



Chair: Graham Marshall [gmarshall@maxim-ud.co.uk](mailto:gmarshall@maxim-ud.co.uk)  
 Sec': Charlotte Read [charlotteread@tep.uk.com](mailto:charlotteread@tep.uk.com)

## MEETING NOTE

**Date:** 30<sup>th</sup> April 2007, 7.00pm.

**Branch Committee Meeting**

**Venue:** Broadway Malyan Offices, Castlefields

Attendees	Non-Attendees	Apologies	Circulation
Graham Marshall (GM) Charlotte Read (CR) Nick Harrison (NH) Rachel Devine (RD) Lucy Garrett (LG) Jonathan Miley (JM) Ian Lanchbury (IL) Stephanie Kotalla (SK) Emily Rees(ER) Rachel Fryer (RF)		Katrine Heath (KH) Paul Gray (PG) Donald Kernott (DK) Tim Johns (TJ)	Ian Fisher – MMU John Finlay – MMU John Handley – University of Manchester Lara Hurley – Myerscough College

**Agenda:**

1. Update Items – Approval of meeting/Apologies/Approval of previous minutes/Actions (unless in reports).
2. Rolling Items – Reports and Action Plan/Diary
3. Business theme – Shared Values
4. AOB

1.0	Update Items	Action:
1.1	Quorum present and meeting approved.	-
1.2	Apologies as listed above.	-
1.3	Previous minutes approved.	-
1.4	<p><u>Actions from Previous Minutes:</u></p> <ul style="list-style-type: none"> <li>▪ GM has sent in Branch Action Plan. CR to circulate latest Action Plan to all with these minutes. <b>CR</b></li> <li>▪ Budget figures need to be allocated to items on the Action Plan. RD to ask PG to complete this with input from the Events team. <b>RD/PG</b></li> <li>▪ SK to create and update as necessary an Action Plan diary with dates assigned. <b>SK</b></li> <li>▪ GM asked everyone to also keep an eye on how many hours are spent on branch activities. <b>All note</b></li> <li>▪ RD is in process of handing over to PG. End of year financial report is due at the end of May and signatories are in the process of being arranged. <b>All note</b></li> <li>▪ Governance Review and need for coordinated branch response – agreed that this had been dealt with at individual level (any further comments can be forwarded to Claire Luxton). <b>All note</b></li> </ul>	

	<ul style="list-style-type: none"> <li>▪ CPD questionnaire – RD sent this through to Sue Beard to use on national level. RD waiting to find out what the response was and chase if appropriate.</li> <li>▪ P2C forum on web still not available to all. LI are in the process of sorting out a few P2C teething problems and are aware of this. PG to keep an eye on whether this continues to be a problem.</li> <li>▪ GM had been in contact with Lara Hurley at Myerscough and they are happy for the branch to run an event from there later this year. GM gave Lara John Finlay's contact details to speak to regarding setting up an accreditation panel. CR had contacted the LI and contact details by membership division are available, if Myerscough provide the LI with the letter they want to send to Landscape Managers.</li> <li>▪ All other actions incorporated into items below.</li> </ul>	<p><b>RD</b></p> <p><b>PG</b></p> <p><b>All note</b></p> <p><b>All note</b></p>
<b>2.0</b>	<b>Rolling Items - Reports</b>	
<b>2.1</b>	<b>Chair's report</b>	
<b>2.1.1</b>	<p><b>UDAL Meeting – 19<sup>th</sup> April 2007, London</b></p> <p>This was well attended. GM was disappointed with the content of the meeting. Issue of contact between institute representatives was discussed. GM feels UDAL needs a stronger focus/purpose. GM will report back to Marion Bowman on this with some targets/ideas for structure. Seemed to be a lack of understanding as to what Landscape Architecture was. Marion to attend the next meeting to present LI's Business Plan.</p>	<p><b>All note/ GM</b></p>
<b>2.1.2</b>	<p><b>Planning Aid – 27<sup>th</sup> April 2007, Newcastle</b></p> <p>General view that this is a well funded initiative, involving a good range of projects and provides an opportunity for Landscape Architects to engage with the public (including young people). GM has made contact with NW coordinator (based in Sale) and has arranged a meeting. GM invited anyone else interested to attend as well.</p> <p>If LI are to join in with this initiative may need to be dual member of RTPi for some aspects. Need some clear terms of reference to take this forward using NW as a pilot region. May even require a national pilot from the outset. Again this initiative provides another important opportunity for the LI to promote itself. GM to prepare article on the conference for Marion to go into Vista.</p> <p>GM has received no response from branch members to the article that went into</p>	<p><b>All note/ GM</b></p> <p><b>All note/ GM</b></p> <p><b>All</b></p>

