

**INSTITUTE OF
HISTORIC BUILDING CONSERVATION
EAST MIDLANDS BRANCH
ANNUAL GENERAL MEETING**

FRIDAY 14TH
SEPTEMBER 2007



THE CATHEDRAL CENTRE,
MINSTER YARD,
LINCOLN CATHEDRAL

DIRECTIONS TO THE VENUE

The AGM is to be held at the Cathedral Centre, Minster Yard, Lincoln.

The Centre is not signed but can be found to the right of the (west) front of the Cathedral, and is accessed through a gateway.

PROGRAMME OF EVENTS

2.45	Meet outside the west door of the Cathedral
3.00	Tour of the Medieval and Wren libraries
4.00	Tour of the Cathedral roof
5.30	Buffet in the Cathedral Centre
6.00	AGM
7.00	Close

Agenda

1. Apologies for Absence
2. Minutes of the 2006 Annual General Meeting
3. Officers' and Other Reports and Financial Statement
4. Election of Officers

Chair

Vice Chair

Secretary

Treasurer

Branch Representative to Council

Membership Officer

Education Representative

5. Election of Branch Committee
6. Business Plan
7. Annual School, Buxton, 2009
8. Any Other Agreed Business

Minutes of the Annual General Meeting at Bolsover Castle

6th September 2006

Present

David Boyson (chair), Robert Walker, Stephen Bradwell, Julie Anne Renfrew, Barry Joyce, Jane Roylance, Chloe Oswald, Samantha Raggatt, Rosalind Willatts, Allan Morrison, Elizabeth Bryan, Ann Bond, Liz Mayle, A Lawson, Rose Thompson, Roy Lewis, Debbie Maltby, Jim Crane, Kim Wyatt, Ruth Connolly, Chris McKinney and John-Paul Walters.

Apologies

Fiona Newton, Steve Bowyer, Alan Harvey, Mark Strawbridge, Jason Mordan, Martin Ticknell, Chris Collison, Peter Billson, Alf Sharman, Diana Evans, Sarah Howard.

Minutes of the 2005 AGM

The Minutes were agreed as a true record of the meeting, proposed by Julie Anne Renfrew and seconded by Chloe Oswald and carried unanimously.

Officers' and County Reps Reports

Before moving to the Officers' Reports, David Boyson explained that Fiona Newton was now working full-time for the IHBC. He thanked her for her service to the Branch and its activities, having served on the Committee as Secretary and Branch representative for the past 6 years. This was warmly supported by the Meeting.

David Boyson noted that he was to stand down as ALGAO representative in favour of Jason Mordan.

The County Reps had nothing further to add to their reports.

Roy Lewis noted that Derby University's course was still awaiting accreditation

He also announced that the IHBC had agreed to takeover the Chair of UDAL and this was seen as major opportunity for the IHBC, to raise its profile and to promote cross-professional working. However as a result, Roy Lewis was to stand down as the IHBC's representative, which in future would be represented by Sean O'Reilly and Jack Warshaw.

David Boyson offered the Branch's thanks for Roy's work on UDAL.

Treasurer

Robert Walker presented his report, explaining the summary of expenditure and income on the Bank Register, although he did point out that there were a number of provisional expenditure items.

From the Statement of Accounts, Robert noted that as at 1 October 2005 the Branch had £1224.36 in its current and reserve accounts, income through the year had been £515.94 while expenditure was estimated to be £1026.54; the AGM, meetings and postage and printing accounting for the largest expenditure items. In all this left a balance to be carried forward into next year of £713.76. Taking this forward into the next financial year, Robert had budgeted for an income of £500 from the IHBC and an expenditure estimated to be £850, leaving a balance of £378 at end of September 2007.

It was expected that next year's expenditure on postage and printing would be significantly reduced by increasing the use of email and the continuation of the 'cheap and cheerful' events programme, as supported by the Members at the last AGM. Robert noted that the East Midlands Branch had always been able to run free AGMs however some Branches were charging their members for events prior to the AGM.

Acceptance of the Financial Statement and Treasurers Report was proposed by Liz Mayle and seconded by Elizabeth Bryan and carried unanimously.

