

# Landscape Institute Scotland

Inspiring great places

## EMERGENCY COMMITTEE MEETING MINUTES: 09.03.2017

<b>Location</b>	RIAS Building, 15 Rutland Square, Edinburgh
<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	<b>Rachel Tennant</b> , Steve Wheatley, Jack Summerhayes with assistance from Rebecca Hughes
ESALA	
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: Dan Walker (DW), Jon Rowe (JR), Rebecca Hughes (RHp)	Note	
1.2	Present: Rachel Tennant (RT), James Spence Watson (JSW), Rob Hewitt (RH), Alan Cameron (AC), Clare Winsch (CW), Rachel Howe (RHa), Nick Bowen (NB), Steven Wheatley (SW), Ross White (RW), Bill Cairns (BC), Neil Baxter (NBb)	Note	
<b>2.0</b>	<b>PREVIOUS MEETING MINUTES AND MATTERS ARISING</b>		
2.1	Previous minutes approved by committee	Note	
<b>3.0</b>	<b>NEW AGENDA ITEMS FOR DISCUSSION OR DECISION</b>		
3.1	LIS AGM will be focused around the presentation of Mark Turnbull's Gold Medal Award – to be accepted by Sharon Turnbull. The AGM will be compressed by this  RT proposed that reports for the AGM focus on highlights of the past year. The aim being to issue these reports to the membership ahead of the meeting to ensure the timeframe can be accommodated with Gold Medal Award.  All reports to be issued to RT to include in presentation (based on the presentation used for the initial CEO visit)	Note  All  All	
3.1.2	The AGM announcement needs to be issued end of March 2017 this will include the notification of posts available on committee for nominations. LI have confirmed they will deal with members that are not using emails or opted out of updates form LIS.	RHa	Ongoing
3.1.3	RT, CW, JSW announced intention to stand for Honorary Officer positions  NB has agreed to stand as Branch Representative  AC is considering the Ordinary Council position which will be vacated by MvG when he becomes head of the Technical Committee  RW and SW confirmed their intention to stand for committee membership again.	Note  Note  Note  Note	
3.2	Committee agreed that the MT format for minutes is unsustainable. A brief, action oriented approach is required.  Going forward, actions lists will be issued to the committee following meetings, focusing on specific targets for the month ahead	Note  RHa	  Note

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3.3	<p>Agreed that the volume of events in 2016 put unnecessary stress on the committee. Going forward, the LIS will reduce the number of events it hosts, focusing on CDP events and events that facilitate connectivity and identity of Scottish landscape architects</p> <p>Where possible, the LIS will collaborate with other organisations on events to reduce management time</p> <p>Going forward, subcommittees will be reduced to core focus areas, allowing flexibility for people to move between areas of interest and to offer specific assistance where required. The hope is that this will allow committee members to focus on their strengths and passions</p>	Note	
3.4	Committee to make sure that areas of member support are put back on the LI	All	
3.5	<p>Focus areas:</p> <ul style="list-style-type: none"> <li>• Education: Pre and post university</li> <li>• Advocacy</li> <li>• Member support where the LI can't do it locally</li> </ul>	Note	
3.6	RT and CW to rework the Business Plan based on discussions during this meeting and costs for the AGM	RT/CW	Ongoing
<b>4.0</b>	<b>ACTING CHAIR &amp; BRANCH REP REPORT &amp; MATTERS ARISING</b>		
4.1	<p>LIS 5 year business – no comments received from Committee so assumed it is accepted.</p> <p>RT issued to CEO – comments received</p> <ul style="list-style-type: none"> <li>• outcomes should be included so the LI can support us achieving them</li> <li>• the language should be updated to reflect the Charter.</li> <li>• It should also align with the LI Business Plan (awaited) and Priorities Document from the Visioning and leadership retreat in early 2017</li> </ul> <p>CW to prepare an annual financial plan based on this.</p>	RT/CW	Note
		CW	Ongoing
4.2	Draft Manifesto –Some comments received and to be updated by RHp prior to Senior Practitioner event in early 2017. (see events report)		Note
<b>4.3</b>	<p><b>Successful meetings undertaken with the LI CEO early February.</b></p> <ul style="list-style-type: none"> <li>• CEO – RIAS Neil Baxter</li> <li>• CEO – RTPI Scotland: Craig McLaren</li> <li>• Head of A&amp;DS: Jim</li> <li>• Kenny Fraser – ESALA</li> </ul> <p>All offered greater collaboration, shared CPD events and marketing material for Manifesto.</p> <p>RT will keep in contact with all</p>	RT	Ongoing
4.4	<p>AGM and MT Gold Medal Award –The award team have set out the award programme (see attached)</p> <p>S Turnbull wishes to invite some people (for example Marks brother Nick) MVG will forward names&amp; email addresses for the LIS to issue 'a formal' invite.</p> <p>This will have to dovetail with our AGM arrangements.</p> <p>Programme, requirements and assistance to be agreed</p>	RT	Ongoing
		RT/Rha	Ongoing
		All	Ongoing
4.5	Chair of Devolved Nations meeting – This s now likely to form part of a strategic review with CEO		Note
4.6	LI Advisory Council Meetings and Branch Rep Meeting		
4.6.1	Priorities Document (see attached) – This is the new area of focus that are the outcomes of the Leadership Retreat. LIS vision should tie in with this. All are asked to comment.	All	Ongoing
4.6.2	Council meetings reduced to 3 a year with a Leadership Retreat. This affects Branch rep meetings.		Note
4.7	<p>Branch Constitution – comments issued to LI.</p> <p>Branch Handbook – is being updated by LI to reflect protocols regarding communications.</p>		Note

