

**East Anglia Branch**

**East Anglia Branch Committee**

**Minutes of a meeting held on 5 June 2024**

**At The Officers’ Mess, Duxford**

**and on TEAMS**

**Present:** Emma Sharp (Chair), Katie McAndrew, Stephen Boniface, Eilise McGuane, Lucy Gray, Kate Knights, Jo Burton, Amanda Rix and Maria Kitts

1. **Apologies**: David Edleston and Boyd Nicholas
2. **Minutes of the last meeting**: Held on 6 March 2024 were approved, with no amendments.
3. **Matters arising:**

Item 7: AR has checked with Head Office about archiving. They are keen to take hard copies of records and if we can box them up, they will arrange collection. They will be stored at the IHBC archive in Basingstoke. KK to contact Prue to arrange.

For digital records, there is guidance on the IHBC website and non-confidential minutes should be put on the website. KK to check and upload recent minutes. They suggested that other information should be stored somewhere such as a shared dropbox. ES has set up an IHBC EA branch dropbox and will share the link and password. KM asked if we also need to make sure the Business Plan is on the website. AR confirmed that she has sent Head Office the Business Plan and assumed that they put it on the website. AR to contact Head Office and check if she needs to put the Business Plan on the website or if they should. JB will send the most recent newsletters to Head Office to be uploaded to their website.

**KK / AR /JB**

Item 10: KK asked if anyone had taken up the place for the IHBC Annual School. Two committee members will be attending with their places paid for by their employers and there were no takers for the free place.

1. **Reports of representatives:**
2. **Council:** No update.

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

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

DE sent a note to confirm that the venue and speaker have been booked. He is awaiting a biography and more content for the day from Ian Hume so he can put together some booking information. AR confirmed that the cost of the catering had gone up by £1 per head but that if we stick to the same charge as last year that should cover the costs. It was therefore agreed that we would keep the charge the same as 2023 (members £40; non-members £50 and students £30). KM reminded us that Head Office have said that they have a standard event advert that they can prepare for us. KK to and find out what information they require. There was some discussion as to when to advertise. JB can circulate first in July and then we will later in the summer/ early autumn with an advert in the newsletter and on our social media accounts. **DE / KK / JB**

**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. **KM**

1. **Treasurer’s Report and Business Plan**: AR reported that the accounts balance is still at £2656.87. All the final payments from the last event are now in. The accounts and business plan were sent to the Head Office in November after the AGM. ES asked if we had any threats of being de-banked as some branches had. AR said she had some issues a while back but these had been resolved.

1. **Branch archives:** See item 3.
2. **CARE Demolition Guide:** ES had circulated this document that had been sent to the branches by Head Office. A very short consultation period was given and the deadline passed at the beginning of the week. The document was discussed and various points were raised including:

* Who is the intended audience and what is the purpose of the document?
* The references to heritage assets and historic assets (due to differences in legislation and terminology across the UK) makes it a little confusing;
* Item G – the preference being the retention of the building needs to be the first consideration;
* If full demolition is proposed, it should be made clear what other measures have been considered and why they are not achievable;
* If partial demolition is proposed it should be made clear how the rest of the asset will be protected during and after the works;
* Assessing significance should be carried out by an appropriately qualified person;
* The criteria in the 1990 Act re: what can be done under H&S and the need for recording should be mentioned;

It was agreed that any further comments should be sent to KK / ES by next Wednesday 12th June and these will be sent to Head Office. **ALL**

1. **Newsletter:** MK has the Michael Knights article ready to go and is working on an article about Thaxted Windmill where there is a volunteering project. She has also received some information about a project at the George Community pub in Wickham Market, which she will follow up. KM will provide a piece for the Meet the Committee article and the newly listed coach-wash was suggested for the Unusual Listed Building article. Advert for the AGM and event to be put in newsletter. MK hopes to get the newsletter out by the end of July. JB will send MK the In-Design template that she uses. **MK / JB / KM**
2. **Social Media:** KM has started putting items on Instagram and encouraged committee members to send her any good photos / items of interest. She is particularly looking for photos of Registered Parks and Gardens as it will be the 40 year anniversary of RPGs. It is also the 100 year anniversary of Letchworth Garden City so photos of Letchworth would be appreciated. AR mentioned it is the anniversary of Gunton Sawmill and will send a photo.

There was some discussion as to whether the LinkedIn group should be made private, should be open or whether we ask questions to assess those wanting to join. It was decided to keep it open and allow anyone to join. Controls should be set so posts by others need to be approved. This can be reviewed at the next meeting and changed if necessary.

KM will send content that she is putting on Instagram to SB to put on LinkedIn.

**KM / SB / AR**

1. **Information exchange/AOB**:

ES / KK / JB to arrange a hand-over meeting for JB in early August before she goes on maternity leave.

ES stated that the Letchwork Management Company are looking for experts to sit on their panels to assess proposals. ES and MK will be applying and it is open to others.

It was agreed that new EA branch IHBC members could be welcomed on our social media accounts.

KM suggested that if we know of any BAR they could be sent to Liz Fuller at SAVE Britain’s Heritage who puts together their BAR register which is being published on the 19th June.

JB asked that we send any BARs that might make a good project for the East of England Preservation Trust be sent to her.

SB mentioned an online platform he is working on which will provide expert advice to owners of listed buildings and there was some discussion as to whether conservation officers would be able to work on such a platform.

1. **Future meetings for 2024**: Wednesdays at 3.30 pm: 4 September on TEAMS; 4 December (AGM October / November).

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