

Landscape Institute Scotland

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COMPILED SUBCOMMITTEE REPORTS SEPTEMBER 2017

CHAIRS UPDATE		Action	Status
1.0	Strategic Business Planning & Block Grant Finance		
01	<ul style="list-style-type: none"> Annual financial plan for Business Plan lifespan of plan has been prepared. CW & RT met to discuss putting a value on volunteer's time as well as money raised by Branch for events through other contributions such as speakers time; joint marketing; FOA17 etc. This will be updated and issued to LI Confirmation of block grant has not been received from LI. MVG has raised this at Board of Trustee level 	Note CW Note	Ongoing Ongoing
2.0	Supporting Members		
2.1	Events & Feedback – Sept / Oct 17: Refer also to the ongoing Events Schedule		
01	<u>FOA17: Doors Open Day: Horner MacLennan, Inverness</u> <i>Quote added to website.</i> <i>"We participated in the 2017 'Doors Open Day' with no great expectation of attracting many visitors as our office is 6 miles out of town and it was a week day. We were therefore very pleased to have a total of a dozen people visit – their motivation was partly to see the B Listed Building in which our office is located and partly curiosity as to what landscape architecture involves - so that's 12 more people who now understand what we do!"</i> LIS to consider participation next year	Note	
02	<u>FOA17 : 'Prospect and Refuge' Exhibition - AHR</u> Boilerhouse - Hidden Gardens: 16-17 Sept incl Doors Open Day Mitchell Library 18- 23 Sept Funding provided by RIAS and AHR	RHp & RT Note	
03	<u>Reflections Series talk: Old & New Icons: CCA 12 October</u> Year of History, Archaeology & Heritage: Rolf Roscher ERZ St Peter's Seminary, Ben Palmer Open - V&A. Recording for website. First event we have charged for. Monitor attendees and ensure feedback	SJ	Ongoing
04	<u>RUL: Battleby 2-30 October.</u> CW to check if SNH are advertising	CW	
05	<u>Cowden Castle Japanese Garden</u> Japanese Garden Society have confirmed joint advertising but not a joint visit. RHp to advise of Garden History Society interest Chartered Institute of Horticulturalists	Note RHp RT	
2.2	LI Liaison		
01	<u>LI Long Term Business Plan</u> LI hosted a Business Planning Meeting In London in August. RT was unable to attend. There will be a follow up meeting in November.	RT	Ongoing
02	<u>LIS Support Staff</u> As of 1 st October 17 - RHp & RHa will be appointed through LI. New contracts will be discussed between CEO and RT this Friday morning including salary benchmarking	RT	Ongoing
03	<u>Branch rep: Advisory Council meeting:</u> NB to attend next meeting in November 17.	NB	Ongoing
04	<u>Board of Trustees:</u> RT has met with MVG to ensure LIS issues are represented at Board level.	Note	Ongoing
05	<u>Draft Digital Media Protocol and Guidance for Branches</u> 1. <i>'official LI channels should be used for all external communications relating to LI business'</i> – this means that the LIS signature should be used for communications to external organisations from a branch should have an email signature and not a company / personal one. 2. Data Protection: From 24.05.18 EU General Data Protection Regulation (GDPR) supersedes (DPA) 1998. LI to update its current Data Protection Policy 3. <u>KEY Issues for LIS</u> • <u>Personal Data</u> – LIS will not be able to hold email addresses for members or obtain them from Eventbrite.		

