



Improving thermal performance during building restoration

**Bolsover Assembly Hall
Friday 20th September 2019**



**Institute of Historic Building Conservation
East Midlands Branch
Annual General Meeting
2019**

Programme for the event is as follows:

11.30: Arrival at Bolsover Assembly Hall, Hill Top (S44 6NG)
11.45: IHBC Branch AGM
12.45: Lunch
13.45: New Bolsover project talk - led by Kim Wyatt
14.15: Walking tour (via Bolsover Castle) around New Bolsover
16.00: Event Finish

Following the event there will be the opportunity for further networking.

Institute of Historic Building Conservation East Midlands Branch Committee 2018 - 19

Chair

Liz Mayle

Vice Chair

Ros Worrall

Secretary

Emilie Wales

Branch Representative to IHBC Council

Rose Thompson

Treasurer

Alice Ullathorne

Membership Secretary

Jason Mordan

Communications Officer

Chris McKinney

Education Rep

Vacant

Derbyshire County Rep

Vacant

Leicestershire County Rep

Paul Grundy

Lincolnshire County Rep

Emilie Wales

Northamptonshire County Rep

Peter Chowns

Nottinghamshire County Rep

Jason Mordan

General Committee Members

Fiona Newton

Roy Lewis

Rob Walker

Rebecca Waddington



IHBC EAST MIDLANDS BRANCH AGM

Tuesday 20th September 2019

At: 11:30am, Bolsover Assembly Hall

MINUTES

Attendees:

1. Apologies

Ros Worrall
Graham Cadman

2. Minutes of the 2017 Annual General Meeting

- see Appendix 1

Proposed –

Seconded –

3. Officers' and Other Reports

Chair's Report

I am pleased to report that the East Midlands Branch of the IHBC has had a very busy and most productive year. We held four successful branch events, a MATE session in Nottingham, and hosted the IHBC Annual School in Nottingham!

The first of our events was the AGM held last year in Derby Museum and Art Gallery, in the newly configured World Cultures Gallery which was a lovely space for our well-attended meeting. Presentations were given by several involved with the new flood defences for Derby, and for plans for the Silk Mill. Chloe Oswald lead a tour of the new defences, which were impressive to say the least, and we learned of some of the inevitable conservation issues arising and how these were resolved, finishing with a short tour of the Townscape Heritage Area.

We held our first paying event last November, after organising An afternoon with Dr. Charles Mynors on the Extent of Listing and Curtilage. Hosted by City of Lincoln Council this event was a complete sell-out, with some disappointed as tickets were limited to 45. Charles presented a serious legal topic, injected with just enough humour, to keep his audience full of interest for more than three hours. We all came away feeling extremely knowledgeable. The success of this is something I would like to repeat for other key topics of interest to our members. Suggestions from members will be most welcome.

Messenger Construction were marvellous hosts for our April peripatetic meeting held at their brand new Collyweston Slate Heritage Centre. A potted history of how this highly distinctive building material has been mined and used was combined with a virtual reality tour of their very own Collyweston mine. Messenger's historic paint specialist, Karen Morrissey gave an illuminating insight to investigating buildings through historic paint layers. The day was topped off with a traditional stone slating demonstration, and a showcase presentation of Messengers Collyweston projects on some of the nation's finest historic buildings. Special thanks go to branch member Matt Webster and his colleagues at Messenger for a superb day.

A MATE (Member Application Training Event) was held in April in Nottingham, hosted by Alice Ullathorne and Jason Mordan. This was a very well attended event, and one very much appreciated by attendees looking to become associate or full members.

In May a further evening event organised in Nottingham by Justin Webber, Contemporary challenges and solutions for protecting heritage in the East Midlands. This was a prequel to the Annual School and speakers included Cathy Daly and Derek Latham.

The Annual School, Heritage, Risk & Resilience, held in Nottingham in July was a great success. Speakers presented a range of topics related to heritage disasters each and every member has likely been confronted with at some point in their career. With surplus from the 2008 Annual School in Buxton, we funded three bursaries for the day school. It has taken our organising committee almost two years to organise the school holding regular meetings in Nottingham. The sheer dedication and enthusiasm of this committee was second to none and I offer a huge thank you to you all. There are a few who are owed special thanks though, and these are:

Justin Webber, Alice Ullathorne (Chair and Vice-Chair of organising committee, day tour organisers and guides), Sarah Cheng (Secretary), Jason Mordan, Emma Hancock, Jenny Timothy, Chloe Oswald (Day tour organisers), Roy Lewis (essential historic pub guide – not a school without one!) and Fiona Newton and her colleagues at national office for all their support.