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4.8	RIAS Office Lease – This has been signed by both parties (LI and RIAS). Start date is April 17.		Note
4.9	Mrs Turnbull – Honorary membership has been accepted. An award will be made at the AGM	RT	Ongoing
4.10	LIS Professional Standards – meeting arranged with Simon Odell 26 April 17	RT	Ongoing
4.11	<b>Hardscape sponsorship – RT met the representative 3.02.17</b> <ul style="list-style-type: none"> <li>The nature of the sponsorship and how the LIS would be able to use it – usually funding or an opportunity for rep to attend events</li> <li>The responsibility the LIS would have to Hardscape if we were to accept the offer – only as above</li> <li>How long the sponsorship would last – agreed as and when suitable</li> </ul> Hardscape has agreed to sponsor gifts to speakers and room hire for next Reflections event in March.		Note
4.12	David Skinner Memorial lecture – RT has been permitted to do an LIS introduction. So will use the opportunity to advertise AGM and Gold Medal Award  Chris Rankin has asked if we consider asking practices to sponsor the event in future.	All	Note
<b>5.0 ADMINISTRATOR'S REPORT &amp; MATTERS ARISING</b>			
5.1	RHa has updated list of contacts for Scottish Parliament event to DW. DW to confirm if this list is acceptable.	RHa/DW	
5.2	Committee to forward RHa any additional public sector contacts they have	All	Ongoing
5.3	Chris Rankin has booked the Hunter Lecture Theatre on behalf of the LIS. RHa is in contact with Bonnie Thomson at ECA to organise event	RHa	Note
5.4	RHa in the process of listing members' descriptions of their profession from the membership portal.	RHa	Ongoing
5.5	RHa has continued publicity for David Skinner Memorial Lecture and Reflections Series	Note	
5.6	The website statistics have been worryingly low this past month. RHa and DW must meet as a matter of urgency to discuss a more effective website and social media strategy	RHa/DW	Ongoing
5.7	Public sector contacts have been notified of upcoming LAUDF events	Note	
5.8	Practices have been emailed requesting information about projects to add to the website. So far only Horner & MacClennan have responded to this  The formatting on the project pages of the website is highly unusual and the links included in the grid are broken. RHa is not able to rectify this and will need to speak to DW about improving the layout of these pages.	Note  RHa/DW	  Ongoing
5.9	RHa to send NB contact list for the Scottish Parliament event for comment regarding its use for the Senior Practitioner Event  RHa to set up an Eventbrite page and begin publicity for Senior Practitioner Event	RHa  RHa	Ongoing
5.10	A new dotmailer calling for Ambassadors for Landscape was written by Poppy Smith and distributed through dotmailer	Note	
5.11	The monitoring of dotmailer is to continue. Ben Gosling has passed RHa the LI Handbook but we are awaiting official guidance on the use and set up of dotmailer emails going forward.  Ben Gosling has confirmed that it is not necessary for emailed LIS correspondence to include the LIS Charity Registration number	Note  Note	
<b>6.0 POLICY &amp; DEVELOPMENT OFFICER'S REPORT &amp; MATTERS ARISING</b>			
Awaiting report from Policy Officer			
6.1	Work plan - Forward Work Plan to be discussed under Business Plan meeting 31st October. Current work is based on the 2016/17 work plan and job description as agreed with MT April 2016 and subsequent committee discussion items.	RHp/RT	Ongoing
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		

