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BUILDING · CONSERVATION

SOUTH EAST BRANCH

## **IHBC South East Branch Committee Meeting**

**The George and Dragon, Westerham, Kent**

**Thursday 5<sup>th</sup> August 2010**

### **MINUTES**

**Present:** Peter Mills, David Kincaid, Nigel Barker, Lone LeVay, Eimear Murphy, Sean Rix, Andrew Norris, Paul Barker.

**Apologies:** Debbie Gardner, Ollie Chapman

#### **1. Minutes of the last meeting (26<sup>th</sup> May 2010)**

Agreed

#### **2. Matters Arising**

Sean reported that HELM training for the Craft Skills Agenda won't go ahead but that the co-ordinator, Alison Letts, is prepared to do a presentation for the various county COGS. All county reps are asked to email Sean with the contact details for the secretary of their COGS.

Charles Brooking seminar was a success (made £5 profit after expenses taken out!)

#### **3. Branch Business Plan**

This has already been circulated to the branch. It ties in with the Corporate Business Plan, as required. It needs to be presented at the AGM. Nigel needs to update the finance pages. Thanks were passed to David for producing it, who in turn thanked Andrew for producing the original model.

#### **4. AGM Event**

The event is to be held on Friday 15<sup>th</sup> October at the Ashdown Forest Visitor Centre, which has now been booked and paid for. We have the venue until 4.30pm. A discussion was held over the possible title for the day. **'Material Considerations – Stone and Stone working in the South East'** seemed acceptable to most.

The programme so far is as follows:

9.15 - 9.45am Registration, tea/coffee

9.45 – 10.30 Roger Birch on geology in the South-East

10.30 – 11.15 Paul Sohan on mining and quarrying in The Weald and issues relating to stone selection.

11.15 – 11.30 Tea/coffee

11.30 – 12.15 Nigel Barker talking about the latest issues relating to PPS5

12.15 – 12.30 Questions

12.30 – 13.15 Buffet lunch

13.15 – 14.00 Branch AGM

14.00 onwards - Possible tours to Philpott's Quarry or alternatives if this can't be agreed (see below).

Eimear and Paul are sorting out facilities for the speakers at the visitor centre but Andrew's speakers are bringing their own equipment (digital and old fashioned slides). Blackout facilities exist. Nigel will use digital (he can bring his own projector if needed). No decision made about speaker expenses.

Eimear and Paul have been looking at the venue, which has a small kitchen area we can use. Eimear has made contact with caterers and thinks we can keep the costs of a buffet lunch down to £12 per head. This will include the costs of teas/coffees/juice plus fruit and cheese. Veggie options will be available. It is intended that paper plates etc can be used. Wine is being considered. Final numbers have to be confirmed with the caterers a week before the event. The Committee agreed for Eimear to go ahead with confirming catering arrangements.

For the AGM itself Peter needs a Chairman's Report and a Treasurer's Report but will sort out the other papers (past minutes, agenda, attendance list etc).

Sean has been having great trouble getting confirmation from Paul Bysouth of Philpott's Quarry that the afternoon tours can go ahead (ideally as two groups of about 15). He has left numerous messages which haven't been returned and it is starting to look like they aren't interested in allowing a visit after all. It was agreed by the Committee that we would still like to try to go ahead as planned, as the tour has been advertised and as it makes a suitable conclusion to the morning talks. Andrew offered to have a go at making contact with the quarry (and maybe pull a few strings) to find out what is going on.

If the quarry visit falls through, various alternatives were discussed. Peter suggested that Paul Reed may be able to put up a stone mason to talk and give a demonstration of stone dressing (need to ask him). Edward Sargent could be asked to do a talk on Kent ragstone. (Following the Committee meeting Lone has now suggested a tour of a local historic hotel which is built of stone from Philpott's quarry and a few other possible venues). A talk by Alison Letts on the Heritage Skills Initiative was suggested, but this would deviate from the stone theme to an extent. Andrew and Sean agreed to keep trying to secure the quarry visit.

Peter agreed to send another 'holding' email to the branch giving the details as so far agreed, with the formal flyer to follow so people can put the date in their diaries. The flyer should go out before the end of August so final details need to be agreed soon.

After a discussion, it was generally agreed that the cost of the event would be £40 to members and £45 to non-members if it ends up being a full day, and £30 -35 if less than a day.

Andrew is still prepared to take the bookings, do the invoicing, create a delegate list and make up some sticky label name badges.

David will organise getting the IHBC display boards for the day and it was agreed that we would not seek sponsorship for the event.

Paul is to provide Peter with a suitable stone related image to use as a background for the flyer, which Peter will then (try to) put together and send out via email to the branch/website and as a paper copy to those still without email. The IHBC South and London will be invited, along with the RIBA and RTPI South East branches.

## **5. The Branch Committee**

David and Peter are standing down from their posts on the Committee, David after 7 years, Peter after 10. Nigel would also like to stand down as Treasurer. Sean and Eimear have both expressed an interest in standing as Chair. Sean, who is an affiliate member, could become Chair but could not be a Council member or a Trustee of the IHBC. David would be prepared to stay on for a while in these roles until Sean becomes a full member if he is elected Chair. Eimear would consider standing as Secretary if she is not elected as Chair. Lone has also expressed an interest in becoming Secretary, but would like a run in period with Peter helping with procedures (he is prepared to do this). If Eimear becomes Secretary then we would need a new Membership Secretary.

Peter needs to circulate an email to the branch asking for nominations for all posts and two seconders. All nominations need to be received by early September. The two applicants so far for Chair should produce a short article explaining their background, why they would like to be chair and what their vision is for the future of the branch. This can be circulated to the branch members. It was discussed whether we need to carry out a postal ballot of the entire branch, or if only those attending the AGM should vote, with proxy votes for those who can't attend. David has since confirmed that we only need to ballot those attending the AGM, with a system of proxy voting for those not in attendance. A proxy voting form will have to be devised when all the nominations are in.

The election of officers will be the last item on the agenda for the forthcoming AGM. The voting will be by secret ballot, rather than a show of hands. The new Chair and Secretary will then take over.

## **6. Future events**

The Canterbury Cathedral visit has 15 bookings and so will go ahead.

Paul Reed's 'hands on' training event on traditional plasters and renders is on 17<sup>th</sup> September.

Eimear suggested a 'Flint Man' training day and will investigate possibilities with him.

David suggested a presentation by Chief Inspector Mark Harrison on the Heritage Crime Initiative. This could be in at Westerham Village Hall or a room at Chatham Historic Dockyard (the Joiners shop?).

Sean will co-ordinate another Wassail in early December. This could also be the branch committee Christmas social. Nigel suggested it follow the route of the last six

miles of 'High Street 2010', the EH initiative to restore heritage along the route of the marathon (with a talk?). It could then end up at Brick Lane for a seasonal curry.

We probably don't need another branch event until the spring of 2011.

## **7. AOB**

Paul raised the issue of mentoring for those seeking IHBC membership as he has heard reports from several people that the application form is very difficult to complete successfully.

There was a general discussion about exactly what the benefits are of full IHBC membership when some people have been heard saying that affiliate membership gives them all they need professionally. Some job applications don't even seem to ask for full membership.

David reported that the branch web page is now looking good, with a few articles on recent events and a write up of part of the Annual School Day School by the winner of the branch bursary.

## **8. Date of next meeting**

Likely to be the AGM on 15<sup>th</sup> October as final arrangements for the AGM can probably be dealt with via email exchange from now on.