Election of Officers

Robert Walker asked for a volunteer to take on the role of Treasurer following next year's AGM, and while he was happy to continue this year he thought it would be useful if someone could volunteer now to give time to familiarise themselves with the responsibilities of the post and to sort out the procedures of changing the authorised bank signatures.

David Boyson also asked for nominations to the new post of Membership Secretary, to co-ordinate membership applications within the East Midlands area, which was seen as an important post by the IHBC Council.

Liz Mayle (proposed by Allan Morrison and seconded by Ann Bond) had no objections to taking on the role but wanted to discuss the nature of the post with Fiona Newton first.

David Boyson then read out the nominations received for the remaining posts. These were: David Boyson (Chair), Jane Roylance (Vice Chair) Robert Walker (Treasurer), Steve Bradwell (Secretary), Roy Lewis (Branch Representative) and Samantha Raggatt (Education). Election of the Officers was proposed by Alan Morrison and seconded by Chloe Oswald.

Election of Committee

David Boyson then read out the nominations already received. These were Liz Mayle (Lincolnshire County rep), Jason Mordan (Nottinghamshire County rep) and Ruth Connolly and Chris McKinney (Derbyshire County joint reps).

There were no nominations from Leicestershire and Northamptonshire. Mark Strawbridge had been providing a link for Northamptonshire but it was felt that there was a need for at least a more permanent contact who could act as a letter box to receive information and pass it on to the other County Conservation Officers. Ann Bond said that she would raise this issue at the next Northants Conservation Officers' Forum¹.

Business Plan

The Business was generally discussed and agreed with some amendments for items no. 11 (representation on UDAL) and no. 14 (October trip to Wollaton Hall still to be arranged, Jane Roylance noted that a date could not be set as yet due to Nottingham City's estate management restrictions).

¹ Following the meeting, there were offers from David Boyson and Rachel Booth to stand as County Reps for Leicestershire and Northamptonshire respectively.

Communications Protocol

The Branch was asked to agree that in future all communication (such as event flyers and AGM Papers) be conducted by e-mail and by posting information on the IHBC web-site. At present there were 132 Members in the East Midlands branch of which 109 had already agreed to take e-mail.

David Boyson briefly explained the potential time and cost savings and the speed of communication. There would still need to be a letter advising of the AGM but this would provide a link to the web-site to access the main papers.

The motion was proposed by Liz Mayle and seconded by Barry Joyce and carried unanimously.

Any Other Business

David Boyson expressed his thanks to Kim Wyatt and Chris McKinney for organising the day and to Louise Brennan for her authoritative tour of Bolsover Castle, this was supported by the Meeting.

In the absence of any further business the meeting was closed at 6.20pm.

IHBC East Midlands Branch Committee 2006/2007

Chair

David Boyson

Vice Chair

Jane Roylance

Secretary

Steve Bradwell

Branch Representative to IHBC Council

Roy Lewis

Treasurer

Robert Walker

Membership Secretary

Liz Mayle

County Reps

Derbyshire Ruth Connolly & Chris McKinney

Leicestershire David Boyson

Lincolnshire Liz Mayle

Northamptonshire Rachel Booth

Nottinghamshire Jason Mordan

Education Rep

Samantha Raggatt

General Committee Member

Fiona Newton

Officers' Reports 2006-7

Chair's Report

I am pleased to report that the Branch Committee has worked hard throughout the year on your behalf. It has been particularly nice that, after a fair gap, Northamptonshire is now being well represented.

The past year has seen the continuation of the 'cheap and cheerful' series of CPD visits, with trips to Bolsover Castle (Derbyshire) as part of last year's AGM; Wollaton Hall (Nottingham) and Apethorpe Hall (Northamptonshire) in the past twelve months.

At each site we were shown around by people heavily involved in the projects and I would like to thank Louise Brennan, Jane Roylance, Nick Hill and James Edgar for their kindness in giving up valuable time to do so.

About 25 members have turned up for each of the trips, often the 'usual suspects', and I would remind all members of the CPD benefits of these free or very cheap events. It would be nice to see a wider range of the membership coming along.

