or RT to attend liaison meeting. Met with Sandy Robinson at Dundee FoA event briefly and agreed meeting in February 2017 date tbc.</p>	RHp/DM/ RT	Ongoing
6.7	<p>Landuse Strategy &amp; stakeholder working group meeting - New 2016-21 LU strategy launch March 2016 &amp; invited to SG SWG June 29th to progress developing actions. Feedback delivered post meeting to SG lead organizer Sally Thomas.</p> <p>Vision for Uplands part of LUS in discussion with SNH team – nothing further to report.</p>	RHp	Ongoing
6.8	<p>Scottish planning system review - RTPI Policy Office - contact has been made on Planning Review matters. RHp &amp; JSW both attended meeting 28/9/16 at RTPI. RHp responded to draft RTPI research paper.</p> <p>Planning White Paper now expected January 2017</p>	RHp/JS W	Ongoing
6.9	<p>Manifesto/LIS Promotion Doc - Committee need to discuss draft content and decide on design/format etc and then potentially take to present at Recreating Urban Landscapes exhibition at Scottish parliament – date early May 2017 and to proposed Heads of Practice event for feedback before issuing more widely to LIS members.</p> <p>RHp to check with LI about resources for production/printing promotional Manifesto type doc for use via schools/colleges as well as opportunity with politicians – possibly diff docs for diff purposes – long version &amp; short versions. Awaiting reply on poss budget for this item – see comment below re PCC meeting comments.</p> <p>This is now to be key item to develop colour brochure with Scottish project egs included for Spring 2017 Launch and use at various events eg LIS Autumn 2017 Conference. Comments at PCC 23/11/16 suggest that they (CEO/DeputyCEO) want to see LI style/corporate graphics so consistency with other devolved nations likely material? This may not work for us depending on final product. Suggest we proceed asap when budget for product known/approved.</p> <p>Subgroup confirmed as Hamish Nielson/Dan Walker/Jack S/RT/Sue Evans.</p> <p>Structure discussed briefly at Business planning meeting 31<sup>st</sup> Oct. 1<sup>st</sup> draft sent out</p>	RHp/SE/ HN/JSs  RHp  All  RHp/HN/	Ongoing  Ongoing  Ongoing

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	<p>to RT/DW/JS 13/11/2016.</p> <p>2<sup>nd</sup> draft prepared and circulated to same &amp; presented for discussion at meeting with CEO Dan Cooke on 8<sup>th</sup> December. Further comments awaited from subgroup.</p> <p>Propose all LIS members given opportunity to comment on later draft and suggest good Scottish eggs for final doc via LIS website.</p> <p>Approached Danny McK/A+DS about using eggs from their Best of Best brochure many of which have landscape components &amp; they have electronic graphics for already. Response positive – key contact to be advised.</p>	SE/DW /JS	Ongoing
6.10	<p>Attended FoA Dundee finale evening 17<sup>th</sup> November to Rep LIS at our Recreating Urban Landscapes Exhibition at Dynamic Earth. Met Fiona Hislop who was complimentary about landscape – to build on this!</p> <p>Attended RSPB xmas reception for LIS/APRS – nothing particular to report</p>	RHp	Ongoing
6.11	RHp attended LI Policy & Communications Committee meeting focus on devolved nations 23/24 Nov 2016. Agenda and minutes papers will be available on LI website. Presentation on Natural Capital/Ecosystem services valuation started meeting.	RHp	
6.13	Met with CEO (with RT/NB/JSW) – item on Manifesto 8 <sup>th</sup> December positive response	RHp	
6.14	<p>Note new LI Technical Committee likely to be Scottish member Marc van Grieken.</p> <p>Visual Representation of Windfarms updating Guidance by SNH Scottish Renewables expected consultation by LIS/LI but not known about till too late for consultation to happen – we need to establish protocol for those attending meetings on behalf of LIS.</p>		
<b>7.0</b>	<b>COMMUNICATIONS SUBCOMMITTEE REPORT</b>		
7.1	RT has sent review comments to DW for update of website.	DW	Ongoing