Chris McKinney is standing down after seven years as Communications Officer. A huge thank you to you for the excellent flyers for our events, organising bookings, our Branch Twitter Account and for all your support to me and the Branch.

Finally, my usual reminder that all members will be welcomed to at our regular meetings in Newark held throughout the year (see web page for dates and location).

As ever, I am delighted that our dedicated branch committee and annual school organising committee has provided not only the East Midlands Branch with great events, but also for national members too. We have met and far exceeded our business plan this year. I offer each and every one of you my sincere thanks for all the time, skills, enthusiasm and hard work you have contributed to make this a very special year for the branch.

LIZ MAYLE

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Branch Secretary's Report

This has been my second year as Branch Secretary; I continue to enjoy it and the opportunities it brings. I am happy to re-stand for the position for a third year as I find attending Branch and other IHBC events a pleasant change to working as a lone Conservation Officer, and it's a great opportunity to network and make likeminded friends.

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. Please continue to share any events with me so that I can circulate amongst members.

Many of the current Branch Members currently hold multiple positions, and we have a couple of vacancies so it would be good to encourage some more new faces. Vacancies include Derbyshire Rep and Education Rep, all other positions are also up for election. If you are able to commit some time to the Branch Committee then please come along to the AGM and put your name forward. The East Midlands also have positions available on 2 of the areas regional advisory committees, should anyone wish to volunteer.

EMILIE WALES

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Treasurer Report

Following the AGM, details of the Branch's income & expenditure over the IHBC's financial year (1st October 2018- 30th September 2019), 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 2019/2020.

At the beginning of this financial year (1st October 2018), the bank balance of the East Midlands Branch stood at £788.70 (current account: £598.23 & reserve account: £190.47). At the time of preparing this report (end August 2019 with payments pending), the Branch's bank balance stood at £2141.81 (current account: £1951.23 & reserve account: £190.47).

In November the branch held an event on Curtilage by Charles Mynors and Nigel Hewitson. This has given a profit of £762.50 to date but an expenses claim from Charles Mynors is still pending.

The Buxton Annual School the money has been used this financial year with 3 Dayschool bursaries being paid for the 2019 IHBC Conference in Nottingham. The bursaries cost £468.00. We have received £1100 from the centre for the Nottingham Conference.

No claim has been made to date for computer sundries or printing. A sum of £400 will be available to this year's AGM. Refreshments at branch meetings have on average cost £19.25 per meeting.

A summary of all the Branch accounts will be presented at the AGM showing all the Branch transactions. The budget for 2019-2020 will be presented based on a draft Business Plan which the Branch can consider and update prior to its submission to Council.

ALICE ULLATHORNE

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Branch Representative's Report

Meetings of F&R+ were held on 6th September 2018 (at the Theatres' Trust, London), 25 October 2018 (virtual meeting), 13th December 2018 (virtual meeting) 14th February 2019 (virtual meeting), 11th April 2019 (at the Theatres' Trust, London) and 7th June 2018 (virtual meeting).

Council+ meetings were held on Thursday 29 November 2018 at Regents Conference & Events, Regents Park, London and Thursday 2nd May 2019 at Conference Hall, Mary Sumner House, 24 Tufton Street, Westminster, London, SW1P 3RB. The latter focused on providing members, associates and affiliates with the opportunity to focus on their continuing professional development (CPD) and demonstrate and explore how the IHBC is supporting membership accreditation. It offered delegates oversight, feedback and opportunities to review content and plans for further MATE sessions.