	SPACE.	<b>note</b>
<b>2.1.3</b>	<b>Places Matter Design Review Panel–</b>  Having extended the deadline to encourage more applicants the 20 places on the review panel have now been filled. GM to keep committee up to date on how this progresses.	<b>All note</b>
<b>2.1.4</b>	<b>Schools Liaison –</b>  There has been no response from branch members to recent article on this in SPACE. DK had attended one event as employee of Hyder. It is realised that work is already done centrally to promote the LI at graduate fairs etc. RF suggested targeting careers advisers would also be an effective way forward.  Agreed that liaison with schools requires coordination and input from central office. NH confident that Secretariat will be addressing this in due course. CR to find out who is leading this and what the timescales are.	<b>All note</b>  <b>CR</b>
<b>2.1.5</b>	<b>Role of Landscape Architects in Public Realm Design –</b>  It was discussed that RIBA appear to be cornering the market in this area, through press releases and RIBA competitions. Agreed that Sabina's new role in coordinating competitions may help the situation. GM to speak to Marion about this .	<b>GM</b>
<b>2.1.6</b>	<b>Association for Sustainable Communities –</b>  GM attended meeting in London and workshop in Liverpool. Discussion in Liverpool on the ASC's strategies. No mention about placemaking. This is another opportunity for promotion of Landscape Architecture, although it is not certain how long ASC will be kept going for. GM waiting for feedback of meeting – will report on this when it is received.	<b>GM</b>
<b>2.2</b>	<b>Secretary's Report</b>	
<b>2.2.1</b>	<b>Branch email addresses -</b> CR has spoken to Claire Luxton Regarding email addresses and new branch websites. The websites are approx. 6 months off and each branch will have an input into how these are set up, but email addresses would be part of them if requested. In the interim NH has hidden committee members work email addresses to try and keep to junk emails to a minimum.	<b>All note</b>
<b>2.2.2</b>	<b>Members contact details -</b> CR has contacted Sabina regarding new contacts database. This shouldn't	<b>All</b>

	result in a real change to the accuracy of information. Sabina is handing over to Jac Harris in the next week. CR to contact Jac if more up to date contact details are obtained for members, but don't want to know of contact details are wrong. It is up to individual members to contact them. Sabina did not have a problem with CR contacting practices directly to get up to date email addresses.	<b>note</b>
<b>2.2.3</b>	<b>Welcome email for new branch members -</b>  CR had circulated draft email prior to the meeting. Comments from GM that email should just ask for them to keep the branch up to date with their contact details and also that Chair and Secretary contacts should be added to the header. CR to amend and start sending to new members.	<b>CR</b>
<b>2.3</b>	<b>Treasurer's Report</b>	
<b>2.3.1</b>	<b>Branch Bank Account -</b> The branch bank account is in the process of being closed with Nat West. The LI have opened a series of new accounts for the branches with CAF Bank. This is to take advantage of the banks free banking policy for charities. The account has the Chair and Treasurer as signatories and also has two central LI signatories. The account is now open.	<b>All note</b>
<b>2.3.2</b>	<b>Branch Funding -</b> The new account opened with an initial deposit of £1,500. This has been since supplemented with this years subscriptions. £3,216 to North West account on 24/4/07. The balance is now <b>£4,723.34</b> .  There is an allocation of £4,624 for 2007/8 - £1,600 fixed and £3,024 capitation. LI Central have offered the following explanation as to how the funds are allocated:  In line with our priorities in the development plan for 2007-08, the way in which branches are funded will change as part of closer links between the secretariat and the branches. <ul style="list-style-type: none"> <li>• The funding will still be calculated by a combination of flat rate and payment per member in the branch area. This is to help smaller branches to meet basic costs.</li> <li>• There is a total of £4,600 allocated in this year's budget, on the basis of £1600 flat rate and £5.80 per member for each branch.</li> </ul> <p>Furthermore, there is a total £2,727.18 in the closing Nat West account, which</p>	<b>All note</b>

