

COMMITTEE MEETING MINUTES: 07.12.2017

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: Steve Wheatley (SW), Danny McKendry (DM), Sue Evans (SE), Sonia Jackett (SJ), Ross White (RW), Simon Garnett (SG)	Note	
1.2	Present: Rachel Tennant (RT), Rachel Howe (RH _a), James Spence Watson (JSW), Dan Walker (DW), Clare Winsch (CW), Nicola Garmory (NG), Nick Bowen (NB), Rebecca Hughes (RH _p)	Note	
2.0	PREVIOUS MEETING MINUTES AND MATTERS ARISING		
2.1	Previous minutes approved by committee and the action list was updated	Note	
3.0	CHAIR'S UPDATE		
3.1	Strategic Business Planning & Block Grant Finance		
01	<ul style="list-style-type: none"> RT /CW will meet to discuss annual financial plan for next financial year for submission to LI February 2018. There is no guarantee of a block grant MvG will raise at Board of Trustee level. The LI are currently preparing a 3-year strategic plan which will go to Board for approval. LIS will revise their business plan to accommodate this when complete 	RT/CW MvG Note	Ongoing Ongoing
3.2	Supporting Members		
3.2.1	LI Awards		
01	Congratulations to DW for winning the LI Volunteer Award. Thanks to SJ for nominating him and picking up the award on his behalf	Note	
02	Congratulations to all Scottish Members who won LI Awards – these to be showcased on the website	RH _a / DW	
3.2.2	Mark Turnbull Bursary		
01	Sharon Turnbull. Potential travelling award for young professionals – bringing back ideas from abroad to UK. (Ian McHarg / MT) RT and RH _p to meet Sharon Turnbull	RH _p /RT	
3.2.3	Events & Feedback –Dec 17: Refer also to the ongoing Events Schedule		
01	Reflections Series talk: Old & New Icons: CCA 12 October Presentations on website. Recording for website by webtrail to be uploaded this week and membership notified. Follow up action from feedback:- <ul style="list-style-type: none"> future topics: Scottish projects; terrain value; the energy sector in Scotland; construction industry projects Improvements suggested: broadcasting to other professions; longer presentations with more personal oversight & breaks; signposting of the venue. Interested in helping with LIS: RH_a to contact 	DW SJ RH _a	Ongoing Ongoing Ongoing

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02	<u>Preben Jakobsen: Strathclyde University Held 6.12.17</u> 36 ticket sales & £90.00 raised. 18 LI Members, 3 non-members & 14 students Feedback forms completed to be analysed. Follow up action	RHa	Ongoing
03	<u>Landscape for Scotland – refer to item 3.1</u>		
3.2.4	New / Up and coming Events Proposed		
01	LI CPD event January: Speakers to be confirmed to LI	RHa	Ongoing
02	<u>CPD event on business support. Sheena Raeburn IWA</u> –Date to be delayed until early May 18. Hardscape have expressed interest in sponsoring	RT	Ongoing
	<u>RIAS FOA18: AC</u> reported that Year of Youth is supported but with a wider theme of Health and Education. LIS to provide an indication by Jan 18 of event and budget	All	Ongoing
03	<u>Reflections /AGM – Year of Youth</u> ideas issued by SJ. Supported	SJ	Ongoing
3.2.5	LI Liaison		
01	<u>LI Business Development Manager – Rachel Smith</u> located in Manchester. RT to meet 15.01.18 to discuss her role in relation to LIS Note: RS is line manager of RHa. RHa is available for 2 days/week for LIS work RHa to advise of LI required programme to ensure LIS work can be allocated	RT RHa	Note Ongoing
02	<u>Branch rep: Advisory Council meeting:</u> NB attending AGM and advisory council meeting 2.11 17. Report to be issued	NB	Ongoing
03	<u>Board of Trustees:</u> RT & MvG are in contact to ensure LIS issues are represented at Board level.	Note	Ongoing
04	<u>Draft Digital Media Protocol and Guidance for Branches</u> Awaiting updated protocols form LI	Note	Ongoing
05	<u>Website and Communication Update</u> No feedback from LI on website update. RHa prepared a year's analysis to add weight to the case. DW/RHa to chase again	RHa / DW	Ongoing
3.2.6	Public Sector		
01	Public Sector Forum is supported by LI and is ongoing headed by Helen Tranter and with representatives from branches. 3 rd Public Sector National Forum on January 25 th 2018, RT requested if SG could attend	Note SG	Ongoing
02	Local Forums within Branch Areas: SG and SR are unable to develop this as an opportunity in Scotland due to imminent P2C exams in May 18. No other SNH LI members have volunteered. Helen Tranter prepared to chair or support.	Note	Ongoing
03	LAUDF – Landscape and Place at the Lighthouse 6 Dec 2018: DMcK introduced Landscape for Scotland. List of attendees to be issued from A&DS. They will be sent an online version of document by A&DS	Note	
3.2.6	Archive		
01	ScoMo' an online archive of Post War Scottish Modernists has been launched info@scmolandscape.com LIS sponsor the website with SJ as LIS committee member was on the organising group.	SJ	Ongoing
02	Other archive material (Peter Daniels/ Mark Turnbull/ Gillespie material – some material held by Brian Evans) If material is made available options available are:- 1. Collaborative Doctoral Partnerships. 2. MERL	Note	Ongoing
3.3	Advocacy & Promotion		
3.3.1	'Landscape for Scotland'		
01	Document, Event and Exhibition and publicity Thanks to all for an amazing and successful event <ul style="list-style-type: none"> Over 100 people were present from a broad range of backgrounds, inspiring speakers supporting MSP Gillian Martin, Andy Wightman MSP, Diarmaid Lawlor of Architecture and Design Scotland and Professor Brian Evans, Profes3sor of Urbanism + Landscape, Glasgow School of Art. Exhibition continued for the week with Rebecca Hughes and LIS volunteers who successfully engaged with a number of MSP;s Fantastic social media campaign by Dan which has continued as content has been uploaded to the website 500 copies distributed to attendees, MSP's, those who were unable to attend and other organisations 	Note	