Following agreement at the last AGM, communication with members via e-mail has been developed and a dedicated web mail account created:

ihbceastmidlands@tiscali.co.uk

There have been some teething difficulties with this account and, if you are not receiving communications from the address and want to, please send it a message with your current email address. Remember as well that the system is only ever as good as the information in it and, if you move and don't let us know, you won't get the messages.

An important issue of debate through the year has been the Branch's input into the consideration of new membership applications.

In the past, one person had to try and formulate a Branch view on whatever scraps of information she was able to extract from her fellow Branch members. This was felt to be unfair on that member and potentially also to applicants. We have, therefore, after much debate defined an open and transparent procedure for the Membership Secretary to follow and this is now in operation.

Finally, after three years as your Chairman, I am standing down and this will be my last report in that capacity. I would like to thank all the members of the Branch for their support in that time.

DAVID BOYSON

Report of the Branch Representative on Council

This is my first year as the East Midlands Branch Representative, having relinquished my previous role as the IHBC representative on the Urban Design Alliance. The main duty is to attend meetings of the IHBC Council.

Most meetings are held in London and typically last for over five hours! I provide a summary of the proceedings at the next Branch meeting and the notes are appended to the Branch minutes. These are available on request to the Branch Secretary if anyone wants to know chapter and verse – or you can come to the meetings. Council operates in a highly professional manner, which is due in no small part to the administrative abilities of the Director together with extremely proficient chairing of the meetings. Of the multitude of matters considered over the last year, the following stand out as of critical importance to members:

The Heritage White Paper

Following widespread consultation with the membership, IHBC led a joint response to government with the RTPI and RICS. This was a significant achievement for IHBC when one considers the size of its membership compared to those of the partner Institutes. Whilst the general tenor of the response is supportive, the Institute drew attention to many points of detail that need to be addressed if the proposed changes are to be successful, amongst which is the fundamental need for adequate resources. The outcome of this thoughtful and positive response is, of course, awaited.

Development of the Institute

Recent years have seen the Institute transform itself from an organisation that relied wholly on voluntary support to one with a professional administration. This year saw the appointment of a Membership Administrator (Devon DeCelles) and a Consultations Co-ordinator (James Caird). Consequently, we now have a National Office staff of four, comprising Director (Seán O'Reilly), Administrator (Lydia Porter), Project Officer (Fiona Newton) and the new Membership Administrator. The suite of consultants is made up of the ITC Consultant (Peter Badcock), the *Context* Editor (Rob Cowan) and the new Consultations Co-ordinator.

The Institute has resolved to set up a trading company; an action that has become necessary due to the scale of income that has been reached, in relation to the VAT threshold. This should be seen as a sign of the good health and successful development of the organisation.

Consultations

Responding to government consultations is a key role of the Institute. Following the appointment of the Consultations Co-ordinator, members will see an improved approach to the handling of the multitude of consultations received and will find it easier to influence IHBC responses. This role has proved to be a highly onerous task for the brave volunteers who have performed it in the past. Members can see the formal IHBC responses to consultations on the IHBC website at:

<http://www.ihbc.org.uk/Consultations/database.html>

In future, the East Midlands Branch intends to circulate the first notification from the National Consultations Co-ordinator to the branch membership by e-mail. This will give members an improved opportunity to make comments and influence the response.

Consideration of merger with the Institute of Field Archaeologists (IFA)

A significant number of members aired their views on this contentious subject, which was instigated by English Heritage and was related to the more holistic view of the historic built

environment envisaged in the Heritage White Paper. Whilst members expressed a variety of views on the subject, the ultimate outcome was against merger. However, IHBC is improving its arrangements for liaison with IFA.

Annual Schools

The Institute's Annual School held in Liverpool between 14-16th June 2007 was a great success. Next year the School will be in Guildford, at the University of Surrey. East Midlands members should note that the Branch has agreed to host the 2009 School, which it is proposed to hold in Buxton. Arrangements have begun to be made and any members who would like to join the organising group would be most welcome. Progress made by the organising group will be reported at the AGM.

