



INSTITUTE OF HISTORIC BUILDING CONSERVATION

EAST MIDLANDS BRANCH

Annual General Meeting



**The Mess Room, The Cosy Club,
Stamford**

on Friday, 15th September 2017

AGM Agenda

1. Apologies for Absence

Becky Waddington, Jane Roylance, Stephen Bradwell, James Crane, Chris Collison, John Ruddy, Ros Worrall, Simon Scott, Chris McKinney, Mary Anderson, Simon Chesters-Thompson, Emilie Ravenscroft

2. Minutes of the 2016 Annual General Meeting - **see separate document**

(available on the Branch Archive web page at:
http://www.ihbc.org.uk/about/branches/east_mids/east_mids.html)

3. Officers' and Other Reports

4. Treasurers Report: Financial Statement 2017-18 & Business Plan - **see separate documents**

5. Election of Officers

Positon	Nominee
Chair	
Vice Chair	
Secretary	
Branch Representative to IHBC Council	
Treasurer	
Membership Secretary	
Communications Officer	
Education Rep	

Proposer:

Seconder:

6. Election of Branch Committee Members & County Reps

Positon	Nominee
Derbyshire County Rep	Becky Waddington

Leicestershire County Rep	Paul Grundy
Lincolnshire County Rep	Kelly Appleton-Swaine
Nottinghamshire County Rep	Jason Mordan
Northamptonshire County Rep	Vacant

Positon	Nominee
General Committee Member	Fiona Newton
General Committee Member	Alice Ullathorne
General Committee Member	Roy Lewis
General Committee Member	<i>Any other nominations</i>

Others:

Derby City Conservation Advisory Panel Rep

Leicester City Conservation Advisory Panel Rep

Proposer:

Seconder:

7. IHBC Summer School 2019

8. IHBC Annual School Bursary Award

9. Any Other Agreed Business

IHBC East Midlands Branch Committee 2016 - 17

Chair

Liz Mayle

Vice Chair

Robert Walker

Secretary

Stephen Bradwell

Branch Representative to IHBC Council

Roy Lewis

Treasurer

Rose Thompson

Membership Secretary

Jason Mordan

Communications Officer

Chris McKinney

Education Rep

Liz Blood

County Reps

Derbyshire Becky Waddington

Leicestershire Paul Grundy

Lincolnshire Kelly Appleton-Swaine

Northamptonshire Vacant

Nottinghamshire Jason Mordan

General Committee Members

Fiona Newton

Jane Roylance

Rosamund Worrall

Officers' Reports 2016 - 17

Chair's Report

Chair's Report 2017

I have now completed four years as Branch Chair for the East Midlands Branch committee. This role has given me a real insight as to the changes in the region, particularly regarding local authority resources, and how some members struggle to attend free or very low cost CPD events due to the endless financial pressures on Local Authorities. We need you to support these events, which provide superb free CPD from tried and trusted sources with real expertise from the very best source, most usually, our own members.

The committee has had a busy year, and will be exceptionally busy between now and 2019, when the East Midlands Branch has offered to host the Annual School. I am more than confident that this will be as much a success as Buxton in 2009, and have received two excellent submissions for where the School could be held. This is with national office to make a decision.

The East Midlands Branch Business Plan has four key objectives. These are:

- Supporting Members
- Building Partnerships
- Maintaining an Active Branch
- Fund one bursary place to the IHBC Annual School.

Thanks to the effort and dedication of the Branch, all of the above have been successfully achieved through regular meetings in Newark. Branch members disseminate information to a wider forum of county groups and members and we provide excellent 'cheap and cheerful' CPD events. This year's events included:

Philip Gaches - Historic Buildings Plasterers (since 1948). Following last year's AGM, members attended the workshop of expert lime plaster Philip Gaches, where we were treated to a fantastic hands-on session. Philip demonstrated how he would make a fine plasterwork swag, and as he did this, talked about Early English Plasterwork (prior to the 18th Century generally speaking). We learned about the differences in materials used for this work and the techniques, watching expert hands work deftly. We were then given the task of making our own piece of work, and I can safely say that this was real crowd pleaser! Thanks to Philip, once again, who has since been repairing plasterwork at Buckingham Palace!