Key issues and initiatives addressed throughout the year include:

- The governance arrangements are changing, with a view to having a smaller body of trustees and a larger Council+. This was voted on at the AGM and is being taken forward. David McDonald has visited branches to talk about the changes, however, the East Midlands branch have not yet been visited.
- Heritage apprenticeships (level 7) have now gone forward despite IHBC concerns in relation to the content being very generic covering both archaeology and historic building conservation as one discipline. The concern is that the level 7 will produce people who are very generally trained and not suitably skilled to apply for full membership. The level 4 apprenticeship is approved, up and running with HE are running them as an employer.
- The IHBC green panel and technical panel are now up and running again which is good news
- The Historic England '*Conservation Principles for the Sustainable Management of the Historic Environment* - Consultation Draft' which went out for consultation in November 2017 is still yet to be published. This was produced to align the values with the NPPF. The IHBC have chased this but at the date of writing- it has still not been published.
- The IHBC guidance note on Alterations to Listed Buildings is currently being reviewed following concerns over the level of detail.
- 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. The Latest job statistics for England have been issued in the toolbox Research Note
- The Membership Application Training Event (MATE) sessions delivered by Kate Kendall have been delivered within branches as well as in some private sector companies, with great success.

- Kate Kendall and Carla Pianese have now both left their posts at the National Office. They were thanked for their contributions. Ramona Usher has now been appointed to replace Kate. (East Midlands Branch member)
- An IHBC fund has been set up - *IHBC CREATIVE Conservation Fund*. The fund will support the core charitable objectives and activities of the IHBC.

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.

Annual Schools

Another successful and well-attended Annual School was held in Nottingham. Well done to all of those involved!! There is now a more structured approach to theme of the annual schools that is tied to CPD. The next school is in Brighton in 2020- The venue has been secured as the Metropole Hotel on the sea front.



Future schools 2021 in Scotland, based in Aberdeen and 2022 in Wales based in Swansea.

Current post-holders at National level are:

- President: to be elected Sept meeting
- Chair: David McDonald
- Vice-Chair: Kathy Davies
- Treasurer: Jill Kerr
- Secretary: Jo Evans
- Membership Secretary: David Kincaid
- Policy Secretary: Roy Lewis
- Communications and Outreach Secretary: Dave Chetwyn
- Education Secretary: Andrew Shepherd

ROSE THOMPSON

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Membership Secretary's Report

The three tiers of IHBC membership was introduced in 2014/5, so has been operating for some years now and at the time of reporting the membership for our branch was as follows:

- 101 Affiliates
- 4 Associates
- 99 Full members

The previous membership report (provided at 2015 AGM) recorded a slow decline in the number of members (158 from 163 previously). It appears that the introduction of the Associate membership has not slowed the decline in numbers applying for and maintaining Full membership within the branch, but including Affiliates, the overall number on the membership has been increasing.

JASON MORDAN

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Communication Officer's Report

Hello all.

Well this year we broke new ground – we established a Branch Twitter account!

Hopefully a large proportion of you have followed us on @IHBCEastMids and even more will do so after reading this. And that's not all, we also prepared our [Social Media Plan](#) that sets out how the Branch will engage with social media as part of our public communication to achieve our Branch's goals and the goals of the IHBC nationally. The Plan outlines the following social media goals for the Branch:

1. To promote the 2019 IHBC Annual School in Nottingham;
2. To promote the activities of the IHBC East Midlands Branch, in particular its CPD events and Branch Committee meetings;
3. To support the Branch's members and build partnerships with like-minded organisations, particularly where these are based in the East Midlands.

Following approval by the Branch Committee, the prepared Social Media Plan was sent to the National Office for formal approval and this was received in December 2018.

So, with the 2019 IHBC Annual School in Nottingham now done and promoted – with big thanks to my roving reporter supporters (you know who you are) – it's probably a slightly quieter spell ahead for the Communications role.

Which brings me to reflect upon over seven years in this role and a desire to pass on the Communications torch to someone else and see what they can do for the Branch.

The final role will be to do some of the promotion for the forthcoming Branch AGM back on my home turf of Bolsover. So, time to see how we address some of the future challenges for our profession and the New Bolsover project.

See you there,

CHRIS McKINNEY

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County Representatives' Reports

Derbyshire

Vacant but written by CHLOE OSWALD

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Leicestershire

Leicester City Council – the new Conservation Officer, Daniel Evans is now in post. The City is now back to having three Conservation Officers. Consultation on the Character Appraisal and Management Plan for New Walk Conservation Area has been ongoing over the summer, this included a range of related pieces of work including a street clutter audit and developing plans for the public open spaces in the area. The Greyfriars THI is now into its final year and options for further heritage led regeneration are being explored.