Tenth Anniversary

This year marked the tenth anniversary of the formation of the Institute out of the former Association of Conservation Officers. Various celebratory events have taken place, including the coincidental publication of the 100th issue of *Context*. A special event in London is being planned to round off the year.

ROY LEWIS

County Representatives' Reports

Leicestershire

The Leicestershire Conservation Officer's Forum has discovered a new lease of life after a fallow period and the County Council has taken on the task of organising meetings and we have had meetings in November, March and June.

The initial impetus to reinvigorate the Forum was the issue of Conservation Area Management Plans and the impact of the activities of the Highway Authority on Conservation Areas. A representative from the highway authority came to the meeting and I am pleased to report that he has continued to attend LCOF.

After a couple of meetings at County Hall, we hit the road for a meeting in Ashby Folville village hall. Sourcing of building materials, particularly Swithland slate, was the main topic of discussion. September will see us still on our travels, with a meeting at Ibstock brick works.

Staffing at the County and Districts has remained consistent and there are no new faces to report.

On a positive note Melton is the proud recipient of English Heritage largesse in the form of a PSICA for the town. The scheme will start this year and run for three years, with the re-roofing of the Bede House in Collywestons as a flagship project.

DAVID BOYSON

Northamptonshire

Northamptonshire's Conservation Officers Forum has continued to meet on a regular basis. In December a joint meeting with the Leicestershire Conservation Officers Forum was held at Harborough District Council. Highlights included a demonstration of the Windowcare resin repair system, a presentation by representatives of the English Heritage

Designations Team, and a visit to Our Lady of Victories RC Church. In March the Northamptonshire forum visited the Royal Ordnance Depot in Weedon – a nationally significant complex of early 19th century grade II* listed buildings and structures, which present an interesting case for repair, restoration and re-use.

Last year we reported on the break up of the County Council's Built and Natural Environment Team and the implications for heritage service provision across the county. Sadly, the situation has deteriorated over the last 12 months. Following the departure of Myk Flitcroft earlier this year the County is no longer able to provide in-house archaeological planning expertise. Attempts to secure a replacement have been unsuccessful and local planning authorities have been forced to adopt their own interim measures. The County Council continues to maintain the Sites and Monuments Record.

We have recently learnt of Ann Bond's resignation from her post as Historic Buildings Inspector for English Heritage. Ann has played a key role in managing Northamptonshire's historic environment for many years, and has been a valued representative for both the County Council and English Heritage on the Conservation Officers forum.

I am sure we would all thank both Ann and Myk for their contributions and wish them well in the future.

At the sub-regional level, the West Northamptonshire Development Corporation was formally launched and, after a difficult start, has a growing professional planning staff. WNDC is currently dealing with a number of major urban design and heritage regeneration projects across Northampton, Daventry and Towcester.

Local authority staffing changes over the year are as follows: - Kettering has yet to appoint a replacement for Lloyd Mills, who took up the post of conservation officer vacated by Sarah Groves at East Northamptonshire Council; Nicola Smith has moved on from South Northamptonshire Council; Pippa Card and Dan Winwood have joined Northampton Borough Council; and Jennifer Timothy will shortly fill the post of assistant conservation officer at Daventry District Council, replacing Michael Stokes who left in May.

And now a brief round-up of news from the local planning authorities: -
Daventry District Council has recently adopted a new supplementary planning document, 'Daventry Design Codes', which incorporates the Council's Town Centre Vision growth sites and provides design principles for future urban extensions.

East Northamptonshire Council has designated a new conservation area in Laxton and has received support for the proposed designation of parts of Rushden. The Historic Building Grants Scheme continues to support the repair and restoration of historic buildings and the maintenance of local roofing traditions in the district.

South Northants Council held a successful thatching day for heritage, planning and building control officers earlier in the year. The event was well attended and combined presentations with hands-on training. The Council has also reported that the Secretary of State confirmed the Compulsory Purchase of a grade II listed buildings – The Sun, Moon and Stars at Blisworth, on 3 November 2006. The property was vested in the Council on 6 June 2007 and the Council is now working with a Community Group to bring about its repair and reuse.