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	agreed with MT April 2016 and subsequent committee discussion items. TBC for 2017 plan	RHp/RT	Ongoing
6.2	<p><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.</p> <p>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.</p> <p>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.</p>	RHp/DW/RT	Ongoing
6.3	<p>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.</p> <p>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.</p> <p>Need to connect with Public Health agenda via Prof Harry Burns &amp; Planet Earth2 Urban Programme.</p>	RHp/ESALA/RT/SNH	Ongoing
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/AR	Ongoing 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

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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/JSW	
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 eggs 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 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>	<p>RHp/SE/ HN/JSs</p> <p>RHp</p> <p>All</p> <p>RHp/HN/S E/DW /JS</p> <p>All</p>	
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	Ongoing
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>		Ongoing
6.15	Cross party working group – RHp attended recent meeting. Noted that RTPI have published a paper responding to matters raised.	Note	
6.16	RHp would like more input from the committee on ongoing consultations to ensure that she can give an adequate overview of the LIS position on them.	All	Ongoing

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	Suggested that the membership can also be asked for their opinion on consultations. If the key points of consultations can be passed to RHa, they can be issued as a dotmailer calling for responses	RHp/RHa	Ongoing
<b>7.0</b>	<b>COMMUNICATIONS SUBCOMMITTEE REPORT</b>		
7.1	RT has sent review comments to DW for update of website.	DW	Ongoing
7.1	RT has sent review comments to DW for update of website.	DW	Ongoing
<b>7.2</b>	LinkedIn LIS Members page now at 62 members (as of 31 <sup>st</sup> January). Several posts made over the last few months, plus members of group starting (slowly) to post discussion.  DW understands from correspondence with Ben Gosling at the LI that the LIS will have a new LIS LinkedIn account. RHa to follow up – no update from LI following initial correspondence	All  DW/RHa	Note  Ongoing
7.3	LI Branch Website Refresh/update – no update on timescales/programme from Louis Varley at the LI	DW/RHa	Ongoing
7.4	LIS exhibition – Scottish Parliament Building. The original date has been postponed and will be rearranged for Sept/Oct 2017. Revised date will hopefully provide more time for preparation of the LIS 'Landscape for Scotland' (manifesto document) and will follow launch scheduled for LIS AGM 2017 (late April). DW to continue organisation discussions with Scottish Parliament exhibition space organisers.  An evening event ('raising awareness event') which was provisionally booked, has been postponed and will be rearranged for Sept/Oct 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  CW suggested the title for the paper could be "Promoting Landscape Architecture in Scotland"	DW  DW  Note	Ongoing  Ongoing  Ongoing
<b>7.5</b>	LIS Manifesto sub-committee team to meet and progress planning for manifesto, exhibition and event on 10 <sup>th</sup> February at lunch time (time TBC)  Schedule required for incorporating consultation (Heads of Practice/Senior Practitioners Event, wider LIS member consultation - via online survey?) Budget for preparation of Manifesto documentation TBC.	DW/RT/ RHp /CW  All	Note  Action required
7.6	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
<b>7.7</b>	Current Consultation responses required from LIS on: SNH Impacts on Wild Land Assessment Guidance and Scottish Government Energy Strategy & Onshore Wind Policy Statement. Consultation discussion evening held at OPEN in Edinburgh on Tuesday, 21 <sup>st</sup> February. RHp to draft comments and request for comments/responses from members to be sent out via Dotmailer.	RHp/DW /SW	Action required
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 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.  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/RHa  DW  DW/SW	Note  Ongoing  Ongoing

