

COMMITTEE MEETING MINUTES: 14.09.2017

Location	LUC Offices, 37 Otago Street, Glasgow
Distribution	Committee, Committee Support, Corresponding Members, Rebecca Hughes, Rachel Howe.
Officers	
Chair	Rachel Tennant
Secretary	James Spence Watson
Treasurer	Clare Winsch
LI Council Representative	Nick Bowen
Committee and Support	
1. Member support	
Communications/Events	Dan Walker, Steve Wheatley, Sonia Jackett with committee support
2. Advocacy & Promotion	Rebecca Hughes, Rachel Tennant and committee support
3. Education	Nicola Garmory, James Spence Watson and Rachel Tennant
Pre-University and ESALA	
LIS Staff	
Policy and Development Officer	Rebecca Hughes
LIS Administrator	Rachel Howe

1.0	PRESENT AND APOLOGIES	Action	Status
1.1	Apologies: Swaantje Ridegh (SR), Simon Garnett (SG), Steven Wheatley (SW), Rebecca Hughes (RHp), Nick Bowen (NB), Robert Hewitt (RH), Jon Rowe (JR)	Note	
1.2	Present: Rachel Tennant (RT), Rachel Howe (RH), James Spence Watson (JSW), Dan Walker (DW), Clare Winsch (CW), Nicola Garmory (NG), Sonia Jackett (SJ)	Note	
2.0	PREVIOUS MEETING MINUTES AND MATTERS ARISING		
2.1	Previous minutes approved by committee	Note	
3.0	CHAIR'S UPDATE		
3.1	Strategic Business Planning & Block Grant Finance <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
3.2	Supporting Members		
3.2.1	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>		

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	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	
3.2.2	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. • <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> • 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	RHa All/RT	Ongoing
3.2.3	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
3.2.4	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
3.3	Advocacy & Promotion		

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3.3.1	'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
3.3.2	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	
3.3.3	Scottish Government		
01	<u>Angus Corby - Transport Scotland</u> 25.07.17. 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	
02	Angus Corby to suggest names for Landscape for Scotland event. RT to issue invitation	RT/RHp	Ongoing
03	<u>Sandy Robinson, Kristen Anderson, Susie Stirling - Planning & Architecture Division Meeting</u> 10.08.17. 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 • New Greenspace Map launched in conjunction with OS. Maps all Greenspace using consistent methodology and typologies https://blogs.gov.scot/planning-architecture/2017/07/10/scottish-greenspace-map-launch-of-new-features-and-open-dataset/ • Greener Gardens - Mainstreaming Raingardens project including the developer guide to raingardens. https://blogs.gov.scot/planning-architecture/2016/12/19/greener-garden 3. Town Centre Improvements Update • 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 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.	RT	Ongoing
3.3.4	NHS and Health agenda		
	RHp and RT to contact Ann Lumb Scottish Estates	RT/RHp	
3.3.5	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
3.4	Supporting Education		
3.4.1	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
3.4.2	University		
01	ESALA LIS prizes – post award agreed by LIS. Students to provide all information to be to be displayed on the LIS website.	RT/DW	Ongoing

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	<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) 		
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
4.0	OTHER REPORTS & MATTERS ARISING		
4.1	See attached Compiled Reports and Events Schedule		
4.2	SJ confirmed that Reflections 4 will be filmed Ticket sales have been uncharacteristically slow for this event. RHa to look at the dotmailer statistics for the emails sent out about the events and see who has opened. SJ to clarify Hardscape invoicing system for CW	Note RHa SJ	 Ongoing Ongoing
4.3	RHa to promote RUL in Battleby and ask SNH to put a note about it in their newsletter	RHa	Ongoing
4.4	Preben Jacobsen talk to be moved up a week to the week beginning 4 th of December – likely taking place on the 6 th of December. CW to find out if Strathclyde University can provide a venue on this day RHa to contact the University and provide details to be advertised in the ‘learning in later life’ database. NG may have useful contacts	CW RHa/NG	Ongoing Ongoing
4.5	RHa to speak to Ben Gosling and Louis Varely about the website update and get timescales. Current activity is woefully low.	RHa	Ongoing
4.6	RHa to send out a dotmailer asking for volunteers to join Ben Gosling’s planned biweekly meetings	RHa	Ongoing
4.7	RHa to look through the FoA2017 listings and promote relevant events to the membership	RHa	Ongoing
4.8	RHa to send NG the login details for the LIS twitter account	RHa	Ongoing
4.9	JSW to send list of questions regarding Skills Scotland to NG who will pass them to Poppy Smith	JSW/NG	Ongoing
5.0	LANDSCAPE FOR SCOTLAND (LFS)		
5.1	Report by Nick Bowen highlighted the need for more good quality images. DW and NG agreed to forward relevant examples from LUC and TGP. DW to request permission from SNH to use some from their photo bank. RT will also follow up Angus Corby at Scottish Government if required Think can also source images if required but at additional cost.	Note DW/NG DW/RT Note	 Ongoing Ongoing
5.2	RHa to speak to NB and find out if a list of top projects referenced in the LfS survey has been compiled. RHa will then find out who the associated LA is with each project	RHa/NB	Ongoing
5.3	NB report also was seeking suitable quotes or references. RHa to put a note in email with the minutes asking the wider committee for quotes from professionals and professional bodies	Note RHa	 Ongoing

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5.4	DW to prioritise LfS actions – these are mostly his responsibility but he will delegate where possible. LIS needs to write a letter from the sponsoring MSP to be sent to all MSPs. DW to draft and RT to sign DW mentioned the issue of speakers. RT confirmed that Brian Evans had agreed to speak and Diarmaid Lawlor was also suggested. Invitations should be issued subject to DW timeline	DW DW/RT DW/RT	Ongoing Ongoing Ongoing
6.0	SPECIFI		
6.1	JSW and RHa met informally with Andrew McCormick on the 30 th of August. Andrew McCormick prepared a report of the meeting which RHa passed to the rest of the committee	Note Note	
6.2	Concern was expressed as to how much Specifi would be asking from the LIS Agreed that the LIS is happy to continue to advertise Specifi events and will consider assisting them in one event a year. RHa to email Andrew McCormick informing him of this	Note RHa	 Ongoing
7.0	POST WAR SCOTTISH MODERNISTS ONLINE ARCHIVE – A PROPOSAL		
7.1	SJ outlined her written proposal for an online archive of Post War modernist Scottish landscape to the committee. (see attached report) This would be in conjunction with MD (committee support) and non LIS committee member Matt Benians	Note	
7.2	The committee agreed that the LIS would be happy to support this project subject to LIS being represented on the group and LIS being confirmed as a sponsor on the website. SJ confirmed the commitment would be £35.00 per annum for the website and she would be the LIS representative.	SJ	Ongoing
7.4	The LIS would be happy to donate space in the Edinburgh office if materials need to be stored	Note	
7.5	It was suggested that a PhD researcher might be a good investment once the archive has been set up to assist with populating it. A lot of volunteer time would be needed to complete this project. RT to forward SJ the contact she has for MERL and Amberd details on post doctoral research grants for her information	RT	Ongoing
8.0	DATE OF NEXT MEETING		
	6-8pm 18TH OF OCTOBER 2017 RIAS OFFICES, 15 RUTLAND SQUARE, EDINBURGH	Note	