Wellingborough Council has embarked on a programme of conservation area designation and character appraisal in the villages of Easton Maudit and Hardwick. Management Plans will be produced for the designated areas.

RACHEL BOOTH

Nottinghamshire

The Conservation Officers Forum meetings continue to occur on a quarterly basis. In October 2006 we met at Beeston (hosted by Broxtowe Borough Council), in January at Bingham, (hosted by Rushcliffe Borough Council), in April we met at Kelham Hall (hosted by Newark and Sherwood DC) and are due to meet in July at Bestwood Country Park (hosted by Notts. County Council).

The forum meetings have been generally well attended with representatives from the DAC, EH, BPT, and most LPA COs. The meetings usually include a site visit and occasionally a presentation. In October the group were presented the results of 20 years of Dovecote research by Eddie Woolrich, a local historian. In April we were visited by consultants working for the DCMS and interviewed with regards to the proposal in the Heritage White Paper to create statutory HERs. Site visits have included a trip around Northgate Brewery in Newark, the Anglo-Scotian Mills in Beeston, Bingham Market Place, and in July we will visit Bestwood Colliery Winding Engine (an HLF funded scheme).

Staff levels at the districts have remained quite constant, Denise Grocott joined Mansfield District Council as a graduate from Derby University Building Conservation degree course and Leigh Weston is moving from Newark and Sherwood to York City (best of luck!). Three authorities without any in-house COs have recently joined with the County Council and created a joint funded 'urban design' post. Tony Player (IHBC) was appointed to the role and is now providing urban design input to Ashfield DC, Gedling BC and Broxtowe BC, as well as the County Council.

Both Mansfield and Retford THI grant schemes are now coming to a close. Mansfield DC has been offered funding from English Heritage for two conservation area schemes, in Warsop and Mansfield to which the county council is also contributing funding.

The number of buildings at risk in the county has remained relatively constant (at 7%). There have been some successes but also some new buildings have come on the register. Four buildings have been added to the English Heritage register of grade I and II* at risk buildings which had previously been missed off their register. The County online database of BARs was updated in June 2007, go to:

www.nottinghamshire.gov.uk/buildingsatrisk.htm

In June the County Council ran a small training event for listed building owners at Rufford Abbey which was targeted at BAR owners. The overall response to the event was good and further similar exercises are being considered for the future.

Following on from the success of the joint IHBC County Council Education pack 'Conserving the Built Environment' the County Council archaeologists have produced a schools education pack entitled 'The Dissolution of the Monasteries'. It will also be available online soon.

Two new conservation areas have been designated in Rushcliffe: Edwalton Village and Aslockton. The number of appraisals is increasing but coverage is still largely below BVPI targets. Two districts have yet to complete any appraisals (Broxtowe and Bassetlaw) but both have begun the process.

Notable HLF funded schemes include the completion of major repairs and refurbishment of Wollaton Hall (£9m), including the opening of the Prospect Room to visitors and the restoration of the original Tudor kitchens. The IHBC visit prior to the opening in Easter was well attended.

JASON MORDAN

Derbyshire

The Conservation Officers in Derbyshire Group (CODS) has met on a quarterly basis with continued expert Chairmanship from Allan Morrison (he couldn't quite shake off this duty - four years and counting!). However, Allan can now call upon enthusiastic support from Joanne Brooks at High Peak as Secretary to the Group.

Highlights of this years programme were enjoying the company of Louise Brennan in December at the Christmas meal on virtually her last day before a year of hard graft looking after her new little one, seeing the conservation led regeneration in Buxton and information sharing on best practice in the preparation of Conservation Area Appraisals and Management Plans.

Staffing levels at the Derbyshire authorities have fluctuated with a return to full staffing levels at Derby City and the appointment of Helen Charlesworth as the new project officer to drive the Glossop Townscape Heritage Initiative forward being good news, although the Conservation Officer post at North-East Derbyshire is at the time of writing vacant with Ruth Connolly moving on to Sheffield City Council.

Support has also been achieved by the growing number of conservation consultancy practices based in the region. Other additions to the Derbyshire fold are Joseph John Wyatt who no doubt will be groomed for County rep duties in the years to come!