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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> RHp to pull something together following meeting and Correspondence with BEFS at recent event	DW/RT/ RHp	Action required
7.10	DW prepared a list of passwords for committee use. RHa to ensure safe circulation of these to the appropriate people.	DW/ RHa	Note
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  Details of LI compliant mail signatures circulated by RT – all committee members and staff should now use these	RT/DW  All	Ongoing  Note
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' (or similar) Social Media campaign during 2017, 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	Ongoing
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 circulated events schedule as a Google Document and asks everyone to update as appropriate	All	Ongoing
7.16	For a brief period Dotmailer was inaccessible to the LIS. RHa was surprised by this as no warning had been provided by the LI. After contacting Louis Varley the issue has been resolved An LI review now takes place for all Dotmailer emails sent from the LIS account.	RHa	Note
7.17	RHa to follow up with Louis Varley and find out how to get the charity registration number on the main page of the website	RHa	Ongoing
7.18	RHa to contact SW to ask for images and text from OPEN to add to the website	RHa	Ongoing
7.19	RHa to contact DM asking if there is content from the Best of the Best exhibition that can be put on the LIS website	RHa	Ongoing
7.20	RHa to send out Dotmailer to the members asking for projects that can be added to the website	RHa	Ongoing
7.21	DW has been liaising with Ben Gosling at the LI in relation to the two new LIS banners that the branch has been promised. We were provided with draft versions as PDFs which contained the main LI website and Twitter handle. DW awaiting a response and/or revised versions of the banners before they are finalised.  Committee selected a preferred banner	DW  Note	Ongoing
7.22	DW has acquired a free display banner/stand at no cost. The banner will require reprinting with LIS branding but will be an excellent resource for larger events/conferences. DW to obtain a quote for printing of new graphics for banner for committee approval.	DW	Ongoing
<b>8.0</b>	<b>EDUCATION SUBCOMMITTEE REPORT &amp; MATTERS ARISING</b>		
<b>8.1</b>	<b>Pre-University Education</b>		
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. <b>LIS to register</b></li> <li>Creative Spaces: Dundee Institute of Architects. NG has spoken to Poppy Smith (LI) who will invite LIS ambassadors to volunteer. If not volunteers, we can discuss at Committee but NG ok to attend.</li> </ul>	RHa  PS	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	Ongoing

