

MINUTES: COMMITTEE MEETING

Location: OPEN, 6th Floor, 24 Torphican Street, Edinburgh EH3 8JB 0131.221.5920

Date: Wednesday 27 November 2013 5.00 for Admin/Policy Pre-Meeting and 6.00 to 6.30 and 8.00 to 8.30 for Committee Meeting and 6.30 to 8.00 for Open Meeting to discuss SNH wild Land Map prior to Consultation Submission.

Distribution: Committee, Maggie, Gilvray, Danny McKendry, Rachel Howlett, Peter McGowan, Sue Evans, Kenny Fraser, Karen Stevenson, Rebecca Hughes, Carol McKenzie and website

Item	Action	
ADMINISTRATION PRE-MEETING		
1	Objectives of meeting	
1.1	A working meeting to discuss administration matters.	
2	Present Mark Turnbull (MT) (Chair), Hamish Neilson (Secretary), Clare Wunsch (Treasurer), Rebecca Hughes (Policy and Development Officer, and Carol McKenzie (Administrator)	
3	Administration Pre-Meeting	
3.1	Handover of website and LIS email from HN, CW and MT to CMcK completed	
3.2	Identify outstanding actions for website	CMcK
3.3	Members <ul style="list-style-type: none"> MT has received a list of members and other information – to be passed on to CMcK Alistair McCapra has suggested mapping of members by post code as these are in the member information. CMcK to make contact with data specialist (Mr David Watkins at Heriot-Watt University) to see how easy LIS could do this based on postcode level data we have on membership MT to ask for explanation from LI as to how Students and Licentiates are told of their Branch and what contact information they are given – MT to chase. LIS do not know how LI is notified of change of status of ‘student’ (i.e. to chartered for eg) and ‘home address’ change options. What tool do the LI use? 	MT CMcK MT/CMcK
3.4	Email <ul style="list-style-type: none"> Problems with emails not resolved. MT will continue to monitor and check with Jim Riches A number of members have recently reported that they are not receiving emails – MT has reported this to Jim Riches Progress with members without email addresses – outstanding although one person has been identified. MT to ask LI to identify LIS members not on email list Members noting that they are not receiving LI or LIS emails. MT to inform Jim Ritches and to investigate further 	MT MT CMcK MT MT
3.5	Join the LIS Brochure <ul style="list-style-type: none"> Agreed that it would be useful to have a ‘Join the LIS’ A5 Brochure to hand 	DECISION

	out to students and LI members moving to Scotland. CW to prepare a draft.	CW
3.6	Website <ul style="list-style-type: none"> Usage remains constant CW is removing superseded information 	CW
3.7	New Website Update <ul style="list-style-type: none"> New website in Wordpress should be available in December for testing and editing. Committee will be informed and comments to CMcK copied to MT and RT. <p>CMcK is to have a shared account between LIS committee. CMcK has asked Jim to inform her what the capability and editing arrangement will be (and CMcK has requested we all have access to post and edit)</p> <ul style="list-style-type: none"> Buttons for Facebook, Twitter and Registered Practices to be implemented on completion of social media survey. If no button for Registered Practices then these to be a sub-menu in About Us. See also item B1 LI producing trial of this with the LIS – CMcK to check progress with Jim Ritches New website must make it easy to remove superseded/outdated items. CW/CMcK to discuss with Jim Ritches. LIS must be Website Administrator. 	CMcK CW/MH/AS/SW CMcK CW/CMcK
3.8	Social Media Survey <ul style="list-style-type: none"> Results to go on website (as per mass email note to members) Although specific note to members about our proposals will be subject to clarification about Wordpress account arrangement. CMcK to check the position and report to next meeting 	CMcK
3.9	Linkedin/Twitter trial - Trial to be implemented after new website is up and running	DECISION
3.10	LIS blog/newsletter – CMcK/RH to discuss	CMcK/RH
3.11	A+DS Agreement with A+DS - HN to progress with timescales & costing. Final Agreement to come from Sue Evans to HN re Urban Greenspace Workshops	HN
3.12	LI wishes to publish LIS A Summer Conversation Report. CMcK to add bibliography. Report to also go on LIS website and be emailed to all members when Bibliography completed, MT to transmit to Paul Lincoln. RT to ask LI directly about feedback on Report	CMcK/MT RT
3.13	AOB There was none	
POLICY AND DEVELOPMENT PRE-MEETING		
4.1	Announcement made to members by email and on website. Info on website updated. Carol to add her details.	CMcK
4.2	RH summarised LI Briefing and gave update on responsibilities/priorities	
4.3	RH and MT prepared for discussion on SNH Wild Land Map	
4.4	MT to report on discussion at Board Meeting with Merrick Denton-Thompson regarding Scottish Policy Consultations, LIS responsible for signing off all Scottish Consultations, MDT to be informed if LIS thinks the LI Policy Committee should know about a particular consultation in which case a draft will be sent for comment.	RH
4.5	AOB There was none	
COMMITTEE MEETING		
1 Objectives of meeting		
1.1	A working meeting with reporting and discussion with members attending the discussion on the SNH Wild Land Map Consultation. Welcome to Dan Walker who is sitting in as a potential Committee Member.	MT
2 Present and Apologies		
2.1	Present: Mark Turnbull (MT) (Chair), Alan Cameron (Vice Chair), Hamish Neilson (Secretary), Clare Winsch (Treasurer), Mike Harrison, Steven Wheatley, Andrew Smith, Rebecca Heatlie, Dan Walker (replacing Rebecca Howlett see 25.1), Rebecca Hughes	