Grant Scheme and Project Updates

During the last year, the Glossop THI has secured HLF approval and following the appointment of Helen, at the time of writing £650,000 has been allocated from the Common Fund of £2.6m (£1.3m from HLF).

Further progress has been made with the Creswell THI as £200,000 clawback monies from the Model Village properties project have been reinvested by HLF and Meden Valley Making Places into the THI enabling further priority buildings in the THI area to be targeted. A further £100,000 has been secured through the Local Area Agreement to tackle community safety problems by restoring an open space adjacent to the Model Village.

Derbyshire authorities have also been successful in securing funding from English Heritage through their Partnership Schemes in Conservation Areas, with High Peak Borough Council, South Derbyshire and Derbyshire County Council all now operating schemes.

Alongside these grant schemes, progress is being achieved in a range of conservation projects with advances on The Crescent in Buxton, the Roundhouse Complex in Derby and the former Church of England Schools in Creswell.

Other Activity in the County

The County Conservation Officers have also taken interest in the evolving national picture for conservation with focuses on the Heritage White Paper and its implications and the PARN report on the proposed closer working between the IHBC and IFA.

The link to the Institute has been developed as County members attending the excellent training events organised by the IHBC at Wollaton Hall on the 2nd March and Apethorpe Hall on the 24th May 2007. In addition to this, there was good attendance of Derbyshire officers at this year's Annual School in Liverpool.

Perhaps most significantly, all of this interest has led to the County Conservation Officers putting Derbyshire forward to the Regional Branch for consideration of Buxton as the venue for the IHBC Annual School in 2009.

After positive consideration by the Branch and Council, we in Derbyshire are looking forward to working with the IHBC Branch to showcase the excellent work of conservation professionals in the region and the necessary work to make it an excellent event has already commenced. However, if you are keen to get involved, it is not too late so come to the AGM and speak to either of us!

CHRIS MCKINNEY & RUTH CONNOLLY

Lincolnshire

No report received at the time of publication.

Other Reports

ALGAO

ALGAO meets quarterly and since I volunteered there have been 3 meetings (Nottingham; Derbyshire; Leicestershire), of which I have attended one. Agendas for the morning meetings are standard and included Schedule Monuments at Risk, National and Regional updates. There is an Action Plan with targets that set out to influence regional and national policy, raise the profile of local authority services, work with partners towards sustainable management of, and collect data with regards to, the historic environment.

The afternoons are designed as discussion and presentation sessions, with two themes being the norm of late, 'Historic Environment Records' and 'Planning issues'. Presentations have been given on topics such as 'progress with LDFs'.

The next meeting is on 19th September at Heritage Trust of Lincolnshire offices in Heckington.

JASON MORDAN

Education

No report received at the time of publication.

Derby City Conservation Area Advisory Committee

No report received at the time of publication.

Leicester City Conservation Area Advisory Panel

No report received at the time of publication.

Treasurer's Report 2006-7

This is my ninth and, subject to the outcome of the Branch AGM, probably my last report as Treasurer. Following the AGM, details of the Branch's income & expenditure over the IHBC's financial year (1st October 2006 and 30th September 2007), will be submitted to Council. We also have to submit our Business Plan for approval. This will include an estimate of the Branch's income & expenditure for 2007/2008.

At the beginning of this financial year (1st October 2006), the bank balance of the East Midland's Branch of the IHBC stood at £838.97. (Current Account £228.84 and Reserve Account £610.13).

At the time of preparing this report (mid July 2007), the Branch's bank balance stood at £722.41 (Current Account £302.18 and Reserve Account £420.23).

Most of the expenditure to date has been the cost of refreshments for six Branch meetings (£180.00). Two items of expenditure were carried over from last year's AGM in Bolsover – venue costs £29.38 & AGM printing £82.60. However, a big saving this year has been the much reduced cost of postage & printing, arising from the extensive use of email and, in particular, sending out this year's AGM papers electronically. This budget heading can be reduced next year if sending out the AGM electronically proves successful.

To date no claim has been made for computer sundries. However, it is possible that some modest claims will be made to cover costs incurred with the initial organisation of the Annual School in Buxton in 2009. £500 has been requested from Council and this will provide a small float until the Administration of the School is put on a formal footing at which point all Annual School costs will be born centrally.

