



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

## MEETING NOTE

**Date:** 2<sup>nd</sup> June 2008, 6:30pm.

**Branch Committee Meeting**

**Venue:** Budenberg Haus 3, Altrincham

Attendees	Non-Attendees	Apologies	Circulation
Graham Marshall (GM) Charlotte Hayden (CH) Rachel Devine (RD) Lucy Garrett (LG) Paul Gray (PG) Stephanie Kotalla (SK) Jonathan Miley (JM) Ian Lanchbury (IL)	Emily Rees (ER) Carolyn Willitts (CW)	Rachel Fryers (RF) Nick Harrison (NH) Rachel Devine (RD)	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
3. Business theme – Events for Year and Branch Action Plan
4. AOB

1.0	Update Items	Action:
1.1	Quorum present and meeting approved.	-
1.2	Apologies as listed above.	-
1.3	<u>Actions from Previous Minutes:</u>  None. Minutes still to be issued by GM.	<b>GM</b>
2.0	<b>Rolling Items – Reports (3 reports provided)</b>	
2.1	<u>Chairman's report</u>	
2.1.1	GM has attended a number of LI events in London in the last month, including the launch of the 'I want to be a Landscape Architect' campaign at the LI President's reception.	<b>All note</b>
2.2	<u>Treasurer's report</u>	
2.2.1	PG has prepared the end of year accounts ready for submission. Current balance is approximately £11,100.00. Although balance is good, committee should still look for sponsorship opportunities.	<b>All note</b>
2.2.2	All expenses to be claimed using LI expenses form. PG will circulate copy of form to the committee.	<b>PG</b>
2.2.3	Need to submit minutes from 2007 with accounts. CH to collate minutes and send to Leslie Walters at LI. (post meeting note – PG will send minutes on to LW)	<b>CH/PG</b>

<b>2.3</b>	<b>P2C Report</b>	
<b>2.3.1</b>	Single all day workshop will be held prior to next oral examinations. PG to approach others for assistance as required.	<b>PG</b>
<b>2.3.2</b>	LI Mentor Focus Group will be held on 13 <sup>th</sup> June 2008.	<b>All note</b>
<b>3.0</b>	<b>Events</b> <ul style="list-style-type: none"> <li>▪ Proposed theme: 'What is a Landscape Architect Capable of?'</li> <li>▪ Agreed that volunteers from committee to be delegated 1 or 2 events each at next meeting to help organise.</li> <li>▪ JM and LG to produce first e-newsletter as events are organised.</li> </ul>	<b>All note JM/LG</b>
<b>3.1</b>	<u>June – MMU Degree Show</u> Friday 13 <sup>th</sup> June. GM, NH and Art Teacher contact available to act as judges. Committee to find another 1 or 2 suitable judges. These people should have not judged in the last 2 or 3 years and do not necessarily have to be senior professionals. NH to be asked to take photographs at the event. PG to buy RIBA vouchers - £100.00 first prize. JM and LG to print certificates.	<b>All note PG/JM/ LG</b>
<b>3.2</b>	<u>July – Possible Tatton Flower Show visit/tour</u> CH to give SK RHS contact details.	<b>SK/CH</b>
<b>3.3</b>	<u>August – Liverpool Walk and Talk</u> Either on the 14 <sup>th</sup> or 21 <sup>st</sup> . GM/Rosie Paul and BCA Landscape could act as guides. The tour could cover strategic thinking to city-wide public realm as well as the detail of a completed scheme. Capital of Culture theme? GM to speak to RP and LG to BCA Landscape.	<b>LG/GM</b>
<b>3.4</b>	<u>September - Pub Quiz</u> Proposed location – Nag's Head in Manchester. Questions, venue, trophy and invite to be organised. Prizes are already sorted.	<b>SK/CH</b>
<b>3.5</b>	<u>October – Presentation and Practice Evening</u> 16 <sup>th</sup> or 23 <sup>rd</sup> proposed (23 <sup>rd</sup> preferred date). Possible venues – Urbis/CUBE or venue in Liverpool, as practice evening was held in Manchester last year. Possible sponsorship by Hardscape. Presentation/lecture to be linked to this. Could be 3 or 4 speakers each providing more in depth view of a completed project (see AOB – 'Fairytale of Burscough Bridge as one possible scheme). Look to invite some well-known people – Will Alsop, LI President/Director General. Volunteers to be identified to organise this.	<b>All note</b>
<b>3.6</b>	<u>November – Lecture on Planting</u> SK to contact Noel Kingsbury regarding suitable lecture. Date and venue to be	<b>SK</b>