Harborough District Council – an appointment has been made for the new ‘Heritage and Conservation Officer’ post, this is a part time post with a specific remit of reviewing the 62 conservation areas within the district and producing appraisals and management plans. The Nevill Holt Opera House has been shortlisted for the RIBA Stirling Prize 2019, this is a purpose-built Opera House set within the courtyard of the Grade II* stable block to Nevill Holt Hall which is Grade I (see image below). Hinckley and Bosworth Borough Council – 1485 Legacy project being developed to commemorate the events around Bosworth Battlefield through six sculptures. War memorials at Bagworth and Congerstone have been grade II listed. An expression of interest to Historic England for a Heritage Action Zone in Hinckley town centre has been submitted. In conjunction with the development of Neighbourhood Plans local heritage lists for the parishes of Desford and Witherley are being prepared. Consultation comments continue to comprise the bulk of the work for the Conservation Officer.

North West Leicestershire District Council – Coalville has been chosen for round 1 funding from the Future High Streets Fund.

Rutland County Council – an updated appraisal for Ketton Conservation Area is currently out to consultation, this included a proposal for a new conservation area in Geeston.

No relevant updates / nothing to report from Blaby DC, Charnwood BC, Leicestershire County Council, Melton BC, Oadby & Wigston BC.

The next Conservation Officers Forum is being arranged with a likely date of late-October and held in the City



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.

Update from the last LCOG meeting in Boston was June 2019:

Boston

No CO, conservation advice from Mary Anderson (architect) who is retiring in September. Tender has gone out for conservation architect support. MB has advised that they are limiting their opportunities by focusing on architect only.

Market Place TH – going well, interest from properties which will form part of the tour. Activities due to start. Hoping to have projects on site soon.

Psica – almost complete. Some great examples to show.

High street HAZ going in as a small bid to support the match funding of the THI

East Lindsey

HTL been doing consultancy on EL while they await new CO in post. Out for advert again possibly with head hunters. LM understood that there was a wider regeneration post in place now as well.

Lincolnshire County Council

A senior management restructure of the Place Directorate has recently been completed. The name of our team has been changed from Places Team to Historic Places Team, and we been moved to Planning Services (from Growth and Environment), which in turn is part of the Assistant Director area of Communities. Andy Gutherson has now been confirmed as the Director of Place.

I've been working with colleagues in our Economic Development area on the latest phase of the GLLEP funded hotel study. You may remember me asking COs for their thoughts on this a couple of years ago, which I did pass on at the time, and have again just recently. You may well have been contacted about it very recently by Lynn Thomason from Hotel Solutions - the company who are carrying out the study. The first phase of the hotel study carried out research into whether there was a need for more hotel accommodation in Lincolnshire, and what the feasibility would be for the construction of new branded hotels. The conclusion was that more hotel accommodation is certainly needed across the county, but that there was unlikely to be investment in new branded hotels outside of Lincoln, although I know that there a few exceptions to this.

This current phase is looking at the potential for creating smaller scale hotel accommodation in the market towns and villages, which includes pub accommodation, and reuse of existing historic buildings. I've advised Lynn from Hotel Solutions to speak to you

(as well as tourism and economic development at the district councils) to get your advice and knowledge about potentially suitable buildings in your areas. Lynn will also be talking to hotel investors and developers about their requirements to see if there might be scope for encouraging them to invest in some of these buildings. If the results of the study are encouraging, there may be scope for further support from the GLLEP, perhaps even some funding.

Related to this, we are in the very early stages of developing a project to research and record pubs across the county for inclusion in the HER. The main drivers for this from our team's perspective are the alarming rate at which pubs are closing, and that there is a lack of information about many interesting but undesignated historic buildings. This means that when there are proposals to demolish or convert historic pubs we are not in a strong position to be able to protect them, and the intention is that the project will go some way to improving the situation. We are working alongside colleagues in Communities and Economic Development, as the loss of local pubs has such a detrimental impact on local communities, socially, culturally and economically. We will be in touch with you all in due course as the project develops.

The Extensive Urban Survey is continuing: the report for Holbeach has now been completed, along with a programme of community engagement carried out by Heritage Lincolnshire and C1 Media, and work on Market Deeping has started. The website for the project is now live - the link is <https://www.lincsabout.town/>. If you'd like to know more about what's happening or you'd like to read the reports you can talk to Ian George or Nicky Grayson.

The Historic Environment Record database and mapping systems have recently been undergoing some major changes. The data is now being hosted by Exegesis, and the lengthy process of getting everything working properly is still ongoing. One of the issues that has come up is that the link to the HER21 website is not currently working. A solution is being worked on and hopefully it will all be up and running again soon. If you have any queries, you can speak to Richard Watts, the HER Manager.