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	NG forwarded strategy form PS to RW and JS and awaits comment NG 's strategy submitted as draft for discussion	RW/JS NG	Feb
8.1.3	NG to rearrange date to meet Alison Watt of Class of Your Own to discuss summer school or similar PS and Dan Cooke are organising a meeting with Alison Watt to discuss Landscape Summer Schools in 2018. NG to be invited to attend.	NG/PS	TBC
8.1.4	Skills development Scotland – Careers events	JSW	Ongoing
8.1.5	Careers event – NG and PS to arrange a careers event in the Central Belt	NG/PS	Mid 2016
<b>8.2</b>	<b>University Education</b>		
8.2.1	RT and CEO met with Kenny Fraser 7 February and have made progress in the following areas <ul style="list-style-type: none"> <li>• KF happy for LIS to have a role in providing volunteers to support in key areas of the curriculum.</li> <li>• KF keen for LIS and LI to engage more with secondary schools and young people that are thinking about future careers to ensure survival of the school in Scotland.</li> </ul>		
8.2.1	E-SCAPE Following on from the meeting in January <ul style="list-style-type: none"> <li>• JS has forwarded the curriculum but aims to pick out key areas that LIS can assist with. Greig Meikle and RH have been copied in for their comments</li> <li>• JS to forward contacts for second and third year LA students</li> <li>• RHa to compile a list of practices that offer internships and pass this to JS to put on the ESCAPE website.</li> </ul>	JS/RH JS  RHa	Ongoing Ongoing  Note
8.2.3	LI Education Committee have confirmed they are also experiencing difficulty liaising with ESALA. RT has pressurised LI to arrange a meeting with Kenny Fraser when the CEO visits 6/7 February.	RT	Ongoing
8.2.4	JS informed the committee that he had contacts for second and third year LA students that he would pass to RT  JS to advise of the best times to hold events to ensure students will be in attendance.	JS  JS	Ongoing  Ongoing
8.2.5	RHa to compile a list of practices that offer internships and pass this to JS to put on the ESCAPE website. TGP are happy to be in the ESCAPE website for offering internships	RHa/JS	Ongoing
<b>9.0</b>	<b>EVENTS SUBCOMMITTEE REPORT &amp; MATTERS ARISING</b>		
9.1	Refer to also to attached event schedule.	All	Note
9.2	Reflections Event no 2 hosted in October video now on website		Note
9.3	Reflections Event 3: 'Glasgow Now': 29.03.17 – CCA sponsored by Hardscape. Additional advertising prior to the event to be organised Focusing on the biggest projects in Glasgow now. <ul style="list-style-type: none"> <li>• Sighthill – LDA:</li> <li>• The Districts - Austin Smith Lord</li> <li>• The Shawfield Masterplan</li> </ul> Filming event through webtrail	SJ	Ongoing
9.4	SuDs event 4 <sup>th</sup> November – Complete. NB has all speakers' presentations and will bundle them for presentation on the website  NB will be meeting later this month with Julie Waldron and Swaantje Ridegh (our LIS representatives on the SuDS Working Group), prior to us attending a workshop with Scottish Water. This follows on from discussions with SW at the SuDS event, and comments issued to them in response to sight of their draft Sewers for Scotland revisions.	NB/RHa  NB	Ongoing  NB
9.5	RUL 2016 complete: New locations Battleby and Scottish Parliament	CW/DW	Ongoing
9.6	Manifesto launch: Scottish Parliament Members Area. Date to be put back to September due to conflict with Local Gov elections in May. CEO and President to be invited plus CEO's from other professions – DW is compiling a list The RUL could also be displayed.	DW	Ongoing
9.7	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. Awaiting confirmation of Grant	RT/AR	Ongoing

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9.8	<p>AGM &amp; Gold Medal Award– confirmed date 26<sup>th</sup> April 2017. Key speakers around the Mark Turnbull Gold Medal. Sharon Turnbull and Merrick Denton Thompson have confirmed attendance.</p> <p>SE advised that Professor Brian Evans was a close friend of Mark's and suggested he be contacted as a professional colleague</p>	RT/RHp  Note	Ongoing
9.9	The LAUDF at A&DS– Rha has provided the link to public sector members for ongoing events		Note
9.10	Brian Evans – Learning from the Past. Towards a new Paradigm in landscape and environments. Meeting to be confirmed – preferred date is end March – Mid April. Do we still want to progress? Might not be time	RT	Ongoing
9.11	David Skinner Memorial Lecture - Catalan Landscape Architect Marti Franch, founder of EMF. The date is confirmed as 08 March 2017. This has been advertised.		Note
9.12	LIS Conference f– The Urban Landscape Edge/Growing Cities in Challenging Times Likely to be early 2018	RHp	Ongoing
9.13	<p><b>Year of Youth 2018 – JS has provided ideas for discussion on the 4 key themes</b></p> <p>1. <b>Participation</b> – looking at how young people can influence public services and decisions which affect their lives.</p> <ul style="list-style-type: none"> <li>• create an event or series of events that allows children of diverse ages to work together with students and qualified landscape architects. Children are placed into a project, perhaps conceptual or perhaps real where they begin to generate ideas. Students working closely with landscape architects look to produce visuals or plans.</li> <li>• practices like <a href="http://www.thehereandnow.org.uk/">http://www.thehereandnow.org.uk/</a> who employ participatory design at the forefront. Community engagement workshops I feel could be a great way to get youth but also the public involved.</li> </ul> <p>2 <b>Education</b> – creating a stronger role for young people in shaping their learning</p> <ul style="list-style-type: none"> <li>• Create a lecture series run in collaboration with E-scape and the LIS, using the course syllabus to come up with a bit more of a program. Also, ensuring that a representative from the institute can deliver a talk early on within the year as well as maybe continuing the careers talk that Poppy Smith ran, to maybe do something similar every year.</li> <li>• Open days with a stall at ECA with professionals promoting various things and programmed talk?</li> <li>• Careers evening at ECA with representatives for one evening set themselves up around the studio or a lecture theatre and have a sort of meet and greet.</li> <li>• Doors open day of certain firms.</li> <li>• For the younger side of education I think there is a responsibility from me to encourage people to join the ambassador program so that we can together, as students provide Careers Presentations, Careers stalls and generally promote the profession.</li> </ul> <p>3. <b>Health and Wellbeing</b> –supporting young people to lead healthier, active lives and have opportunities to learn about and improve their mental health and resilience</p> <p>4. <b>Equality and Discrimination</b> – broadcasting the value of young Scots, challenging negative perceptions of young people, and supporting young people to take leading roles in challenging discrimination in all its forms</p>	All/JS	Ongoing
<b>10.0</b>	<b>STRATEGIC PLANNING COMMITTEE REPORT &amp; MATTERS ARISING</b>		
10.1	<p>Business plan – To be co-ordinated with LIS vision and with outcomes included. It will be reviewed at Senior practitioner event early 2017. The results will feed into strategy for 2017.</p> <p>NB now looking for suitable venue for a breakfast event.</p>	RT/CW/ NB	Ongoing
10.2	<p>The following strands are from the current Strategic Planning strategy for 16-17:</p> <ul style="list-style-type: none"> <li>• Understanding key issues affecting the private sector.</li> <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> </ul>		