	will be transferred across.	
<b>2.3.3</b>	<p><b>Events -</b> Funding is available to support events. Please can events organisers present budget estimates with their proposals for approval by the branch.</p>	<b>RD/SK</b>
<b>2.3.4</b>	<p><b>Sponsorship –</b> The P Casey Group and Hardscape have contributed to various events in the past and it is hoped that these and others will assist in this forthcoming year.</p> <p>During the meeting the subject of sponsorship and advertising was discussed. NH has received first request for job advert to be placed on branch website. NH has spoken to Secretariat about this and also newsletter sponsorship. Paul Lincoln at LI will be considering this further and it is likely it will be organised centrally in the future, particularly with the changes to the branch websites.</p> <p>PG to draft letter to P Casey Group explaining website changes and end of sponsorship this year, however there should be opportunities to sponsor specific events in the future.</p>	<p><b>All note</b></p> <p><b>PG</b></p>
<b>2.3.5</b>	<p><b>Newsletter -</b> Acheson Glover funded some of last year's newsletters and they are committed to produce one more edition.</p> <p>JM/LG have explained to Acheson Glover that next newsletter will be the last in paper format for sponsorship. Again other opportunities for sponsorship have been highlighted.</p>	<b>All note</b>
<b>2.3.6</b>	<p><b>Accounts -</b> Accounts for 2005-2006 to be submitted mid May.</p> <p><b>(see over)</b></p>	<b>All note</b>

<b>North West Branch of the Landscape Institute</b>		
<b>Income and Expenditure for the year ended 31 March 2007</b>		
Balance brought forward	CAF Bank Account Current Account	
1,500.00		
	Petty cash	
	_____	
£1,500.00		
<b>Income</b>		
LI subscriptions <sup>1</sup>	3,216.00	
Interest	<u>7.34</u>	<u>£4,723.34</u>
<b>Expenditure</b>		
Printing/postage of newsletter	00	
Cost of events	00	
Website	00	
Cube membership	<u>00</u>	<u>£00000.00</u>
<b>Surplus for the year</b>		<b><u>£4,723.34</u></b>
Notes:		
	<sup>1</sup> – Subscription is £4,624.00 comprising of £1,600 fixed and £3,024 capitation.	
<b>CUBE Membership -</b>		
	In the past this has cost £400-500.00 per annum and the membership allowed the branch to use CUBE as a venue 3 times a year and use their postal address. GM to speak to CUBE again to find out what they offer, so that decision can be made on whether it is worth subscribing.	<b>GM</b>
<b>2.4</b>	<b>Branch Representative's Report</b>	
<b>2.4.1</b>	<b>Action Plan -</b>	
	RF suggested the role of the Branch Liaison Coordinator be carried out by the Branch rep.	<b>All note</b>
<b>2.4.2</b>	<b>Summary from YBLI meeting -</b>	
	RF has made key contacts at YBLI (and as outlined in Action plan) and attended their Committee Meeting 19-04-07 a Hepworth Building, LMU, Leeds	<b>All note</b>



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Committee members:

Bill Blackledge - Chair  
*Elizabeth Blackledge – Secretary (main point of contact)*  
Alan Simpson – Branch Rep  
John Ingham – Student Liaison / Committee member  
Rachel Ingham – CPD  
Bryn Jones – Treasurer  
Mark Topping – Committee member / CIC liaison  
Alan Knowell – Committee member

CPD / Events:

Requested we are included on the circulation list for so far RF and CR on the list.