	(Policy and Development Officer) and Carol McKenzie (Administrator). *	
2.2	Apologies: James Spence Watson, Nicola Garmory and Rachel Tennent	
3	Minutes and Matters from Previous Meeting	
3.1	Minutes of Meeting 28-10-13 approved and on website	
3.2	Sue Evans, Marc van Grieken, Nigel Hackett and James Welch have received their Fellowships. Photos and text to be obtained and to go on website. CMcK to chase up photos and text (to put announcement on website and to email members)	MT/CMcK
4	Policy and Development Officer	
4.1	Summary of LI Briefing and update on responsibilities/priorities	
4.2	Key objectives	
4.3	<p>Tasks</p> <p>Policy Consultations</p> <ul style="list-style-type: none"> • Follow up on NPF3 and SPP and prepare a response to the SPP Consultation on Sustainability and Planning (in discussion with MT) • SNH Core Wild Land Map Consultation (in discussion with members, Committee and MT) • Planning and Architecture Division Introductory Events (in discussion with AC and HN) • Procurement UK Government (in discussion with MH and RT) • Procurement Bill Scotland (in discussion with MH and RT) • Community Empowerment Bill (in discussion with HN) 	
4.4	Landscape Futures Lecture and Seminar – Subject and speakers – Committee to consider and let MT/RH have their thoughts. LI would pay for this. It is understood LI will video lectures and prepare summary papers for LI website.	ALL
5	JCLI CPD Day	
5.1	Document circulation after meeting completed. There are other topics for further sessions SW and NG to consider this	SW & NG
5.2	Summary of feedback and any further action – To be discussed at next meeting	ALL
6	Summer Conversation	
6.1	See Administration Pre-Meeting Item 3.12 for progress on A Summer Conversation Report	
6.2	The decision was taken at the Meeting 16-09-13 to continue the Conversation once the report has been issued to all members by setting up Face to Face meetings as small or large groups in various locations with the opportunity of considering attracting a wider audience – Hold discussion on how this should proceed to next meeting	
7	DVD	
7.1	NG will prepare an attractive flyer with a link for circulation. There could be a link with Join the LIS Brochure (see Administration Pre-Meeting Item 3.5)	NG
7.2	JSW/NG to meet Construction Skills Scotland to discuss distribution of the flyer. JSW spoke to Careers Advice who advise on marketing but yet to hear back from them)	JSW/NG
8	Scottish Independence Risk to LI	
8.1	<p>MT to summarise LI Board discussion.</p> <ul style="list-style-type: none"> • LIS will remain as name and LI happy for LIS to ‘brand’. • Expression of support for LIS 	
9	SNH Wild Land Map Consultation	
9.1	RH introduced members present to the background, the consultation and key issues	
9.2	RH started the discussion by asking each member for their views on the SNH Wild Land Map	
9.3	Names of members attending to be noted and thanks given by MT	
9.4	Next steps	
10	Cross Party Group on Architecture and the Built Environment	
10.1	Landscape topic was presented at meeting on 17-09-13. HN writing a note of meeting to go on website	HN
10.2	A5 Conference Summary printed and on the website	
10.3	HN has written letters of thanks to MSP’s. HN to circulate to RH and MT letters along with letter to Eugene Mullan to Linda Fabiani Chair for her to discuss with the Cabinet Secretary. 4 points raised. HN to pass to CMcK for posting to the website	HN/CMcK
10.5	HN did not attend the event titled ‘sustainable job creation and export opportunities in	