Nottingham Heritage Strategy. In April we had our meeting in Nottingham, hosted by Alice Ullathorne and Tom Street, who provided another excellent CPD event. We learned about the Heritage Strategy for the city's fine heritage, and about related works for the Heritage Action Zone, and how this brings together many strands in order to place heritage at the heart of place-making and regeneration. We enjoyed afterwards a

walk to look at some of the key action areas, and Tom Street took us on a walking tour of the Townscape Heritage area, showing how improvements were being made already, and how plans were progressing. Thanks to both Tom and Alice, and we hope to return in the future to see the results of their hard work.

We have big changes to the Branch Committee this year, with three key committee members who, having devoted at least 10 years of time to our committee, have decided that is time for some new faces. I am sure you would all agree that the dedication and input of our colleagues has ensured the survival of the branch. I offer thanks on behalf of all of our members, and Branch committee to Vice Chair Rob Walker, Secretary Stephen Bradwell, and Roy Lewis, who leaves behind the role of Branch Rep, for the role of Policy Secretary at national office. I could not have managed the role of Chair without the unwavering support of you all, and offer my personal thanks and very best wishes.

We therefore need to fill the following vacancies:

1. Vice Chair;
2. Secretary;
3. Branch Representative (a full IHBC member is needed for this role)
4. County Representative for Northamptonshire.

If you could give up a small amount of time, and would be prepared to help us, I would be pleased to hear from you. Alternatively, feel free to join us at one of our regular meetings in Newark. The East Midlands covers a large geographic area, and we know that it is not always easy to attend meetings or events, but we would welcome some new faces. Newark is our base for all but one of our meetings, and is just about central in terms of travelling from most parts of the region. Sandwiches and coffee are provided.

Sad news was reported at our last meeting by Fiona Newton about the death of Peter Bilson, former Conservation Officer at Nottingham County Council and member of the IHBC.

Finally, I am sure you would all join me in offering thanks to the small but dedicated branch committee members for their unfailing enthusiasm and contribution to the work of our Branch.

LIZ MAYLE

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Branch Secretary's Report

After about 10 years as Branch Secretary, I am now standing down as Branch Secretary. The Branch Committee has for many years been made up of the game old

faces, but now there seems to be an influx of younger members and so it seems to be the right time for me to hand-on the role of Branch secretary.

During this time my main responsibilities have been to organise the agenda and produce the minutes for the Branch Committee meetings, and also to disseminate information to the Branch membership. I have also attended many Branch Committee meetings and events and it's always been good to meet people from other parts of the region, letting me put faces to the names I correspond with.

As ever the operation of the East Midlands Branch relies on the support of its membership, but if we are to keep an active Branch then we all rely on our fellow members to get involved and promote the Branch and its activities. And that support is particularly important this year when a number of important positions within the Branch are being vacated, including Branch Secretary, Branch Representative and Vice-Chair, and we also need an IHBC County Representative for Northamptonshire. As always a successful and vibrant Branch needs the active support of its membership so if you are able to commit some time to the Branch Committee then please come along to the AGM and step forward.

STEPHEN BRADWELL

Branch Representative's Report

Meetings of F&R+ (i.e. the former Council) were held on 8 September 2016 (at the Theatres' Trust, London), 27 October 2016 (virtual meeting), 15 December 2016 (virtual meeting), 2 March 2017 (virtual meeting), 6 April 2017 (at the Theatres' Trust, London), and 15 June 2017 (virtual meeting).

Council+ meetings were held on 6 December 2016 at St Andrews, Holborn, London and on the 18 May 2017 at the Fazeley Studios in Birmingham. The former featured mini-committee sessions discussing key issues, whilst the latter had mini-panel sessions to promote and develop the Institute's specialist Green, Technical, Rural and Legal panels.