7.2	LinkedIn LIS Members page now at 53 members. Several posts made over the last few months, plus members of group starting (slowly) to post discussion.	Note	
<b>7.3</b>	<p>Promotion of December Dumfries venue ongoing.</p> <p>Review of all LIS FOA2016 events/contributions to be collated for LIS website – including and culminating in AD+S Dundee ‘Say Hello to Architecture Exhibition’</p>	DW DW/CW/ AC /RT	Ongoing Action required
7.4	DW to put link to google calendar on the home page.	DW	Ongoing
7.5	<p>RtUL/LIS exhibition – Scottish Parliament Building. A date has been fixed for w/c: 1<sup>st</sup> May 2017. Revised date provides more time for preparation for the LIS ‘Manifesto’ and will follow launch scheduled for LIS AGM 2017 (late April). DW to continue organisation discussions with Scottish Parliament exhibition space organisers.</p> <p>An evening event (‘raising awareness event’) has been confirmed for 6-8pm Wednesday, 3<sup>rd</sup> May 2017 – for up to 100 guests. DW continue to liaise with Scottish Parliament events team and will submit appropriate paperwork in due course. This may need further liaison with our MSP sponsor. Budget for event TBC</p>	DW DW	Ongoing Ongoing
7.6	<p>LIS Manifesto sub-committee team to meet and progress planning for manifesto, exhibition and event.</p> <p>Schedule required for incorporating consultation (Heads of Practice Event, wider LIS member consultation - via online survey?) Budget for preparation of Manifesto documentation TBC.</p>	DW/RT/R Hp /CW All	Ongoing Action required
7.7	LIS Consultation Responses - DW to liaise with RHp with regard to past consultation responses, in order to collate all responses and post on website in searchable chronological order.	DW/RHp	Ongoing

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7.8	DW and RHa in correspondence with Louis Varley and Paul Lincoln at the LI in relation to the new LI and Branch websites. New LI website now live, Louis Varley at LI single handily progressing website updates for branches in due course. LIS to make suggestions as and when Louis has capacity	DW/RHa	Note
	DW/RHa has provided Louis with a list of broken or incorrect links on the existing LIS website as a result of the behind the scenes update work for new branch websites.	DW	Ongoing
	SW asked about the possibility of including new projects on the LIS website. RT stated that she was reluctant to place our website on hold until the LI finalise their programme and it was agreed that in the meantime Scottish practice case studies in existing format can be added to the website.	DW/SW	Ongoing
7.9	Built Environment Forum Scotland (BEFS) have contacted us via Twitter to request a blog article about the LIS. <a href="http://www.befs.org.uk/blog">http://www.befs.org.uk/blog</a> DW to liaise with RHp to pull something together for before Christmas.	DW/RT/ RHp	Requires action from RHp
7.10	DW prepared a list of passwords for committee use. RHa to ensure safe circulation of these to the appropriate people.	DW/RHa	Ongoing
7.11	LI Branding Guidelines 2016 – LIS Documents:  DW raised the requirement to update /create LIS documents using new branding guidelines. This has been particularly emphasised by the new CEO. RT agreed to work with DW on critical documents. A review meeting to be set up	RT/DW	Ongoing
7.12	DW confirmed that the LIS have a Drop Box with a folder structure which has not been used extensively by the committee to date. The LI's intention is for a SharePoint for each branch but timescale is not confirmed. It was agreed to review current folder structure and ensure it is in line with RHa laptop contents and then this can be duplicated into the new SharePoint system when it becomes live	RT/DW	Ongoing
7.13	Potential to have a 'Best of Landscape in Scotland 2016' (or similar) Social Media campaign during January / February 2016, inviting practices/members to submit images of Scottish landscape architecture related projects which can then be used on social media and new branch websites and potentially incorporated into the materials for the 'manifesto'	All	For discussion