- 4x4 seminars - <http://www.makingplaces.com/>  
Series of 4 lectures over 4 weeks – themed generally architecture / engineering led
- technical evenings – companies charged to run the event £200 and provide food.
- Practitioner evenings – practices invited to do a presentation evening (promoting their practice) discussing the work in the region etc
- Informal events held regularly including attending Green Drinks: <http://www.greendrinks.org/> (merging with <http://www.compassnetwork.org/> in April 2007). In the North West:
  - Manchester 3<sup>rd</sup> Tuesday of every month at Moonlight (formerly Moon Bar), Tarriff Street, Manchester. Next meeting 6pm, Tuesday 15<sup>th</sup> May.
  - Liverpool 1<sup>st</sup> Thursday of every month at Doctor Duncan's, Queen's Square.

Venue:

They hold committee meetings at the University but Leeds have use of Green Sand Foundry (Leeds equivalent of CUBE), £700 pa includes: postal address, use of meeting rooms and conference room 4 times pa. Part of the pan professional working.

Pan professional:

None aware of a written agreement to pan professional working. Contact at Yorkshire Forward is Jo McCarey-Egan.

Construction Industries Councils: Have funding available for the 'smaller professions', hold bi-monthly meetings, help with promotional material / advertising / distribution / secretarial support for key events. One of its key priorities is raising the profile and improving links with universities / young

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	<p>professionals</p> <p>P2C seminars: 2 sessions this year – Spring &amp; Autumn to deal with 2 intakes – these are charged and number fixed</p>	
<b>2.4.3</b>	<p><b>Contacts:</b> Requested contact for Wales branch – it was Julie Barr (Capita Symonds) – any further contacts to be forwarded to RF.</p>	<b>All note</b>
<b>2.4.4</b>	<p><b>Next Council Meeting:</b> Monday 2<sup>nd</sup> July 2007</p>	<b>All note</b>
<b>2.4.5</b>	<p><b>Council Meeting October &amp; AGM:</b> 29<sup>th</sup> October to be held in Manchester combined with LI AGM Guest Speaker Martha Schwartz Venue TBC</p>	<b>All note</b>
<b>2.5</b>	<b>Newsletter Report</b>	
<b>2.5.1</b>	<p><b>Spring Edition of SPACE –</b></p> <p>Reported outcomes of the AGM and Membership Questionnaire. Also featured information regarding the School's Co-ordinator post and Planning Aid.</p>	<b>All note</b>
<b>2.5.2</b>	<p><b>Format and Production –</b></p> <p>It was reported at the last Meeting that SPACE was not reaching the membership in its printed format and would be more dynamic and flexible as an emailed PDF. This would allow production to be quicker and also delivery to an inbox at work, rather than at home would encourage more people to read it. The new Newsletter would be monthly rather than seasonal; this would enable more events to be advertised and the format used for Newsflashes as well.</p> <p>This change in format would also coincide with a change in layout to match the new Branch Logo. A paragraph about the possible change was included in the Spring Edition.</p>	<b>All note</b>
<b>2.5.3</b>	<p><b>Summer Edition of SPACE -</b></p> <p>This edition will include a report of the Pub Quiz and news from YBLI. Several</p>	<b>All</b>