A sum in the region of £370 will be spent on this year's AGM at Lincoln Cathedral - booking the venue, tours and refreshments and hopefully all the costs of the AGM will be paid out of this year's budget, I will have final costs for this by the time of the AGM.

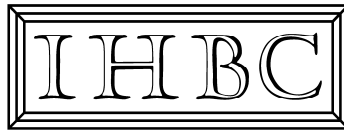
The trip to Apethorpe Hall to look at the outcome of, and discuss the problems and issues arising from Repairs Notices and Compulsory Purchase Orders, returned an unexpected profit.

The Branch's policy of not charging for day or afternoon events has proved very popular. However one unforeseen consequence has been that some Members booked to attend but then did not turn up! This is both frustrating and wasteful for organisers and inconsiderate to those turned away because of places available being limited. To discourage this – and because the village pub opened especially for lunch - the Branch made a modest charge for the Apethorpe Hall event. This mainly covered the cost of food and refreshments but, after deductions, also resulted in a profit of £165.32.

I will present an up to date balance sheet at the AGM showing all Branch transactions. I will also present a budget for 2007 – 2008 based on a draft Business Plan which the Branch can consider and amend if desired prior to its submission to Council.

I would also like to thank Rose Thompson for remodelling the Business Plan in line with Council guidelines. Rose has been involved with Branch finances this year and hopefully will take over from me from the end of September if the Branch endorses her nomination.

ROBERT WALKER
EAST MIDLANDS BRANCH TREASURER



IHBC East Midlands Branch Draft Business Plan: 2007/2008

Introduction:

This is the draft Business Plan for the East Midlands Branch of the Institute of Historic Building Conservation. It sets out what has been achieved in 2006/2007 and our objectives for 2007/2008 together with proposals to achieve these objectives and the likely financial implications.

Branch Committee

The Branch Committee has overall responsibility for implementation of the Business Plan. Nominations for the Branch Committee 2007/08 are invited for the following positions:

Position

Chair
Vice Chair
Secretary
Branch Representative
Treasurer
Membership Secretary

Derbyshire County Representative
Leicestershire County Representative
Lincolnshire County Representative
Northamptonshire County Representative
Nottinghamshire County Representative
Education Representative

General Committee Members

Proposed Branch Committee meeting dates 2007/2008

(Meetings to be held at the Fox & Crown PH, Appletongate, Newark)

Tuesday 6th November 2007
Tuesday 15th January 2008
Tuesday 26th February 2008
Tuesday 8th April 2008
Tuesday 20th May 2008
Tuesday 8th July 2008

AGM 2008

Weeks 1 or 2 in September 2008

Achievements 2006/2007

- All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2007 AGM.
- Programme of Branch meetings up to AGM completed.

- Membership Secretary appointed to deal with Membership applications and a system for processing applications put into place.
- Branch response to Heritage White Paper circulated and submitted.
- Organised free visit to look around Wollaton Hall, Nottingham.
- Organised trip to Apethorpe Hall which generated a small profit for the Branch.
- All information from Branch Secretary and Branch Representative to membership is now distributed by e-mail.
- Fiona Newton continues to represent IHBC EM Branch at East Midlands Heritage Forum.
- Charles Glenn continues to represent IHBC EM Branch on Derby City Council Conservation Area Advisory Panel.
- Roy Lewis handed over IHBC representation on UDAL to Director.
- Jane Roylance continues to sit on IHBC Technical Panel.
- Susan Dobby continues to represent IHBC on Leicester City Conservation Advisory Panel.
- Jason Mordan continues to represent IHBC at East Midlands meetings of ALGAO.
- Annual General Meeting and visit to Lincoln Cathedral organised for Friday 14 September 2007.
- Branch agreed to host IHBC Summer School 2009 in Buxton and 2 initial meetings held to discuss School for report to Branch AGM.

