



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

**Meeting held on Friday 27th January 2012
At John Gandys Public House, Gandy Street, Exeter
At 10.30am**

MINUTES

Attending: Mo Pearce; Ian Lund; Alyson Cooper; Liz Smith-Gibbons; Greg Venn; Adron Duckworth; James Webb; Helen Garside; Kate Baxter-Hunter

It was agreed by those present to co-opt Nichola Burley to the Committee as Events/Training post pending formal agreement at the AGM.

1. Apologies

Malcolm James; Caroline Power; Kingsley Fulbrook; Alex Marsh; Colin Ellis; Nichola Burley

2. Minutes of last meeting held on 30th September 2011

Agreed as a correct record

3. Matters Arising

Item 4. Treasurer's Report. Forms completed/signed and returned to AC.

Internet banking still to be carried out – **AC to action**

County Rep post for Gloucester still vacant. **Volunteer required.** Meeting 7th February 2012 with English Heritage and Gloucester Conservation Officers Group. Hopefully this will provide a forum to arrange cover for the post – **CP to organise**

4. Treasurer's Report

AC submitted the end of year report previously circulated.

Income for 2011 was £741 with £3616 expenditure. AC reported the balances as £1126 (current) and £8033 (savings) with £197 outstanding to pay, making a total balance of £8962.

Business Plan: the finances are still in line with the 3 year Business Plan which we are obliged to produce in order to draw down funds from central IHBC. The current Plan needs to be revised to include both recent achievements and events and as a tool for those planned for the future. This need to be revised and agreed at the Branch AGM to submit to Council before September 2012.

IL agreed to action with input from AC, MP and JW

5. Report from the Chair

MP referred to the minutes of the 8th December 2011 Council meeting, in particular the Green Deal (local examples: Dartmoor National Park/ SPAB research on insulation; External insulation LB in Salisbury), Training and the Penfold Review. The SW Branch report was circulated at this meeting and reported in the minutes.

Other issues raised related to budget predictions (good); Business Plan; Subscription changes (lower for up to £17,500 salary and group fees), see below Item 7; demolition issues; update on CAC post- Penfold and links to Core Strategy documents – AC to circulate

6. AGM 2012 including vacant County Reps and specialist posts

This is to be held in Taunton on Friday 20th April 2012, see below.

The event will include a presentation and tour of Taunton Castle /Museum and the input of the Somerset Buildings Preservation Trust with Russell Lillford and Chris Webster as speakers, possibly with input from others involved with the project. **GV to organise speakers/KBH & MP to arrange AGM, venue (probably Taunton Castle), and refreshments. A nominal cost/fee will be agreed based on these latter items.**

7. Membership Issues including new members

LSG reported on the various issues raised with Carmen Moran (Membership Services) relating to the database (security/ data protection); lack of feedback on 'successful' branch members, new membership forms (online); strategy/ protocol for contacting Members eg tackling non payment of fees; new fee structure, see above Item 5, from April 2012 over £17,500 - £102 for Full & Associate Members and under £17,500 - £51

Many of these issues will be ongoing and LSG to continue progressing with CM

8. Branch Connection Day (Publicity/Events)

8th November 2011 – report back KBH

This was an informative meeting looking at both traditional and more innovative forms of communication eg. Facebook, Twitter, Linked-In etc. Whilst this appeared to be aimed at publicising local heritage events and related information and topics, it was difficult to see how this could be achieved by most of the voluntary branch members, due to lack of time, finance and knowledge of current 'press' procedures. However, the information given was a useful tool for the future and will be valuable to NB in carrying out the Publicity/Events role on Committee. In addition, it was noted that for Insurance purposes all Branch events must be published on the website. See notes of meeting attached.

9. IHBC Governance & Constitutional Review: Trustee/Branch Rep 'Kit' to support Branch discussion – JW

This was circulated by JW for Branch comment and is required by the Charity Commission on a regular basis. See attached papers

JW to write introductory paragraphs explaining the background and how to respond to the Consultation papers and to forward to MP to circulate to the membership. JW to take any comments back to the next meeting

10. Branch Activities

i) Cirencester Visit –11th August 2011

This was a successful day with 16 delegates and thanks go to MJ for organising the event. A summary of the day was penned by IL and published in the Bulletin. The project will hopefully be completed by Easter 2012 and MJ has offered a further visit later in the year.

ii) Metal Theft

It was agreed to put this event on hold and to arrange a further mini conference later in the year to concentrate on issues/topics relating to Churches including metal theft, solar panels, access etc. EH and DAC to be involved. **It was hoped that CP may be able to assist with arrangement for this.**

iii) Informal New Year Event – following Committee Meeting

This was a successful event with a mix of approximately 17 additional Members and Non-IHBC members joining the Committee from lunchtime. The tour of St Stephens was extremely interesting with a guided tour by Allen Van der Steen and Pip Morrison. The day rounded off with an informal tour of RAMM followed by cups of tea in the Devonshire Cafe and New Year drinks at John Gandys. **Thanks to be forwarded to Bill Horner at Devon County Council for helping to organise the afternoon and to the tour guides – KBH**

- iv) **Joint event with Plymouth University/ offer from Selectaglaze**
It was agreed to 'park' this idea for the time being to concentrate on the AGM and other Branch events
- v) **Bulletin, including potential sponsorship**
AM is still happy to produce the Bulletin, but work commitments have recently made this more difficult. Following comments forwarded by email from AM there was a brief discussion on format, content, editing, and contributions from Members etc. MP gave examples of other Branch newsletters eg. East Anglia and the need to consider ways of facilitating the production of the Bulletin to reduce the pressure on AM and to encourage input from Members - **ALL**
In the light of Item 8 above, the Bulletin must be issued on the website – **KBH to action**
- vi) **Sponsored Place at Annual School 21st – 23rd June 2012 Winchester – Topic - 'Significance'**
This item was to be raised under AOB. No discussion/action was therefore agreed at the meeting.

11. Exchange of information

- i) **Charging for Listed building Consent applications and pre-application advice – KF**
To be discussed at next meeting.
- ii) **County Groups and IHBC – JW**
To be discussed at next meeting. This follows on from the Consistency seminar and will concentrate on ways to present a seminar using worked examples and cases from each Conservation Officer Group and assessing these through the various groups.

12. Any other business

MP reported that Jo Brown (AHF) had a new freelance role focussed on 'Heritage at Risk' and wanted to meet with all DCOG groups to discuss potential projects. AD suggested giving her the contact details for all of the Conservation Officer Groups. **MP to send email to KBH to circulate**

MP also reported on the need for electrical testing certificates to ensure insurance cover in the case of fire.

AC reported on last meeting of South West HEF which included briefings on the Penfold Review, NPPF amongst other issues; also Heritage & Growth by John Davis on the EH website; Neighbourhood Plans; Local Authority Cuts to services

Date of next meeting: Friday 20th April 2012 in Taunton to include Committee Meeting and AGM with an organised event, see Item 6 AGM above. Agenda items to include Peripatetic meeting for IHBC Council in Bristol.

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