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	<ul style="list-style-type: none"> Opening slide of LI Awards event by CEO Document introduced by DMcK at LAUDF 5.12.18 		
02	Follow Up Action by sub committee 1. Additional copies to be ordered for distribution to interested organisations. Quotes have been received from Think and a further 2000 copies were agreed by committee for a sum of £1800.00 2. Engage with wider audience using contacts of umbrella organisations (STP, LINK landscape subgroup) 3. Ongoing social media campaign – and postcards 4. Meetings with MSP's: Andy Wightman & Mike Rumbles 5. Cross Party Groups agenda 6. Conferences 7. Please see separate Pre-Meeting minutes for further details	RT/RHp/ DW/NB Note	
3.3.2	SNH Liaison		
01	RHp and RT to attend update meetings in Jan & March 2018. Liaison has been strong in connection with the input into 'Landscape for Scotland'. New Chair and CEO have been appointed	RT/RHp	
02	A programme of meetings to be continued	Note	
3.3.3	A&DS		
01	Landscape and Learning: liaison requested with LIS as a development from recent publication 'Inspiring Learning Spaces' about buildings. RT to meet Diarmaid Lawlor in Jan 2018 and report back.	RT	Ongoing
3.3.4	Scottish Government		
01	Angus Corby - Transport Scotland. Attended with colleagues -Landscape for Scotland event. He would like to continue and be part of that conversation. Agreed to meet again 2018	Note RT/RHp	Ongoing
03	Sandy Robinson, Kristen Anderson, Susie Stirling - Planning & Architecture Division Invited with colleagues to Landscape for Scotland event. Further meeting scheduled for next March	RT/RHp	Ongoing
3.3.4	NHS and Health agenda		
	RHp and RT to contact Ann Lumb Scottish Estates	RT/RHp	
3.3.5	SUDS Working Group		
01	National Meeting attended by Julie Waldron. Sewers for Scotland update - LIS to promote the document when published. The document has been delayed due to amendments required. (due in April 18) Julie Waldron to share best practice presentation for LIS website	RT	Note
3.3.6	SGIF		
01	Nick Bowen to attend next meeting in January 18 and report	NB	Ongoing
3.3.6	Liaison with Other Professional Organisations		
01	Events sharing is ongoing with RTPI, RIAS, A&DS, CIH.	Note	Ongoing
02	Cross Party Group on Architecture and the Built Environment - Membership renewed. Next events March and June 2018. New agenda organiser is Karen Stevenson of RIAS and she will advise on suitable date for presentation of LfS. RT/RHp to contact Linda Fabiani MSP regarding continue support on landscape	RT/RHp	Ongoing
03	Scotland Towns Partnership (BIDs and - RT to attend meeting with Mike Harris and Phil Prentice in Jan 2018. £200p/a.	RT/MH	Ongoing
04	Scottish Alliance for People and Place: More politically motivated relating to Scotland's Planning Bill and its future impact on People and place £1,500.00 total fee. This could be requested as part of grant from LI if committee support	RT/CW	Ongoing
3.4	Supporting Education		
3.4.1	Pre-University		
01	Skills Scotland event in Glasgow, November: See JSW Report		
02	SRUC meeting update. SG talking at Horticultural Careers Day Feb 2018	NG	Ongoing
03	LI Education Forum - update	NG	Ongoing
04	<u>Ambassador Ideas</u> Scottish Government: Young Placechangers – through Scotland's Town's Partnership pilot project in Dunfermline. The aim is to roll this out in 2018 across	NG	Ongoing