Key Branch Objectives for 2007/2008

- Supporting Members – continued response to members needs/requests to help develop the profession.
- Building Partnerships – through continued representation by branch members on advisory committees, panels and forums.
- Maintaining an Active Branch – through regular Branch meetings, links through County groups and County Reps and CPD events and electronic networking.
- Taking forward the Branch's commitment to host the 2009 IHBC Annual School.

Financial Implications

Funds required to achieve the 2007-2008 Business Plan	£1,200.00
Cash in bank as of 30 th September 2007 (Estimate)	£826.00
Income from events/bank interest	£50.00
Central funds requested	£500.00

Branch Objective	Key Actions	Achieved Through	Lead Responsibility	Financial Implications
Supporting Members	1. Organise max. 2 CPD events / site visits per annum	Support from branch members.	Branch Chair	Nil
	2. Maintain up to date information on branch on IHBC website	Update information and pass to IT consultant	Branch Secretary	Nil
	3. Increase attendance at events	Organising relevant events and feedback on events , publicity, networking.	Branch Chair	Nil
	4. Increase membership	Target non-members and coordinate a recruitment drive for new and lapsed members.	Membership Sec.	Nil
Building Partnerships	1. Continued representation by branch members on advisory committees, panels and forums.	Representation on East Midlands Regional Heritage Forum.	Fiona Newton.	Nil
		Representation on East Midlands Heritage Education Group.	Education Rep.	Nil
		Representation on Nottingham Urban Design Forum.	Julie Anne Renfrew.	Nil
		Representation on Leicester City Council Conservation Advisory Panel.	Susan Dobby.	Nil
		Representation on Derby City Council Conservation Advisory Panel.	Charles Glenn.	Nil
		Representation on East Midlands meetings of ALGAO.	Jason Mordan	Nil

Branch Objective	Key Actions	Achieved Through	Lead Responsibility	Financial Implications
Maintaining an Active Branch	1. Organise 6 branch meetings per annum.	Meeting to be held at Fox & Crown, Appletongate, Newark.	Branch Secretary	£180
	2. Prepare a branch business plan.	Ongoing discussion and consultation with Branch	Branch Treasurer	Nil
	3. Maintain branch accounts and submit necessary returns to Council.	Ensure invoices/ expenses paid promptly and cash flow managed.	Branch Treasurer	Nil
	4. Organise Branch AGM linked to event and appoint officers	Publicise AGM thoroughly and encourage attendance	Branch Secretary	£420
	5. Ensure branch agendas and minutes and on website.	Provide details to IHBC IT consultant	Branch Secretary	Nil
	6. Provide for incidental expenses by Committee Members	Occasional postage, printing and other costs.	Branch Treasurer	£50
Taking Forward the IHBC Annual School 2009	1. Establish an organising committee to help identify and prioritise the initial work to be undertaken.	Holding a series of open meetings to give everyone opportunity to be involved. Seek advice from organisers of recent Annual Schools.	Roy Lewis/ Derbyshire County and other Branch Members.	£50
	2. Identify venues, themes , possible speakers and major projects of interest and initial publicity.	Discussions at the open meetings. Approaching suitable venues etc to book accommodation as early as possible.	Organising committee.	£500
	3. Establish budget for Annual School	Seek advice from IHBC Officers and other Branches which have held recent Summer Schools.	Organising committee.	Nil



NOMINATIONS FOR ELECTION TO EAST MIDLANDS BRANCH COMMITTEE

I would like to nominate the following person for the post of

Name:.....

Post:.....
(Chair, Vice Chair, Branch Representative to Council, Secretary, Treasurer,
Membership Secretary, County Representative, Education Representative,
or General Committee post)

Name of Nominee:.....

Address of Nominee:.....

.....

.....

Nominated by:.....

Seconded by:.....

I have approached the person nominated above who is prepared to stand for election.

Signature of Proposer:

Please send completed nomination form by 1st September 2007 to:

**Stephen Bradwell, IHBC East Midlands Branch Secretary,
29 Kingfisher Way, Loughborough, Leics. LE11 3NF**

**Papers prepared by
Stephen Bradwell,
IHBC East Midlands Branch Secretary
14 August 2007**

**Institute of Historic Building Conservation
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3 Stafford Road,
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Kent TN2 4QZ**