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	<ul style="list-style-type: none"> • <u>Permission from members/ Opting in and Out</u> - LI will require to do this every 2 years and will incorporate with topic selection. RT requested that Branches are involved in selection of topics as this could diminish our ability to communicate items of Scottish focus to members 		
06	<u>Website and Communication Update</u> <ul style="list-style-type: none"> • No feedback from LI on website update. RHa to chase again • Ben Gosling of LI is looking for one or more branch reps to participate in conference call meetings (45-60 minutes) every other Friday to coincide with the LI e-news cycle. The aim is to catch up with what material staff and branches would like to publicise in the coming weeks, so the LI can have a coordinated internal focus in our newsletters. • Please advise RT of your interest and I will inform Ben Gosling 	RHp All/RT	Ongoing
2.3	Public Sector		
01	Public Sector Forum is ongoing headed by Helen Tranter and with representatives from all branches. Next step is to have local forums within each Branch area.	Note	
02	RT to have separate meeting with SG and SR as an opportunity to develop this in Scotland. First suggestions for the group to discuss could be the development of information to explain to public sector employers the critical role that landscape professionals have in helping delivery their statutory responsibilities	RT/SG/SR	Ongoing
2.5	Archive		
01	The aims for a Scottish Archive are on hold due to unavailability of key material:- 1. Gillespies – no longer available. Some material is held by Brian Evans that related to his personal work 2. Peter Daniels –this is at Edinburgh University but nobody is able to locate it 3. Mark Turnbull – to be advised by Vanessa Stephens	Note	
02	If substantial material is made available options available are:- 1. Collaborative Doctoral Partnerships. 2. MERL - Helen Tranter has experience of the MERL archive and has offered assistance if required	Note	
03	Post War Scottish Modernists – online archive proposed – refer to agenda	SJ	Ongoing
3.0	Advocacy & Promotion		
3.1	'Landscape for Scotland' (Refer to NB report)		
01	The second meeting of the Editorial Panel has taken place. Text is nearly complete and the case studies are now being identified.	NB	Ongoing
02	Event at Scottish Parliament – timeline to be prepared and list of invitees	DW/RHa	Ongoing
3.2	SNH Liaison		
01	RHp and RT to attend further update meeting with SNH on 28.09.2017 to review LIS and SNH key areas of focus including engagement on 'Landscape for Scotland' and important links through a Coalition of other willing organisations	RT/RHp	
02	A programme of meetings as been schedules including one in March 18.	Note	
3.3	Scottish Government		
01	<u>Angus Corby - Transport Scotland 25.07.17.</u> Agreed to meet in the new year. Key updates on Scenic Routes; Fitting Landscapes and importance of LIS panels members for A&DS and Urban Design panels on influencing planning and design decisions on non-trunk road large scale road infrastructure projects for housing developments	Note RT/RHp	Ongoing
02	Angus Corby to suggest names for Landscape for Scotland event. RT to issue invitation	RT	Ongoing
03	<u>Sandy Robinson, Kristen Anderson, Susie Stirling - Planning & Architecture Division Meeting 10.08.17.</u> A further meetings is scheduled for next March.Updates include:- 1. Scenic Routes - The 3 year Pilot has been confirmed a success and there is a will continue the project. The mechanism for taking it forward has still to be agreed as well as funding to ensure a sustainable future. 2. Scottish Green Infrastructure Forum (SGIF) that LIS have been invited to attend with representatives from organisations including CSGN, SNH, Universities on academic research such as Dr Rebecca Wade from Abertay University <ul style="list-style-type: none"> • New Greenspace Map launched in conjunction with OS. Maps all Greenspace using consistent methodology and typologies 	RT/RHp	Ongoing