Key issues and initiatives addressed throughout the year include:

- Representations regarding the Historic England advice note on listed buildings and curtilage, which resulted in the withdrawal of the original advice note and consultation on a revised draft
- Funding and promotion of events to celebrate the 50th anniversary of Conservation Areas
- Concerns raised with Historic England regarding the published Historic Area Assessments guidance
- Publication of a Professional Practice Principles document
- Concerns addressed regarding the direction of the Sustainable Traditional Buildings Alliance (STBA) in which the Institute is heavily involved

- Additional research and guidance notes have been added to the *IHBC Toolbox* section of the Institute's website, which is developing into an important conservation resource
- Involvement with the Institute of Environmental Management & Assessment (IEMA) to influence the emerging *Guide for Cultural Heritage Impact Assessment*
- Further consideration is being given to governance arrangements, with a view to possibly having a smaller body of trustees and a larger Council+
- Development of a local authority conservation service quality assurance scheme (ongoing)
- Formulation of an international engagement strategy (ongoing) aimed at development of greater international links

Routine business of F&R+ included approval of Committee Business Plans, Branch Business Plans, giving final approval to acceptable membership applications, and monitoring the implementation of the Institute's Corporate Plan (CP20).

The Institute continues to make representations to national government and the devolved home nation governments – all consultation responses made can be seen on the IHBC website.

The organisation's finances remain sound.

Another successful and well-attended Annual School was held in Manchester. The East Midlands Branch provided a delegate place under the branch annual school bursary scheme. The 2018 School will be on the 21-23 June at the Queens University, Belfast.

Current post-holders are:

- President: David McDonald
- Chair: James Caird
- Vice-Chair: Kathy Davies
- Treasurer: Jill Kerr (replacing Richard Morrice)
- Secretary: Jo Evans
- Membership Secretary: David Kincaid
- Policy Secretary: Roy Lewis
- Communications and Outreach Secretary: Dave Chetwyn
- Education Secretary: Andrew Shepherd (replacing Bridget Turnbull)

As I act as Policy Secretary as well as being East Midlands Branch Representative, I have decided to resign the branch representative post. I have held this position since 2006, so am probably long overdue in passing on the baton.

ROY LEWIS

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Membership Secretary's Report

JASON MORDAN

Treasurer's Report

Following the AGM, details of the Branch's income & expenditure over the IHBC's financial year (1st October 2016- 30th September 2017), will be submitted to Council. We will also submit our Business Plan for approval, this will include an estimate of the Branches income & expenditure for 2016/2017.

At the beginning of this financial year (1st October 2016), the bank balance of the East Midlands Branch stood at £1064.26 (current account: £843.94 & reserve account: £190.32). At the time of preparing this report (end August 2017), the Branch's bank balance stood at £888.88 (current account: £698.53 & reserve account: £190.35).

The Buxton Annual School the money has not been used this financial year with the bursary being paid from funds in the current account. The bursary cost £456.00- The Buxton money left is £1067.19.

No claim has been made to date for computer sundries or printing. A sum will be spent on this year's AGM which I have estimated within the accounts presented. We have made savings on refreshments this year with the Organ Grinder charging £15.00 rather than £30.00 at the previous venue.

A summary of all the Branch accounts will be presented at the AGM showing all the Branch transactions. The budget for 2015-2016 will be presented based on a draft Business Plan which the Branch can consider and update prior to its submission to Council.

ROSE THOMPSON

Communication Officer's Report

CHRIS McKINNEY

County Representatives' Reports

Derbyshire

Conservation resource within Derbyshire has reduced further. The current situation is: 5 authorities have one or more full-time equivalent Conservation Officer(s); one authority shares a Conservation Officer with a neighbouring planning authority outside Derbyshire; two authorities employ or second a Conservation Officer for one

day a week; and one authority which uses a consultant when conservation advice is required.

