



**Minutes of Branch Committee Meeting:
Tuesday 22nd February 2011
The Fox & Crown, Appleton Gate, Newark**

Present: Chris McKinney, Robert Walker, Fiona Newton, Jane Roylance, Roy Lewis, Rose Thompson, & Stephen Bradwell

- 1. Apologies:** Liz Mayle, Jenny Timothy, Rachel Booth, Chloe Oswald, Philip Grover & Jason Mordan
- 2. Minutes of the Last Meeting & Matters Arising**

It was noted that the Minutes of recent Branch meetings had not been posted on the Branch web-site

[Action: Stephen Bradwell to post Minutes on the IHBC web site]

Item 3: Following the offer by Jenny to arrange a Branch visit to the Stanford Hall Estate it was proposed that the best times would be after Easter and preferably a Friday afternoon. Jane offered to help Jenny with any arrangements and suggested it was best if they liaised with each other to set up the visit.

It was also noted that it was important to promote the event properly, particularly to show its usefulness to private consultants advising larger landowners as well as addressing the benefits for other Branch members.

It was therefore considered important to ask if Elaine could do a more tailored presentation to meet the members' interests.

Roy noted that most pro-active conservation schemes had now dried up with conservation more focused on development control issues, so anything that promotes pro-active conservation work and funding was a good thing.

Fiona also thought that it was an opportunity to increase awareness that both historic buildings and landscapes are eligible for funding.

[Action: Jane Roylance to contact Jenny regarding the visit]

Item 7: Stephen noted that he had written to Rachel asking for some clarification regarding revised Part L building regulations issues but had not yet had a reply. Rob noted that a working group had been set up in East Lindsey to develop a protocol to ensure that there was a standard approach to energy conservation issues in historic buildings.

Item 10: Jane reported that she had not yet received any applications for the Annual School Bursary Scheme and was concerned that the criteria were being

too tightly interpreted when in fact the Bursary was open to all members.

[ACTION: Stephen to e-mail a final reminder to all Branch members]

Other items Steve reported that he had not yet written to Charles Glenn and Jane Roylance had not yet drafted an e-mail asking for any interest in the Membership Secretary's post

**[Actions: Stephen Bradwell to write to Charles Glenn
Jane Roylance to draft e-mail for a Membership Secretary]**

3. Chairman's Report and Business Plan

Jane referred to previous discussions about items in the IHBC Corporate Plan and agreed to review the Plan to see if there were any items that the Branch was interested in and competent to deal with that could then be taken up in the next Branch Business Plan.

[Action: Jane to review IHBC Corporate Plan]

4. Membership Secretary

It was reported that there had been no recent applications.

Robert reminded the meeting that he had proposed to write an introductory letter to welcome new Branch members.

[Action: Robert agreed to draft a letter for Jane's approval]

5. Treasurers Report

Rose reported that she was still waiting for the Branch grant from the IHBC and would chase this through Sean and Lydia. Otherwise the accounts now stand at £3.29 (current account) & £189.99 (reserve account).

6. County Reps Report

Chris McKinney (Derbyshire) – noted that the next County meeting was due to be held in the following week and he would be looking to hand over Branch rep responsibilities following his move into policy work at Bolsover.

Fiona noted that the conservation officer post at North West Leicestershire had been reduced to a half-time position.

7. IHBC Branch Committees

Jane noted that she would try to get a copy of the Minutes from February's Technical Committee meeting.

Fiona reported that the topic for the March edition of Context was designed landscapes and the next edition would be looking at 'health' followed by 'design guides'.

8. East Midlands Branch Annual School Bursary Scheme

Already discussed.

9. Circulation of Information by E-Mail

Roy expressed concern that he had been receiving requests from companies to distribute their literature via the Branch e-mail system and suggested we need to have an agreed approach to these types of requests.

Fiona noted that private companies were able to buy IHBC membership addresses if they wanted to contact IHBC membership.

It was agreed that the Branch e-mail circulation should be restricted to the distribution of information that was of direct benefit to Branch members and that it should not be used to circulate general company promotional information for free, all such requests would be referred to Lydia so that it could be dealt with through the IHBC.

10. AOB

There was no other business, Jane closed the meeting.

11. Date of Next Meeting

Tuesday 12th April in Newark