	details of how many judges are needed and for what categories – so that people can be put forward/suggested.	
<b>2.6.6</b>	<p><b>Walking tour of Islington/Ancoats – Tuesday 19<sup>th</sup> June</b></p> <p>This will link nicely with Architecture Week (18-24<sup>th</sup> June). Event to be organised by TJ. Flyer will be produced for this. Event will be ticketed.</p> <p>LG/JM to produce newsflash for this event.</p> <p>GM mentioned similar Liverpool walking tour should be organised as a future event next spring. GM would be willing to organise this.</p>	<p><b>TJ</b></p> <p><b>LG/JM</b></p> <p><b>All note</b></p>
<b>2.6.7</b>	<p><b>AGM/Shared Values – September</b></p> <p>GM has spoken to Lara Hurley in principle about this event being held at Myerscough. Mid – late September would be the start of the new academic year. Date between the 19<sup>th</sup> – 27<sup>th</sup> September. GM proposed that the LINW membership should be approached to see if there is a general interest in having an afternoon event, rather than an evening. This could be included in the next issue of SPACE. There may be another event at Myerscough that could be tacked onto this.</p>	<p><b>All note</b></p> <p><b>LG/JM</b></p>
<b>2.6.8</b>	<p><b>Car Free Day – September</b></p> <p>GM to contact MerseyTravel to discuss.</p>	<b>GM</b>
<b>2.6.9</b>	<p><b>Urban Design Week – September</b></p> <p>Should look for opportunities for a separate event linked to this.</p>	<b>All note</b>
<b>2.6.10</b>	<p><b>Joint LI/RIBA Annual Lecture – 29<sup>th</sup> October</b></p> <p>Now to be held in Manchester. Martha Schwartz speaking on 'Creative Problem Solving'. LI Council meeting and AGM will be held at the same time. RIBA are meant to be finding a venue, but LI have asked LINW for assistance in making suggestions and also encouraging attendance.</p> <p>Venues discussed were:</p> <ul style="list-style-type: none"> <li>▪ Museum of Science and Industry</li> <li>▪ Lowry</li> <li>▪ Bridgewater Hall</li> <li>▪ Town Hall</li> </ul>	<b>All note</b>

	<ul style="list-style-type: none"> <li>▪ MMU</li> <li>▪ Urbis</li> </ul> <p>Potential to run practice evening at the same time – also potential to hold this as a joint practice evening with RIBA. Was agreed that the best way forward might be to hold the practice evening prior to the 29<sup>th</sup> in RENEW and display boards in a reception space at the event.</p> <p>GM to provide feedback to LI.</p>	<b>GM</b>
<b>2.6.11</b>	<b>ASC Presentation – November?</b>	<b>GM</b>
	The ASC are keen to do something. GM to follow this up.	
<b>2.6.12</b>	<b>Region-wide attendance at events –</b>	<b>All note</b>
	Option of providing coaches for key events, such as the AGM/Shared Values event. Possibility of establishing sub-regional committees that can organise smaller events?	
<b>2.6.13</b>	<b>YBLI CPD Events –</b>	<b>All note</b>
	CR, RF and NH have been receiving email notification of YBLI events. Agreed that these would be of interest to some LINW members. Agreed that RD should be copied in on these in future. NH has added link to YBLI website on the LINW website and RD can forward relevant details to LG and JM for inclusion in SPACE and then Newsflashes – when up and running.	<b>RD/LG/JM</b>
	(See Branch Rep. Report for examples of current YBLI events).	
<b>2.6.14</b>	<b>cpdevents.org.uk –</b>	<b>RD</b>
	Once date is set for next issue of SPACE, RD will look on the CIC website to see if there's any interesting events coming up for inclusion in the newsletter	
<b>2.6.15</b>	RD to collate venue suggestions for future reference.	<b>RD</b>
<b>2.7</b>	<b>P2C Co-ordinator's Report</b>	
<b>2.7.1</b>	No response received to date to request for volunteers that was included in SPACE.	<b>All note</b>

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<b>2.7.2</b>	No events have been booked to date. PG to meet with DK and RD in the next few weeks to develop the P2C events programme further.	<b>PG/DK/RD</b>
<b>2.7.3</b>	Out Standing Action - PG to contact Secretariat (Sue Beard / Maxine) for further guidance on branch role in P2C.	<b>PG</b>
<b>2.8</b>	<b>Website Report</b>	
<b>2.8.1</b>	Report carried over to next meeting.	<b>All note</b>
<b>3.0</b>	<b>BUSINESS THEME – SHARED VALUES</b>	
3.1	Action for GM to organise Shared Values event. GM to speak to Marion about her attendance at this.	<b>GM</b>
3.2	GM to write provocative article for Landscape to get the discussion going.	<b>GM</b>
<b>4.0</b>	<b>OTHER BRANCHES</b>	
4.1	<b>YBLI – see Branch rep. report and item 2.6.13.</b>	<b>All note</b>
<b>5.0</b>	<b>AOB</b>	
5.1	Next meeting <b>Monday 4<sup>th</sup> June 2007</b> at <b>6.30pm</b> at Broadway Malyan's offices.	<b>All note</b>