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	<ul style="list-style-type: none"> <li>• Young &amp; Seasoned Practitioner Engagement: LIS Reflections Series</li> <li>• Archive and Historical Review</li> </ul>	Note	
10.3	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	
10.4	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
10.5	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 early 2017	NB	Ongoing
10.6	LIS Reflections Series: Greater engagement between the less experienced and more seasoned practitioners. A further event is planned for February 2017 – see events report.	SJ	Ongoing
10.7	<p>Archive and historical review – Learning from the Past</p> <p>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>RT met with Amber Roberts 3.02.17 to discuss outcomes on grant applications for LIS archive in the following areas:-</p> <ul style="list-style-type: none"> <li>• She will know at the end of March if her grant application is successful for the exhibition of Frank Cook &amp; MT work at the Society of Architectural Historians Conference in Glasgow June to tie in with year of Heritage etc. A&amp;DS have offered support through exhibition space and Bill Cairns has also offered access to the Cairns archive</li> <li>• LIS can apply for a Collaborative Doctoral Partnership to assist with the LIS archive</li> <li>• RT has confirmed that a small amount of material from Gillespies archive can be retained at RIAS offices from April onwards</li> </ul>	RT	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>A completed FOA feedback form has been sent to the FOA organisers along with supporting evidence including emailed announcements from LIS, event photographs, posters and feedback comments.</p>	Note	
11.2	<p>Rethinking the Urban Landscape (RUL) – Display of this exhibition under the umbrella of FOA has concluded with the display at Dumfries which ended on 7 January 2017.</p> <p>However future showings of RUL may include the Scottish parliament and SNH Battleby. These options are being worked on by DW and CW respectively.</p> <p>Following the agreement made at the last committee meeting, self-storage has been arranged at Absolute Storage, Glasgow. The copy of RUL shown at Dumfries is in store and the older copy will be added next week.</p> <p>A completed FOA feedback form has been sent to the FOA organisers along with supporting evidence including emailed announcements from LIS, event photographs, posters and feedback comments.</p> <p>The full feedback report for LIS has been delayed by late submission of audience figures from some venues, but it is nearly complete and should be presented at the March committee meeting.</p>	<p>DW/CW</p> <p>Note</p> <p>Note</p> <p>Note</p>	Ongoing
11.3	Exhibition: Architecture in the Context of Landscape – This project has been completed.		