Following last year's update: 'Amber Valley District Council's decision to refuse planning permission for 400 hundred dwellings in Allestree, near the Grade I listed Kedleston Hall, was overturned, in August [2016], after an Inspector judged that the scheme's impact upon the heritage asset would be negligible. The Inspector ruled that the proposals would cause 'no harm' to the significance of a nearby Grade I listed estate and only 'very modest harm' to a registered park and garden.' Kedleston Voice (a local community group), with support from Historic England, took the Inspectorate's decision to the High Court (Case No: CO/5004/2016). The decision was overturned, after the judge found that the Inspector had '*adopted an artificially narrow approach*' in assessing harm to the setting of heritage assets.

There are still a number of grant schemes running in Derbyshire. These include:

- Swadlincote (South Derbyshire) is now in its final year of a HLF Townscape Heritage Scheme.
- Bolsover Model Village (Bolsover) is in its second year of a HLF Heritage Grant Scheme.
- The final year of a Conservation Partnership Scheme is running in 'Cromford' and 'Belper and Milford' Conservation Areas within the Derwent Valley Mills World Heritage Site. This scheme is jointly funded by Derbyshire County Council, Amber Valley Borough Council and Derbyshire Dales District Council.
- The Derwent Valley Mills World Heritage Site Partnership has been successful in securing a Great Place Scheme grant. The scheme which is jointly funded by the HLF and Arts Council England, with support from Historic England, is one of twelve pilots running across England. It is hoped that the Derwent Valley Mills World Heritage Partnership will accept the grant by the end of September 2017 and that the circa £1.4 million scheme will run over three years. The purpose of the scheme is to promote the heritage and culture of the World Heritage Site to residents and visitors through arts.

Derbyshire Historic Buildings Trust (DHBT) has completed its review of its operation model which was funded by the HLF. It is now in a process of restructure and reinvigoration. Derbyshire County Council has awarded DHBT a grant to pursue a comprehensive resurvey of Derbyshire's listed buildings to inform the Derbyshire Buildings at Risk list.

A Derbyshire Conservation Officers (CODs) meeting was held on 27 April 2017, at Elvaston Castle, South Derbyshire. Karen Morrissey, paint researcher and analyst at Messenger Conservation Ltd, gave a presentation. This included the importance of paint analysis, failures in particular paint finishes; paint analysis methods and drafting briefs for this type of work. This was followed by a general discussion between local Conservation Officers and representatives from Historic England. The

next CODs meeting is not yet fixed but is hoped that it will involve a tour of the Bolsover Model Village HLF scheme.

Despite cuts in budgets, a great deal of positive conservation work has been carried out throughout the county over the past year. Minutes of the meetings can be found on Derbyshire Historic Buildings Trust's website at http://dccpt.org.uk/cods_meetings.php. Details of presentations given at Derbyshire Conservation Officers meetings and appeal decisions raised are included within the minutes of the meetings.

REBECCA WADDINGTON

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Leicestershire

The last Conservation Officers Forum was held in January, the intention is to still hold the Forum every six months but a meeting was not possible to convene in the Summer so an Autumn or Winter meet is likely. The newly appointed Historic England officers covering the county will be invited. There have been tentative discussions about occasionally joining up with the Northamptonshire Officers Forum particularly if a training event or visit of interest for all officers can be set up or falls at a convenient time.

Updates and feedback received throughout the year from the authorities within the county are as follows (this is by no means an exhaustive list of activities!):

- Blaby – new conservation area designated in Croft
- Charnwood – Martin Jones has been appointed as Conservation Officer filling a vacant post
- County Council - John Sharpe continues to provide standard advice to authorities (in particular for Oadby and Wigston BC and Blaby DC)
- Harborough – considerable amount of case work and enforcement cases to deal with
- Hinckley and Bosworth – have undertaken public consultation on selection criteria for a local list. The drafting of a Heritage Plan for the Borough has commenced with some successful consultation workshops. The Council are finalising a submission of a first-round application to the Heritage Lottery Fund to deliver a Townscape Heritage scheme within Hinckley (this will be a second attempt at obtaining funding).
- Leicester – Jeremy Crooks has taken voluntary redundancy, his Conservation Officer role is not to be advertised. Article 4 Directions for all relevant properties on the adopted Local List have been confirmed. The Greyfriars THI continues to progress well. A new appraisal and management plan for Churchgate Conservation Area has been drafted. Work has been ongoing for the replacement roof on the grade II* listed engineering

building at the University of Leicester. The local Buildings at Risk register is to be updated.

