

**East Anglia Branch**

**East Anglia Branch Committee**

**Minutes of a meeting held on 4 September 2024**

**On Teams**

**Present:** Emma Sharp (Chair), Katie McAndrew, Stephen Boniface, Eilise McGuane, Lucy Gray, David Edleston, Boyd Nicholas, Thomas Pierce, Liz Warden.

1. **Apologies**: Amanda Rix, Kate Knights, Maria Kitts, Jo Burton
2. **Minutes of the last meeting**: Held on 5 June 2024 were approved, with no amendments.
3. **Matters arising:**

Archiving. KK is in contact with Prue about collecting hard copies of documents for archiving with Head Office. KK to check with Head Office to see if non-confidential minutes and our up-to-date business plan could be put on our website.

**KK**

Membership. KK and ES have access to a list of East Anglia branch members.

Events. KK has contacted Head Office about standard event template to use in publicising events.

Dropbox. ES has set up a Dropbox for committee documents to be saved. Discussion over if Dropbox is the best place.

CARE Demolition Guide. ES said the committee’s comments sent off, but not heard anything back.

Castle Acre Priory Heritage Skills day on 26 September. Request for someone from IHBC EA to attend – ES will attend.

Training. SB attended a Carpenter’s Fellowship get together where there was discussion over establishing level 1 and 2 courses on timber framing. Noted that Luke Gomez of Noah’s Oak Carpentry is looking to deliver more training.

SB also noted that a friend is launching building surveying and building conservation courses. Will circulate information in due course.

**SB**

1. **Reports of representatives:**
2. **Council:** ES attended Council. Presentation from Heritage Alliance. Application for Royal Charter was discussed and is progressing slowly. Curtilage Mapping was brought up but ignored.

**HEF:** No update. EM checked with Claire Fraser-Lim at HE who will be leading on re-establishing HEF. She will be in touch with ES to get more background information on HEF and discuss what did and didn’t work.   
Currently there’s no volunteers to chair. ES suggested it needs a re-think for it to progress. EM will continue to ask for updates on it.

**ES**

1. **Education:** no update
2. **Branch Activities 2024:**

**i) AGM event: 24th October 2024, Norwich**

DE confirmed that the venue and programme are agreed, including a behind-the-scenes tour.

KK has got a standard event template form from Head Office and has circulated the event to branch members. KK to confirm numbers and dietary requirements with DE to pass on to venue and caterer closer to the time.

KM has advertised it on the IHBC EA Instagram. SB has also posted it on LinkedIn. KM to ask Head Office to advertise the event nationwide, as they have done with the London Branch. It is also now on the IHBC website EA branch page.

KK has been asked for the bank account details for people who want to pay via BACS. DE to send this information to ES and KK.

DE is happy to continue chair the day.

**DE / KM**

**ii) Wisbeach event**

KM will postpone this until next year as the colleague she had hoped to be involved is busy with a conference. The venues should still be available.

1. **Treasurer’s Report and Business Plan**:   
   AR sent an email confirming that the bank balance stands at £2394.37.

KM asked if we need to all look at the Business Plan prior to the AGM, so when it is approved, we have checked the content. ES said that the Business Plan is usually circulated with the AGM minutes from the previous year shortly before the AGM. KM asked if the Business Plan could be circulated to the committee slightly earlier, to provide committee with the opportunity to send any comments. AR to circulate the Business Plan.

**AR**

1. **Newsletter:**

MK does not have the In-Design template for the newsletter. ES has a copy of the template somewhere and will share it. KM to provide a piece for the Meet the Committee article.

**MK / ES / KM**

1. **Social Media:**KM asked committee to share content for Instagram, particularly in Essex, Hertfordshire and Bedfordshire. Images celebrating the 40-year anniversary of RPGs, the 100-year anniversary of Letchworth Garden City, anything from Heritage Open Day and anything National Maintenance week related all welcome. Committee to send any photos and any accompanying information they have to KM.

KM intends to also share training from IHBC-accredited training providers.

EM suggested a new listing in Stevenage (NHLE: 1490810) as a good news story.

**All / KM**

1. **Information exchange/AOB**:

KM noted that the SPAB are at Wangford Hall in Suffolk for Flint Wall Repair Working Party from 14-16 September. £15pp.

EM raised that Land Registry have asked all local authorities to map the curtilage of all listed buildings, using only spatial data with no analysis. ES noted there are questions over whether this will go ahead. This came up at Norfolk and Cambridgeshire Conservation Officer groups. Committee has been approached for an IHBC steer; ES referred it to Fiona Newton. IHBC have said they will produce a toolbox note but no further guidance. Direct any other queries to ES / EM suggested Conservation Officers raise their concerns to their Conservation Officer’s Group.

DE raised that if TP and EW were interested in joining committee, they could stand for nomination at the AGM. ES to check if there are vacancies on committee.

TP asked how many events EA organise per year; ES noted that we usually do one per year associated with the AGM, and generally try to have a further one. KM suggested a social event or a visit to a building. DE noted that event organising takes time and that social events have been unpopular. EM suggested Cambridge Business School.

SB will send email about Windows Conference for KK to circulate with the minutes.

**SB / ES / KK**

1. **Future meetings for 2024**: Wednesdays at 3.30 pm: 4 December (AGM October / November). Discussion over having dinner after the December meeting – possibly in Bury St Edmunds. ES to ask BN if he could host us. SB has a back-up meeting room option at his old partner’s office.

**ES / BN**