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	A completed FOA feedback form has been sent to the FOA organisers along with supporting evidence including emailed announcements from LIS, event photographs, posters and feedback comments.	Note	
<b>12.0</b>	<b>TREASURER'S REPORT</b>		
12.1	The bank balance is £17,688.84	Note	
12.2	The totals above include income of £750 from a FOA grant received by LIS to support its FOA activities last year.	Note	
12.3	Online banking is now in use: the LI Head of Finance has said that he prefers all payments to be made online rather than by cheque.	Note.	
12.4	The totals above include income from the SUDs event and the design competition 'House and Garden of an Art collector' (£1,286.58 in all).	Note	
<b>13.0</b>	<b>SECRETARY'S REPORT</b>		
13.01	<b>Local Design Fund (SG160803)</b> – Awaiting report from DM	DM	Ongoing
13.02	<p><b>Urban Design Panels North East Recruitment</b></p> <p>The appeal for additional members for the North East Panels has been successfully completed as follows:</p> <p><b>Aberdeen and Aberdeenshire</b></p> <ul style="list-style-type: none"> <li>○ <b>Sarah Fletcher</b>, Landscape Policy and Advice Officer, SNH, Tory, Aberdeenshire is the new local representative replacing Dr.Susan McFadzean who has retired. Supported by:</li> <li>○ <b>Mark Donaldson</b>, Senior Landscape Architect, HTA Design, Edinburgh</li> <li>○ <b>Janet Benton</b>, Benton Scott-Simmons Landscape Architecture Glasgow</li> <li>○ <b>Ujwala Fernandes</b>, Senior Landscape Architect, Water and Environment, Atkins, Glasgow</li> <li>○ <b>Stephen M Bridge</b>, Principal Landscape Architect, DEP Landscape Initiatives, Lanark</li> </ul> <p><b>Inverness Panel</b></p> <ul style="list-style-type: none"> <li>○ <b>Roz Macleannan</b>, Horner+Macleannan Landscape Architects, Dochfour Business Centre, Dochgarroch, Inverness Supported by:</li> <li>○ <b>Karen Esslemont</b>, Optimised Environments Ltd, Edinburgh</li> <li>○ <b>Duncan McLean, Associate Director</b>, LUC, Glasgow</li> <li>○ <b>Mark Donaldson</b>, Senior Landscape Architect, HTA Design, Edinburgh Mark will act as a stand-by if others are unavailable</li> </ul> <p>These appointments have been discussed with the requisite officers in both the Aberdeen and Inverness Councils who have approved these nominations.</p>	JSW	Ongoing
13.03	<p><b>BEFS Planning Bill Taskforce</b></p> <p>The task force held a Planning Reform workshop at their HQ in Princes Street Edinburgh on February 9<sup>th</sup> that was attended by JSW and RH</p>	JSW	Ongoing
13.04	<p><b>Support for Internationalisation for Scottish Construction Professionals</b></p> <p>Scottish Enterprise wants to support practices wishing to export their skills and has been contacted – response awaited</p>	JSW	Ongoing
13.05	<p><b>Planning Reform Consultation Paper</b></p> <p>A meeting of the Scottish Forum for Planning took place on January 17 to review comments on the Review Paper prepared by Scottish Government and those of RTPi Scotland. A further meeting will be arranged in approximately two months' time. This was attended by JSW and RH <i>See attached notes</i></p>	JSW/	Ongoing
1.3.06	<b>Research Project into Trees</b>	RHa	Ongoing

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	Sohpie Brannigan, Research Manager, Public Knowledge, Hexham, Northumberland. is currently engaged in a project for the Woodland Trust and is looking for a Landscape contact to answer questions. (Sue Evans?)		
13.07	<b>EIA Directive</b> The RTPI West of Scotland has the presentation mentioned in previous reports now scheduled for April – on a date to be set. The Implications of the EIA Directive for planning landscape and proportionality and is expected to include presentations by Mary Fisher, LDA Design and Fiona Rice, SNH, Further information will be issued in due course along with other events.	All	Note
<b>13.0</b>	<b>AOB</b>		
	<b>NEXT COMMITTEE MEETING TO BE GLASGOW:</b> <b>Date and time TBC</b>	Note	