- Melton – Toby Ebbs provides specialist advice on a consultancy basis for 2 days a week only
- North West Leicestershire - John Sharpe continues to administer the ongoing Coalville shopfronts improvement scheme
- Rutland – last information received was that vacant Conservation Officer post is being covered on part time basis by an officer from South Kesteven

PAUL GRUNDY

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Lincolnshire

The Lincolnshire Conservation Officers Group (LCOG) meets 4 times a year and each district takes it in turn to host. The first meeting was held in September 2016 and was hosted by South Kesteven (Ian Wright).

For the September meeting LCOG were kindly invited by the IHBC East Midlands branch to join them, as part of their AGM, for lunch and then an afternoon workshop with Philip Gaches. Philip is a master plasterer and specialises in heritage buildings and historic plasterwork. Members of LCOG and IHBC EM branch were given a tour of Philip's workshops in Deeping St. James and even got to have a go themselves.

In December 2015, LCOG met in Lincoln and were hosted by Sarah Harrison (City of Lincoln). At the meeting the group said a collective goodbye to Beryl Lott (Lincolnshire County Council's Historic Environment Manager) who was retiring the following March. After the main meeting the group were given a presentation by Sarah and Alastair MacIntosh (City Archaeologist) about a project in which they are collaborating with The Getty Conservation Institute in America. The Arches Project is aiming to create an international heritage inventory which will record and hold information on all immovable heritage. The City of Lincoln is part of a pilot project to introduce the software to Britain.

The first LCOG meeting of 2017 was in March and was hosted by North East Lincolnshire (Emilie Wales). The group met at Grimsby docks and the meeting held at the Associated British Ports (ABP) head office. A member of ABP staff was present at the meeting and Emilie informed the group that relationships are being developed between ABP and the council so that a positive impact can be made on the many heritage and listed buildings contained within ABP's port boundaries.

After the meeting, Emilie took the group to see the Victoria Mills building where the council had spent £2.2 million on urgent repairs to stabilise the building. Unfortunately, due to bad weather, access could not be gained to the extensive scaffolding which covered (both inside and out) the former flour silo. The Grade II listed building was at high risk with the residents of the flats either side of the

silos having to be evacuated the February before but the repairs have now stabilised the structure and the council have been transferred the building from the owner for £1. They are now currently in the process of finding a new use for the building.

In June the LCOG met in Skegness and were hosted by Rob Walker (East Lindsey). At the meeting the group met and was introduced to the new Places Manager from Lincolnshire County Council, Ian George and Liz Mayle confirmed that she is now the Conservation Officer (part-time) for West Lindsey after several months of consultancy. After lunch, Rob took the group for a walk along the Skegness seafront gardens, known as the Tower Gardens. The gardens were formed in the 1870's by the Earl of Scarborough who created them from a former coal yard. Officially opened in 1878 the Earl then handed ownership to the Skegness Town Council. The area now hosts many events during the summer months and is being considered to be included in the conservation area.

KELLY APPLETON-SWAIN

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Northamptonshire

Position Vacant

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Nottinghamshire

JASON MORDAN

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Other Reports

Derby City Conservation Area Advisory Committee

Vacant

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Leicester City Conservation Area Advisory Panel

Vacant

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ALGAO Representative:

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NOMINATIONS FOR ELECTION TO EAST MIDLANDS BRANCH COMMITTEE

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

Nominee Name:.....

For the Post of:.....

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

Address of Nominee:.....

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.....

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

Proposed by: (Print Name).....

Signature of Proposer:

Seconded by:.....

Please send or e-mail completed nomination form by 14th September 2017 to:

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Papers prepared by
Stephen Bradwell,
IHBC East Midlands Branch Secretary
11 September 2017

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