7.14	DW and RHa to arrange a meeting in the new year to discuss social media management and targets for 2017	DW/RHa	Ongoing
7.15	RHa to circulate events schedule as a Google Document and ask everyone to update as appropriate	RHa	Ongoing
<b>8.0</b>	<b>EDUCATION SUBCOMMITTEE REPORT &amp; MATTERS ARISING</b>		
8.1	Pre-University Education		
8.1.1	Other items listed in the strategy that could be followed up included <ul style="list-style-type: none"> <li>The Marketplace (SDS) A platform for schools to find professionals to provide career activities. LIS to register</li> <li>Creative Spaces: Dundee Institute of Architects. DM confirmed that he had attended this and thought it was an excellent scheme instigated by Willie Watt now RIAS President. It involved 4 local authority area staff and students, workshop speakers and creation of a model based on the brief by the students.</li> </ul>	NG/RHa  DW	Ongoing
8.1.2	NG confirmed she would review the strategy and work as lead of pre-university education committee with JS and RW and continue to liaise with PS. A digital copy of the strategy to be issued.  NG forwarded strategy form PS to RW and JS and awaits comment	NG	Ongoing
8.1.3	NG to rearrange date to meet Alison Watt of Class of Your Own to discuss summer school or similar	NG	Jan 2017
8.1.4	Skills development Scotland – Careers events	JSW	Ongoing
8.2	RT to attend meeting of E-SCAPE student group where JS will introduce her. The hope is to build a better dialogue with ESALA students	RT/JS	Ongoing
8.3	Noted that RH has contacts with the LA department at the University of Sheffield.  RH to be put in contact with JS	Note  RH/JS	Ongoing

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<b>9.0</b>	<b>EVENTS SUBCOMMITTEE REPORT &amp; MATTERS ARISING</b>		
9.1	Refer to also to attached event schedule.	Note	
9.2	Reflections Event no 2 hosted in October. 45 attended The event was recorded by Webtrail. RT/SJ is liaising on completion of video due to overrun of the event New LIS banners are to be provided by LI for future reflections events DW will liaise	Complete RT DW	Ongoing ongoing
9.3	Reflections Event 3: 'Glasgow Now': End Feb 2017 Focusing on 2 or 3 of the biggest projects in Glasgow now. <ul style="list-style-type: none"> <li>• Sighthill – LDA: the largest regeneration project, in perhaps Scotland, not just Glasgow. They have said yes.</li> <li>• The Districts - Austin Smith Lord</li> <li>• SWECO - The Clyde Waterfront and Riverside and the Glasgow Airport Investment Area in the south of the city.</li> </ul>	SJ	Ongoing
9.4	SuDs event 4 <sup>th</sup> November. – Complete. Follow up event tbc	NB	Ongoing
9.5	RUL exhibition is now in Dumfries until January 2017. 'Narrative of Landscape' talk by RT – 1st December 2016: Well attended including 3 LA's. Adrian Pringle agreed to be corresponding public sector member. Thanks to RW for manning the LIS stand and answering questions	Complete	Ongoing
9.6	RUL: New locations Battleby and Scottish Parliament ( see 9.7)	CW/DW	
9.7	Manifesto launch: DW has an agreed date from the event organiser for the Scottish Parliament. May 2017. CEO and President to be invited plus CEO's form other professions The RUL could also be displayed.	DW	Ongoing
9.8	CITB / Skills Development/ careers events ( see JSW Report) – dates to be put in diary for next year	RHa	Ongoing
9.9	FOA Exhibition: 'Buildings in the Context of Landscape' - Refer to FOA Report by CW	Note	
9.10	LI CEO visit: 8 -9.12.16 Thanks has been issued to Ironside Farrar, Harrison Stevens, TP, LUC, LDA Thanks to CW and AC for all their hard work in the exhibition. Thanks to RHa for manning the exhibition	Complete	
9.11	FOA Exhibition 2016 Showcase and Finale: 17-27.11.16: Thanks to DW for organising the extra boards  Thanks to CW and DMcK for organising and Rebecca for attending.	Complete	