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	<p>https://blogs.gov.scot/planning-architecture/2017/07/10/scottish-greenspace-map-launch-of-new-features-and-open-dataset/</p> <ul style="list-style-type: none"> Greener Gardens - Mainstreaming Raingardens project including the developer guide to raingardens. https://blogs.gov.scot/planning-architecture/2016/12/19/greener-garden <p>3. Town Centre Improvements Update</p> <ul style="list-style-type: none"> Young Placechangers – through Scotland's Town's Partnership pilot project in Dunfermline. The aim is to roll this out in 2018 across Scotland as part of the Year of Young People to encourage them to take ownership of their place. There is a downloadable App for young people. Galashiels Academy have made a film about the Place Standards and how it supports cross curriculum ideas. LIS can support this initiative through the Ambassadors scheme http://greenspacescotland.org.uk/young-people-take-the-lead.aspx <p>4. Inclusive design event is being organised as a result of increasing pressure on shared space in urban areas. The event requires the right spread of people to attend and LIS could provide input.</p>		
3.4	NHS and Health agenda		
	RHp and RT to contact Ann Lumb Scottish Estates	RT/RHp	
3.5	Liaison with Other Professional Organisations		
	Events sharing is ongoing with RTPI, RIAS, A&DS, Chartered Institute of Horticulture.	Note	Ongoing
	Representative is required for SGIF – Any committee members to advise RT	All	Ongoing
4.0	Supporting Education		
4.1	Pre-University – Refer to NG Report		
01	LI Education Forum - update	NG	Ongoing
02	Skills Scotland event in Glasgow, November – LI agreed to fund.	Note	Ongoing
03	SRUC meeting update	NG	Ongoing
4.2	University		
01	ESALA LIS prizes – post award agreed by LIS. Students to provide all information to be displayed on the LIS website. <ul style="list-style-type: none"> Best Student Prize - £150; Lidia Szatkowska Best Student in the MS (Full £150 allocation) ESALA Portfolio Prize - £150; Helen Wiley and Sara Crichton are jointly awarded the ESALA Portfolio Prize (£75 each) Peter Daniels Prize - £300. Helen Wiley, Sara Crichton , Bella Knemeyer, Charlie Hawkes and Richard Connell jointly awarded Peter Daniels Prize (£60 each) 	RT/DW	Ongoing
02	Jack Summerhayes has provided a new student contact – 3rd year ESALA student Jenny Jones who is also a member of Escape. RT has invited her to attend the next Edinburgh meeting	Note	Ongoing
03	ESALA have agreed to provide literature, students and staff to attend the Skills Scotland LI stand in Glasgow in November.	RT	Ongoing
04	AGM date March 18 to include Reflections talk to maximise student attendance. RT is in HK in March but is available 5-9 March 18	Note	Ongoing
05	Year of Youth – Festival of Innovative learning' 1 week project in February student ideas project school project that A&DS are advising on and working with head teacher. A&DS to prepare a brief	RT / DMcK	Ongoing

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5.0	ADMINISTRATOR'S REPORT		
5.1	RHa has compiled information from the Brian Evans Talk feedback forms	Note	
5.2	RHa and JSW met with Andrew McCormick to discuss possible further involvement with Specifi – full report at committee meeting	Note	
5.3	RHa prepared full list of courses relevant to landscape offered by SRUC and passed this to the education subcommittee	Note	
5.4	RHa compiled a list of summer festival events which were put on the website and sent out as a dotmailer for the members' information	Note	
5.5	RHa has made contact with the communications officers from RIAS and A&DS to be sure they can be contacted directly going forward for events promotion	Note	
	Contact was made with the RTPi communications officer but RHa was informed that the organisation cannot promote events from other organisations	Note	
5.6	RHa met with Dan Cooke and Yvonne Matthews to discuss future admin arrangements with the LI. RHa is still awaiting a final contract from the LI	Note	
5.7	RHa passed SR and SG information on public sector membership with the intent that they could use it to establish an informal public sector forum in Scotland	Note	
5.8	RHa has updated and amended the LIS Venue list	Note	
5.9	RHa has assisted with arrangements for the Prospect and Refuge exhibition including arranging a screen, booking space with the Mitchell Library and promotions.	Note	
	RHa will be supervising P&R on the 16 th of September, setting up P&R on the 18 th of September and will be available throughout the week beginning the 18 th to assist with the exhibition as necessary.	RHa	Ongoing
5.10	RHa will compile information from P&R feedback forms once the exhibition is over	RHa	Ongoing