	the Scottish Construction Industry'	HN
11	LIS Landscape Placemaking Competition	
11.1	AC has updated draft of Competition Brief and programme and will circulate to Committee for comment. AC now suggesting running this in February/March/April 2014 with prize fund of £1k professional prize (as per Green Bridge competition) and £250 for student prize. There would be a panel of 5 judges.	ALL
11.2	Exhibition reserved with A+DS in May and a Promotional Exhibition Booklet will be produced.	AC
12	Festival of Architecture 2016	
12.1	AC reported on meeting of 18 September 2013 and progress towards next meeting on 29-11-13, Suggestion is a competition for architect/landscape architect teams, an event and an exhibition. Discussion later suggested a guide book to the best designed landscapes in Scotland. A working group under AC was agreed, this comprises MH,AS and RH(P+D)	AC
13	Housing Case Studies	
13.1	MT has submitted further information and has had a lengthy discussion with author. Further draft awaited (See 14.3)..	MT
14	Activities and CPD 2013/14	
14.1	MT to arrange Fellows Dinner with Agenda a Scottish Archive, Award and Fellows Talks (Motivations and Hopes for the Future	MT
14.2	MT to arrange Heads of Practices Round Table lunch with Phil Mulligan Interim CEO in attendance. Agenda for Phil would be to explain LI forward strategy and for practices to raise issues of concern to them.	MT
14.3	Discussion on involvement of Landscape Architects in Local Authorities suggested that a CPD event with LI promoting the position papers on Green Infrastructure, Water and Housing as these relate to Scottish circumstances would get all members involved. MT to discuss with LI.	MT/AS
14.4	Christmas events planned for Glasgow on 5-12-13 and Edinburgh on 18-12-13. cK to monitor numbers and keep NG/SW informed.	CMcK
14.5	Marc van Grieken has agreed to give a GLVIA3 seminar in the new year – MT to get a date..	MT
14.6	Commonwealth Games seminar/site visit March/April 2014	NG
14.7	Green Bridge Competition – AC judged – report to next meeting.	AC
14.8	Scottish Scenic Routes Competition - MT has sent letter of support to Transport Scotland, MT to get feedback on competition from Angus Corby.	MT
14.9	Possibility of talk on Scenic byways in the USA by Dan Marriot – MT awaiting reply.	MT
15	Edinburgh School of Architecture and Landscape Architecture	
15.1	AC awaiting more details on LIS involvement with LIS competition next semester for 2 nd year - AC having difficulty making contact to clarify LIS involvement, RH to assist.	RH/AC
15.2	AC awaiting contact from Kenny Fraser re Award for 3 rd year portfolio and display, JSW commented that there is definite scope to do more with Architecture and Planning Schools- promoting landscape architecture via for e.g. closer engagement, activity and discussion with other professional institutes. This fits in with AC's approach to a competition entries from a team	AC/RH AC
15.3	CW proposed the creation of a Flyer at next years' s ECA&LA degree show to attract membership, flyer could also be used by LI when directing potential members to LIS (See Admin3.5)	
16	Committee Membership and Members undertaking various tasks	
16.1	LI Policy Committee work – Housing and Water documents working towards final drafts - nothing else to report	
16.2	Technical Committee – Priority topics Biosecurity, Fees, BIM, BREEAM, GLVIA, Visualisation/photography all ongoing – nothing to report	
17	Correspondence	
17.1	Nothing to report – all items requiring action dealt with	
18	Key Issues Arising from Administration Pre-Meeting	
18.1	See Item 3	
19	Treasurers Report	
19.1	Treasurers Report,	CW
19.2	CW has apply to LI for£8,900 as remainder of requested budget for April 2013 to April	