9.12	RHS volunteers – 2 from Scotland to attend final event this week and will report back to LIS and Poppy Smith.		
9.13	Charging for Events: Eventbrite allows a system of free entry but charging for no shows. It was agreed to implement this for free events in future and to set ticket limit at slightly higher number (20%) than venue capacity.	SW	Ongoing
9.14	Year of History, Heritage, and Archaeology - The Society of Architectural Historians conference in June 2017 celebrating the work in exhibition of MT and Frank Clarke. RT to liaise with AR.	RT/AR/LI	Ongoing
9.15	AGM – preferred date 26 <sup>th</sup> April 2017. Key speakers around the Mark Turnbull Gold Medal Award	RT/RHp	Ongoing
9.16	The LAUDF at A&DS 8 <sup>th</sup> December – RT requested update from Kate Girvan on our membership attendance.	RT	Ongoing
9.17	Brian Evans – Learning form the Past. Towards a new Paradigm in landscape and environments	RT	Ongoing
9.18	David Skinner Memorial Lecture - Catalan Landscape Architect Marti Franch, founder of EMF. The date is confirmed as 08 March 2017. Information to be forwarded by ESALA to be sent as dotmailer members in new year.	RHa	Ongoing
9.19	LIS Conference for Autumn 2017 – The Urban Landscape Edge/Growing Cities in Challenging Times	RHp	Ongoing
9.20	Year of Youth 2018 – Ideas please		
<b>10.0</b>	<b>STRATEGIC PLANNING COMMITTEE REPORT &amp; MATTERS ARISING</b>		
10.1	Business plan – Draft complete. To be reviewed at Senior practitioner event early 2017. The results will feed into public and private sector strategy for 2017.	RT/CW	Ongoing
10.2	The following strands are from the current Strategic Planning strategy for 16-17: <ul style="list-style-type: none"> <li>• Understanding key issues affecting the private sector.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Making the Most of Masters: The value of Landscape consultancy to the Scottish economy, and strategies for future growth.</li> <li>• Practice Events on Key Issues and Knowledge Transfer</li> <li>• Young &amp; Seasoned Practitioner Engagement: LIS Reflections Series</li> <li>• Archive and Historical Review</li> </ul>	Note	
10.3	Understanding key issues affecting the private sector in Scotland – combining the results of the private sector survey, Stirling Business School research at the Senior Practitioner event.	Note	
10.4	Making the Most of Masters - Understanding the economics of the private sector in Scotland. Stirling Business school research into Landscape Industry. There are lessons that could be learned from this and a decision should be made whether we try again next year	NB	
10.5	Practice Events on Key Issues - Follow up events will be based on topics raised by respondees to survey and will tie in with events programme. SUDs debate complete and a success. Follow-up event to be organized	NB	Ongoing
10.6	Knowledge Transfer- Getting the private sector to engage more with each other to benefit profession. Start of this will be the Senior practitioner event in February 2017	NB	Ongoing
10.7	LIS Reflections Series: Greater engagement between the less experienced and more seasoned practitioners. A further event is planned for February 2017	SJ	Ongoing
10.8	<p>Archive and historical review – Leaning from the Past Key archive material requires to be accessed is Mark Turnbull's, Gillespie and Peter Daniels (located at ESALA). Nigel Hackett. Information will be collated and located in one place (RIAS) or will have links to it from the LIS Archive and MERL. RT has gained support from the current LI president for this.</p> <p>Amber Roberts provided an update on grant applications including a BA Small Research grant of £10,000 to help with the exhibition costs to align with the Society of Architectural Historians Conference in June 2017. They would like to use that as an opportunity to advertise LIS too focusing on the work of Michael Brown (held at MERL), Frank Clark, Mark Turnbull and Peter Daniels. Alongside this we could set up a research blog that begins to document our findings while advertising the works of these landscape architects (with the costs for this covered by the grant). She will advise of results</p> <p>RT has contacted Steve Nelson at Gillespies and confirmed that they support the idea of a Scottish archive. AR is looking at a grant to assess the Gillespie archive and will advise</p> <p>Vanessa Stevens is keen to develop a book on MT work. Again, AR can review potential grants available</p>	RT  RT  RT	Ongoing  Ongoing  Ongoing