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	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		
3.4.2	University		
01	ESALA LIS prizes – May 2018		
03	Skills Scotland: ESALA provided literature, models, students and staff to attend the Skills Scotland LI stand in Glasgow in November.	Note	
04	AGM date April 18 to include Reflections talk 5 to maximise student attendance.	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 confirm a brief and if this will still progress. RT to liaise with KF & JJ	DMcK RT	Ongoing
3.4.3	Apprenticeships		
01	LI to advise on progress with scheme in England for review in 2019 in Scotland	Note	Ongoing
4.0	EVENTS		
	Please see the Events Schedule		
4.1	LI CPD Event: January 2018 - It was noted that the CPD Scottish members survey the LI sent out earlier in the year was a bit weak and has resulted in a fairly dull agenda albeit ones that were voted for by the membership. NB suggested that the LIS send the LI the data and an executive summary of the data from the last LIS survey. NB will send this email to Dan Cook, copying in other relevant parties, highlighting the list of people that LIS members wants us to engage with and the list of potential CPD focus for events. RHa/DW to put the executive summary of the survey on the website	Note NB RHa/DW	 Ongoing Ongoing
4.2	Speakers names have been forwarded to Sabina Mohideen. Additional ones include <ul style="list-style-type: none"> Ian Hislop of Green Infrastructure. NB will put him in contact with Sabina Mohideen at the LI to pursue this further. Phil Hanlon of Glasgow University focusing on health and place making. RT has contacted him to see if he is interested and will advise Sabina Mohideen. 	NB RT	Ongoing Ongoing
4.3	RIAS 2018 – Year of Youth Suggestions were made for the LIS contribution to, including another Doors Open day and a talk from the new president of the LI, Andy White. NB to contact Andy White to see if he would be interested in giving a talk as part of the Year of Youth and as his introduction to Scotland.	Note NB	Ongoing
4.4	There was some confusion amongst the committee as to how corporate sponsorship works. RT has been informed by Andy Wallace at the LI that Hardscape are the only permissible sponsors but it was noted that the LI Awards had several sponsors. CW to clarify with AW	CW	Ongoing
5.0	EDUCATION REPORT AND MATTERS ARISING (see attached report)		
5.1	Skills Scotland – The stand was very successful, with 46 schools requesting that ambassadors to talk to the students about landscape. NG has asked for a summary of these schools so that the LIS can start working round them. JSW felt that there could have been a greater emphasis on Scottish landscape at the stand and it was noted that the boards depicting Scottish projects from RUL could have been used here. Poppy Smith seemed to think that the stand was a success and that it attracted far more attention than stands at comparable English events, however she informed NG that it was too expensive to return to another Skills Scotland event. JSW expressed confusion at this, stating that it shouldn't be any more expensive than a stand at an English event and CW suggested that Hardscape might be able to sponsor a future stand as events like this help feed their industry.	Note Note JSW	Ongoing