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	confirmed asap.	
<b>3.7</b>	<u>December – Christmas Social</u> Possible venue – Rainbar. Volunteers to be identified to organise this.	<b>All note</b>
<b>3.8</b>	<u>January – Lighting Seminar/Lecture</u> Volunteers to be identified to organise this.	<b>All note</b>
<b>3.9</b>	<u>February – Regional LI Conference</u> LI keen for their events to be organised within regions. LINW could work with LI Yorkshire on this. Link to 'What a Landscape Architect can do' theme. Or exploration of relationship between urban design/landscape design. PG mentioned Karl Smith is interested in doing lecture on sustainability as part of a wider event. GM will speak to Paul Lincoln about organising this event. Volunteers to be identified to organise this.	<b>All note</b>  <b>GM</b>
<b>3.10</b>	<u>March – Visit to Yorkshire Sculpture Park</u> Volunteers to be identified to organise this.	<b>All note</b>
<b>3.11</b>	<u>April – AGM and Spring Social</u> Volunteers to be identified to organise this.	<b>All note</b>
<b>3.12</b>	<u>Branch Action Plan</u> Deadline for submission to LI was today. GM to check that template has not changed since last year. Agreed that last year's themes are still applicable. Calendar of events as outlined in minutes to be added under these headings. GM to complete plan on this basis and circulate for comment. PG to add ball park costs in for each event, before GM sends it to LI.	<b>GM/PG</b>
<b>AOB1</b>	GM to represent LI at Institute of Heritage and Conservation's Summer School. GM to claim expenses via PG.	<b>All note</b>
<b>AOB2</b>	LG outlined proposal 'from Andy Thompson at BCA Landscape for a curated exhibition of the 'Fairytale of Burscough Bridge', in partnership with Smiling Wolf. BCA Landscape are seeking support from the LINW by way of a contribution to the costs/provision of a venue/publicity or endorsement. Agreed that exhibition could fit in with the branch's annual theme and promote Landscape Architecture. Not clear how far LINW could be seen to support a particular private practice. LG to circulate proposal to committee members for comment. GM to consider options/speak to contacts in Liverpool and LI.	<b>LG/GM</b>



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<b>AOB3</b>	Date of next meeting – 23 <sup>rd</sup> June at 6.30pm, Broadway Malyan's new office in Manchester	<b>All note</b>
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## **ACTIONS TO BE CARRIED OUT BY NEXT MEETING**

### **Graham Marshall:**

1. GM to circulate minutes of last meeting.
2. Complete Branch Action Plan and circulate.
3. GM to speak to Rosie Paul re Liverpool Walk and Talk.
4. GM to speak to Paul Lincoln about regional LI conference, proposed for February 2009.
5. GM to consider options for BCA Landscape's proposal and speak to LI.

### **Paul Gray:**

1. Circulate LI expenses form to committee members.
2. Submit last year's accounts and minutes to LI.
3. Prizes for MMU Degree Show.
4. Enter costs against events in Action Plan.

### **Nick Harrison:**

1. Take photos at MMU Degree Show.

### **Charlotte Hayden:**

1. Pass on RHS contact details to SK and assist with research into Tatton Park event.
2. Assist in organising pub quiz – questions and trophy.

### **Stephanie Kotalla:**

1. Contact Noel Kingsbury re planting lecture.
2. Contact RHS re Tatton tour.

### **Jonathan Miley/Lucy Garrett:**

1. Certificates for MMU Degree Show.
2. Set up e-newsletter for circulation as first events are organised.

### **Lucy Garrett:**

1. Circulate BCA Landscape's proposal for exhibition.
2. LG to speak to BCA Landscape about Liverpool Walk and Talk.

### **All:**

1. Find 1 or 2 other judges for MMU Degree Show.