	2014 , this includes resolving how Carol's time is to be shown. MT to report on Board discussion in which agreed an immediate allocation of £5,000.	MT
20	LI Council Meetings, Branch Forums and other LI Meetings	
20.1	HN to report on Council Meeting including discussion with Noel Farrar President Elect. HN will prepare note for website – held over to next meeting..	HN
20.2	Committee de-selected HN as Advisory Council Rep and appointed RT	RT
21	Consultations	
21.1	Policy on Architecture and Placemaking document published - follow up action nothing to report.	
21.2	SNH Review of Visual Representation of Wind Farms – Awaiting response from the Minister. LI/LIS have offered to contribute to cost of technical/editor and training.	
21.3	SPP/NPF3 response - nothing further to report other than SNH Wild Land Map Consultation (See item 9)	
21.4	Scottish Government Review of proposed changes to EC Directive on EIA – nothing to report	
21.5	CEC consultation Trees in the City to be put on website.	SW/CMcK
21.6	GCC Design Guide for New Residential Areas – NG to give note to CW for website..	NG/CMcK
21.7	Consultations dealt with by Policy and Development Officer under item 4.	
22	LI and other Related Bodies	
22.1	Report on Design Panels – all going well nothing to report.	
22.2	Cross Party Group on Architecture <ul style="list-style-type: none"> Progress on paper produced by Diarmaid Lawlor of A+DS on Green Infrastructure in creating 'better places', the 3-4 workshops envisaged on how villages/towns/suburbs can respond to green infrastructure; potential for joint working in particular in preparing the scope for workshops in Sept 2013 onwards. Awaiting forum discussions with A+DS - progress 	HN
22.3	SDS and SUDS and Landscape Working Groups - NG to consider further action. NG also in contact with Karl Jones of Technical Committee Water Sub-Group	NG
22.4	Scottish Forum for Planning – nothing to report	
22.5	Scottish Enterprise have set up an Industry Leadership Group (ILG). Neil has co-opted the Chair onto one of his committees (Construction Scotland) – anything further to report?.	AC
23	Conference	
23.1	Post Conference 1 year review set up for 29-11-13 – MT to attend.	MT
23.2	Abstract and then draft of a Journal article on the theme of the Conference 1 year on has to be prepared for publication in July Issue on Landscape in the Devolved Nations. LIS to commissions the article from Bill Cairns – budget £500.00.	MT
23.3	Conference website transfer to LIS website – CMcK investigating	CMcK
24	Award	
24.1	Given the activities this year the award will be in 2014, MT to discuss with Fellows (see item 13.1)	MT/AC
24.2	Article on Peter Daniel. AC has spoken to PD and will arrange to meet.	AC
25	AOB	
25.1	Dan Walker co-opted as a Committee Member as of 28-11-13 and replaces Rebecca Howlett	
26	Next Meetings	
26.1	.Next meeting Tuesday 14 January 2014 at LUC Office, 37 Otago Street, Glasgow G12 8JJ 0141.334.9595, 5.00 for Amin and Policy Meeting, 6.00-8.00 for Committee Meeting. Following meeting Wednesday 19 February 2014.	CMcK

ANNEX TO AGENDA		
A	Long Term Outstanding Actions (to be programmed)	
A1	There should be a changing of wording on the main page of website, all to consider	ALL
A2	Identification of practices not LI registered - The purpose of identifying them is to understand the number of practices contributing to the Scottish economy as part of raising the profile of the profession. MT to draft an email to all members explaining the need to identify these practices and their locations which can then be mapped (outstanding)	MT
A3	LIS Logo with Inspiring Great Places and standard footer information to be actioned by MT.	MT
A4	Possible joint event with BALI - MT to discuss with BALI	MT
A5	Discussion - 2013 is NTS's year of the Landscape and is also the Year of Natural Scotland and John Muir Trust Centenary.. 2014 is the Commonwealth Games in Glasgow. LIS must consider how best to contribute to these events.	ALL
B	Items carried over (to be programmed)	
B1	Need to add on LHS of webpage various sub-menus as identified by MT (Consultations and Responses sub-menus). Archive not possible but they can be grouped by year (Awaiting new website)	CMcK
B2	Honorary Membership/Patrons two suggested names to be discussed at a later date, LI Board will also be discussing this. Held over for future meeting.	MT
B3	ESALA students will attend meeting in Edinburgh in September/October to report on ELASA mini meeting in Poland. CW to confirm nearer the time	CW
B4	Joint LIS, RICS, RTPI Urban Design Group linkup re policy and education - action postponed.	RT
B5	Possible joint event with BALI - MT to discuss with BALI	MT
B6	Need to identify someone to produce/create LIS newsletter An Interactive version of the DVD for professionals and updating to be discussed	ALL
C	Items to be included in new website	
C1	Need to have various sub-menus (Consultations and Responses sub-menus).	
C2	News Archive required	
C3	Photo gallery required	
C4	Calendar of Events required	