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5.2	It was noted that Kenny Fraser may be leaving ESALA soon, with Lisa McKenzie a strong candidate to take over	Note	
5.3	SG is speaking at the Horticultural Careers Day at the Edinburgh Botanic Gardens. RHa to email Edinburgh based Ambassadors and ask if they would be able to man a stall for the LIS. RHa to speak to SG to ask if he would be able to take the banner and some literature to the event on the day	Note RHa RHa	Ongoing Ongoing
5.4	NG noted that SRUC are considering accreditation as part of their courses.	Note	
5.5	5 students have passed their P2C in Scotland during the November examination. RHa to put a congratulations post on the website once they have been approved.	RHa	Ongoing
5.6	JSW advised that Glasgow Botanics are running 2 new HNC course on Horticulture and Garden Design	Note	
6.0	TREASURER'S REPORT AND MATTERS ARISING		
6.1	CW noted that the LIS have spent nearly £45,000 this year on events and salaries and that this is the mark of a successful year in which the branch has achieved a lot including a successful launch of Landscape for Scotland and event at Scottish Parliament The LIS has less than £1,000 left till the end of the current financial year	Note Note	
6.2	CW requested that going forward all agreed costs be noted in the minutes	RHa	Ongoing
6.3	CW highlighted that she has been in the position of treasurer for 7 years and she would like the committee to start looking for someone to take over the position, ideally to shadow her for a year following the next AGM. CW stated that the position requires roughly half a day every two weeks to do well. The committee agreed to start looking for people to fill the position, ideally from outside the main committee as all individuals on the committee are already very busy with LIS work.	Note All	Ongoing
7.0	POLICY OFFICER'S REPORT AND MATTERS ARISING (see attached report)		
7.1	RHp carried out a full update to the committee on Policy Officer activities including those with LI. She noted that the new Policy Officer for the Li has left and that the head of Policy committee has requested an urgent replacement. She advised that 70 days were available for LIS time commencing April 2018 with up to 30 extra available for LI work as set out in her report. Remaining days for LIS until the end of the financial year is 11 days.	Note	
7.2	RHp presented a copy of the Scotland's Geodiversity Charter to the committee, which had been formally launched the same night as Landscape for Scotland. She suggested that we use the list of people who had signed the charter as a basis for a list of contacts to help build connections while promoting Landscape for Scotland.	Note	Ongoing
7.3	RHp also advised of the Montreal Design Summit and the representation at the House of Lords on the NERC 2006 Act	Note	
7.4	RHp will provide all Policy consultations since 2013 as a matter of urgency to DW to ensure the content is included a part of the website migration	RHp	
7.5	A review of SGP diary of events may help co-ordinate LfS banner and associated events	RHa	
7.6	LINK landscape sub group will be an excellent group to form a coalition with.	RHp/RT	
8.0	COMMUNICATIONS REPORT AND MATTERS ARISING (see attached report)		
8.1	It was noted that Ben Gosling has suggested that the migration of content to the new website will likely start in the new year. RT requested that all LIS content on the new LI website needs to be LIS branded RHa to send the LI the prepared website statistics report from the last year highlighting the need for the new website to be functional soon.	DW RHa	Ongoing Ongoing Ongoing
8.2	RHa has requested Martin Robinson send images related to Anca Panait's recent community outreach for a website post	Note	Ongoing
8.3	DW continuing to work on web postcards with information from the Landscape for Scotland document. The committee agreed the costs of postcards at £200.00 including VAT	DW Note	Ongoing

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8.4	DW proposed having an LIS banner and a stack of Landscape for Scotland documents move around various relevant organisations in Scotland to raise its profile. The committee suggested some possible locations including SNH Battleby, SNH Great Glen House, The Lighthouse, Local Authority Offices and The Mitchell Library, Museum of Rural Life Ideally venues will take the banner and document for a week or more at a time before it is moved on. RHa to include note in future email asking for other venue suggestions. RHa to start contacting potential venues to find out when they might be willing to have the banner and document.	Note Note RHa RHa	 Ongoing Ongoing Ongoing
8.5	It was noted that the LIS BEFS membership needs to be renewed. Once this is done we will be able to advertise with them. RHp agreed to do this	RHp	Ongoing
9.0	AOB		
9.1	NB noted that an LI survey on education was recently circulated and asked if anyone on the committee had done this. No one had.	Note	
9.2	It was agreed that the AGM needs to be at ESALA, especially given the associated event which is very relevant to students. SJ to discuss alternative ESALA venues with SW	SJ	Ongoing
9.3	RHa to prepare a report of the feedback forms from the Preben Jacobsen talk	RHa	Ongoing
10.0	DATE OF NEXT MEETING		
	MID TO LATE JANUARY OR EARLY FEBRUARY AT THE RIAS OFFICED IN EDINBURGH. DATE TBC.	Note	