<b>11.0</b>	<b>FOA REPORT &amp; MATTERS ARISING</b>		
11.1	<p>FOA Design Competition: House and Grounds for an Art Collector – this project has been completed (see November minutes for details of winners, judges and presentations).</p> <p>The winning entry by Keith Horner and Neil Gillespie OBE was retained for display at the December FOA exhibition. (See below)</p> <p>The event was filmed by Colin Campbell and professionally photographed. See online presentation at LIS website.</p>	Note  Note	
11.2	<p>Rethinking the Urban Landscape (RUL) – The exhibition has been shown at A+DS Edinburgh, Eastgate Shopping Centre Inverness, the Mitchell Library Glasgow 8, Dundee Central Library and West Ward Works, Dundee. The latter as part of the FOA finale which included exhibitions by local branches of RIAS.</p> <p>Some feedback forms were completed for each show: ADS several; Inverness 1; Glasgow 8; Dundee Central Library 3; Dundee West Ward Works 3; Dumfries TBA. One comments was that the form looked like we don't really want feedback! Committee to look out for well-designed feedback forms in order to improve ours.</p>	Note  Please note!	

	<p>The final show of RUL in 2016 is at Dumfries Museum from 1 December – 7 January 2017. Opening of the Dumfries exhibition was complimented by a very interesting and well-illustrated presentation on 1 December 2016 by R Tennant on the theme 'What is Landscape Architecture?' The talk was attended by 25 local people including landscape architects. This presentation was valuable for informing a new audience about landscape architecture and in a style that was relevant to the Year of Architecture and the RUL exhibition; we made contact and exchanged news with local landscape architects who don't always have the opportunity to attend events in the Central Belt, and recruited people into the profession.</p> <p>Future showings of RUL may include the Scottish parliament and SNH Battleby.</p>	Note	
11.3	<p>Exhibition: Architecture in the Context of Landscape – The exhibition was held at the Dundas Gallery (formerly the Bourne Gallery), Edinburgh from 7-10 December 2016, with setting up on 5-6 December. Entry was free of charge.</p> <p>Pick up points for entries were agreed as Glasgow (TGP) and Stirling (IWLA) as well as direct delivery to the gallery, but disappointingly, only one entry came from the Stirling area - though a welcome one from Nick Bowen at IWLA.</p> <p>The brief for the exhibition was quite open, allowing a wide range of ideas, formats and presentations to be included, but most were landscape schemes. Photographic entries were submitted by R Tennant and R Howe. Paintings by A Cameron, C Winsch, N Murray and G O'Brien.</p> <p>The popular prize was won by Harrison Stevens for their design of a Maggie's Centre. It was presented by Dan Cook, the new CEO of the LI who was visiting several private practices in Glasgow and Edinburgh as arranged by LIS Acting Chair R Tennant.</p> <p>The presentation on Thursday 8 December was attended by exhibitors, the LI CEO, representatives from the Festival of Architecture (e.g. Neil Baxter) and senior members of the LI in Scotland.</p> <p>There was no formal feedback form, but participants appreciated the idea and effort made by the LIS committee. The central location of the gallery among several other galleries probably helped to attract members of the public during the three and a half days it was open. Gallery staff were helpful and hospitable; invoicing and payment was straightforward.</p>	Note	
8.4	DW suggested that we have an FOA review written for the website. Possibly by AC	AC	Ongoing
8.5	RHa to collate the data from RUL feedback forms	RHa	Ongoing
<b>12.0</b>	<b>TREASURER'S REPORT &amp; MATTERS ARISING</b>		
12.1	The calculated balance stands at £22,926.61	Note	
12.2	The bank balance in the latest bank statement is £35,158.32.	Note	
12.3	To date, LIS expenditure for the current financial year is £44,192.61.	Note	
12.4	The interim totals above do not include income from the SUDs event and the design competition 'House and Garden of an Art collector' (over £1,000 in all).	Note	