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7.0	COMMUNICATIONS SUBCOMMITTEE REPORT – 14th September 2017		
7.1	<p>RT has sent review comments to DW for update of website</p> <p>DW has provided comments on draft LIS website back to Louis Varley and Ben Gosling at the LI</p> <p>Correspondence with Dan Cook, LI CEO suggests that branches may no longer have their own individual branch websites following current updates to LI website and members area. Conference call to be set up between LI and LIS to discuss requirements of branch and LI plans for website/online presence.</p> <p>No further progress/update from LI</p>	DW/RHa	Ongoing – RHa chasing a response
7.2	<p>LinkedIn LIS Members page now at 71 members (as of 13th September 2017). Several posts made over the last few months, plus members of group starting (slowly) to post discussion.</p> <p>DW understands from correspondence with Ben Gosling at the LI that the LIS will have a new LIS LinkedIn account. Still no resolution to ongoing issue of duplicate accounts – no update from LI</p>	All DW/RHa	Note Ongoing
7.3	<p>LIS exhibition – Scottish Parliament Building has been rearranged for Monday, 13th November – Thursday, 16th November 2017. Revised date will hopefully provide more time for preparation of the LIS ‘Landscape for Scotland’ (manifesto document) and will follow ongoing consultation with senior practitioners and members. DW to continue organisation discussions with Scottish Parliament exhibition space organisers.</p> <p>An evening event (‘raising awareness event’) has been rearranged for Tuesday, 14th November 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
7.4	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 – needs to be aligned with new LIS website	DW/RHp	Ongoing
7.5	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
7.6	<p>At the August committee meeting it was discussed whether a monthly/fortnightly newsletter would be a better way to communicate news to LIS members. DW looked into the existence and usability of the newsletter template on Dotmailer. No current newsletter template exists.</p> <p>RHa to contact LI to determine whether a template exists elsewhere that can be used.</p>	DW RHa	Complete Ongoing

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	TREASURER'S REPORT 14 June 2017		
	The bank balance is £29,626.91	Note	
	LIS received sponsorship of £420.20 from Hardscape for the Reflections #3 event which was very welcome. The treasurer has thanked Hardscape for their generosity and thanks Sonia Jackett for obtaining the sponsorship.	Note	
	The LI Head of Finance has reviewed the budget accompanying the LIS Business Plan and advised that we should increase our independence by raising more income ourselves. He put the treasurer in contact with the London Branch which has a good event plan, but no reply has been received yet from the London contact. Even charging £10 for an event would raise a useful amount of money to offset venue hire fees as it doesn't take much for an event to become expensive.	Note.	

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9.0	EVENTS SUBCOMMITTEE REPORT		
9.1	Refer to attached event schedule.	All	Note

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13.0	SECRETARY'S REPORT		
13.01	Skills Scotland: Poppy has confirmed booking a stand at Skills Scotland Glasgow. Now required is a plan of action and tasks: (A preliminary set of questions/actions will be tabled)	Note	
13.02	Consultations: BEFS response to Position Statement by Scottish Government on Planning Review (copy to be tabled)	Note	
13.03	Raising the Profile of LIS: NTS Greenbank Garden events for schools: discussion continuing	JSW	Ongoing
13.04	Joint Events: Specifi: JSW and RHa have met with the Specifi organisers and obtained details of their future events in Scotland. Letter from Andrew McCormick already circulated. Decision now required to amount of support to be given to Specifi (Letter to be tabled)	Note	
13.05	Scottish Government: There is a meeting of the Cross Party Group on Architecture and the Built Environment on 21 September at Scottish Parliament: 'After Grenfell' There is a discussion on Brexit on 14 November There is a 'Planning in Scotland' conference on 26 October (details to be tabled)	Note	
1.3.06	Other Events: <ul style="list-style-type: none"> • RTPI Annual Conference will be held on October 3: The New Agenda: Planners as Visionaries, Facilitators and Enablers. (Programme to be tabled) • Planning Aid: Patrick Geddes Learning Festival 28-29 September (Programme to be tabled) • Glasgow Institute of Architects: Forthcoming events will be notified 	Note	
13.07	CITB: CITB participation in Glasgow, Edinburgh and Aberdeen (details to be reported)	Note	

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6.0	POLICY & DEVELOPMENT OFFICER'S REPORT		
	No report submitted		

8.0	EDUCATION SUBCOMMITTEE REPORT		
01	Skills Scotland Event – Agreement has been reached with the LI regarding funding	Note	
	ECA will take this forward with the assistance of the LIS	Note	
02	NG met with SRUC <ul style="list-style-type: none"> • LIS will attend Horticultural Careers Day organised by SRUC in February 2018. SG has offered to sit on a panel for professionals at this event • SRUC requests a statement from the LI saying they could encourage students from SRUC to do their P2C and become chartered LI members • Douglas Coltart is interested in becoming an LIS committee member 	SG Note Note	Ongoing
03	LI Looking for more examiners in Manchester for November P2C exam	Note	