12.4	LI has confirmed that new online banking is being arranged for all branches	CW/LI	Ongoing
<b>13.0</b>	<b>SECRETARY'S REPORT</b>		
13.1	<p><b>Local Design Fund (SG160803) –</b>            JSW informed that Communities across Scotland will have a chance to map out the future of their towns with design experts. There will be two funds to enable people to have a direct role in making their towns and villages better places to live. There will be £300,000 made available for two grant schemes – the Design Charettes programme and the Activating Ideas Fund. It is hoped that LIS members will be able to make and input and DM undertook to report further on this</p>	DM	Ongoing

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13.3	<b>Environmental Impact Assessment</b> Event postponed will be postponed until after the Scottish Government review of consultation due for publication on 31 <sup>st</sup> October.	JSW	Ongoing
13.4	JSW has spoken to Raffaele Esposito about either having a second representative from LIS or alternating JSW and NG. Raffaele responded that he only chaired the meeting and it was up to GIA to decide membership. The current situation is that Tim Grey the President, Paul Stallan who is due to take over as Vice Chair for the GUDP, and Jim Webster who is the GIA representative will be consulted and give a view at their next meeting.	JSW	Ongoing
13.5	<b>Website goconstruct.org</b> – CITB say this is the website where information is available for all construction careers. There is a section for LA and an experience matching service. Poppy Smith has been informed. There is a section on Landscape Architects and reference to the LI website.	All	Note
13.6	<b>BEFS Planning Bill Taskforce</b> BEFS has notified the task force recently set up that a research paper has recently been published on proposed planning reforms in England	Note	
13.7	Event to be added to website <ul style="list-style-type: none"> <li>Tbd: New Glasgow City Centre Residential Strategy - Consultation</li> </ul>	RHa	Ongoing
13.8	<b>Support for Internationalisation for Scottish Construction Professionals</b> Scottish Enterprise wants to support practices wishing to export their skills.	JSW	Ongoing
13.9	<b>UK Built Environment Advisory Group (UKBED)</b> This group was recently launched at 'Habitat III', the United Nations Conference on Housing and Sustainable Urban Development.	RT	Ongoing
13.10	<b>Planning Review and White Paper</b> A further meeting of the Scottish Forum for Planning was proposed once the White Paper has been published to take place in mid to late January 2017	JSW/RH p	Note
13.11	<b>Skills Scotland</b> See separate paper.	JSW	
13.12	<b>Urban Design Panels</b> See separate paper	JSW	
<b>14.0</b>	<b>REPORT FROM SUE EVANS (SE)</b>		
14.1	SE has been part of a subgroup working on the LI Conference. This will be in Manchester on 22/23 June 2017 not March as previously thought. A call for papers will be issued shortly.	Note	
14.2	SE represented the LI at Futurescapes 2016 on 15 November	Note	
14.3	SE attended LI Policy & Comms meeting and dinner on 23 November along with RHp. She will be looking further at Natural Capital Accounting as a result of the presentation received	SE	Ongoing
14.4	SE attended LI Awards with RHp and tweeted from the event.  SE noted that there was a good representation of Scottish work at the LI Awards	Note Note	
14.5	Met briefly with The Place Standard about the health work and have suggested that we need to do some updating to flag amongst other things.	Note	
14.6	Along with other policy members, SE has commented on a new document due out from Public Health England on "Healthy High Streets – Good place making in an urban setting".	Note	
14.7	SE has shared Scottish examples of GI in planning policy with Natural Resources Wales colleague	Note	
14.8	SE had supper with Dan Cook, Brian Evans and Julie Procter of Greenspace Scotland.	Note	
14.9	SE has had regular meetings as board member at A&DS. Corporate Strategy progressing following external consultation. Main focus to be on Housing and continuing with Health and Schools programmes.	SE	Ongoing
14.10	CSGN Forum – likely to be in Edinburgh on 8 or 15 June 2017.	Note	
	<b>NEXT COMMITTEE MEETING TO BE GLASGOW: Location TBC, 6pm-8pm</b>		