North East Lincs

THI – lots of interest but not yet signed up. Former Empire Theatre is a challenge – the current owners match funding is struggling (and the clawback period). Similar issues with Dolphin Hotel – which is still got the rooms upstairs. CH would like to talk to Sarah about Hotels Survey. Empire HODs tours fully booked, looking to release more dates. Heritage Stewards volunteers – surveyed all the current Conservation Area and are expanding to the adjacent areas. Connecting up Cleethorpes and Grimsby with app based trails and tours.

HAZ – lots going on. Kasbah PSICA not yet launched, waiting for legal advice from ABP regarding State Aid. Petersons Project, development appraisal and activities plan in progress, Round 2 going in November. High Street HAZ for £500k, persuading ABP to put more cash in. Council involvement in West Haven Maltings site, looking to redevelop this.

St James Square and Minister – public realm, over the historic graveyard (mostly dug), potential for community archaeology. CH helping with building and structural issues. Stella looking at community engagement.

North Kesteven

£25k grant budget approved and application form/guidance notes online. Lots of expressions of interest. 2 applicants, neither appropriate. They've gone out to parish councils, so the applicants tend to have been not quite the demographic targeted. Hopeful that this will be spent easily and there may be scope to extend in future years.

PSICA comes to an end next year. Sudden interest in the scheme has meant that they've had to turn one down. Struggling to find contractors. GH requested recommendations for contractors – MB has some in Boston and will send the list. LM suggested Messenger.

Conservation areas in Beckingham and Silk Wiloughby consultations went well, with the usual grumblings! Going through a system of approval. It seems as though people are sneaking work in before the CA come in.

Waddington CA slowly being revised (taking some areas out!)

Sleaford Castle – Town Council are looking at how they could turn it into a tourist attraction. They don't have a "don't do anything" option. Geophysics happening with schools.

Market place fountain has been cleaned, it looks very shiny (!) but is coming back in to use. Led by Civic Soc with NLHF cash.

May apply for High Street HAZ – but only discussed and the deadline is tight.

Struggling for contractors at Cogglesford mill for repairs to the water wheel.

South Kesteven

Ian is retiring next year – post coming up this time next year.

Horbling Conservation Area – new, out to consultation next few weeks.

Denton and Woolsthorpe – maps now done to extend these, hoping for another consultation soon. Woolsthorpe ties in with the setting study done by NT.

Ian is still working for Rutland 1 day a week. Ketton conservation area in draft form and going out soon.

Messenger conservation are doing works at Wake House in Bourne – very much needed given the condition of the building!

Bourne has a High Street HAZ going in from Invest SK.

Planning service heavily consultant led at the moment. Very heavy workload at the moment.

West Lindsey

Growth team waiting for visit for stage II of Gainsborough TH.

Gainsborough Market place scheme looking good. Grants for living over the shop – hope to use these for some real eyesore buildings which are standing out quite clearly now that some work is going on.

Conservation Area Character Appraisal review been undertaken by MB at HTL – response sent to WL Council.

DM work very heavy at the moment in addition to the TH and grant work. Agreed that there can be free pre-app advice to people coming in to Growth team for grant aided work.

LM has given a talk to Caistor Civic Society.

9 listed buildings come through, 5 at grade II*

LM has done some updated guidance on the West Lindsey website as a first step for people looking for information. Also recommended the HE guidance.

Heritage Lincolnshire

Greyfriars – The grant application for this has been postponed to November in order to release match funding from the City of Lincoln Council. Up to £200,000 has been identified through sale of other council assets. NLHF have been informed and were encouraged to hear of the match funding. The building will be open for a HODs event in September.

Caistor Coop – We are working with the community group to bring this forward for funding in August, they are funding us to do this. Lincolnshire Cooperative are making a significant capital investment as part of this. The proposed scheme looks good, and I am looking forward to getting them more funding so they can get a conservation plan in place to inform final plans.

Conference on October 4th – ticket sales going well, and sponsorship

Lincs Pass – launching a tourism pass for the county, already partnered with larger high street, but want smaller business to take part. Free to take part, just need to offer a discount/offer. Please spread the word! Being led by Hannah (business manager).

Welcome email from Simon Johnson (interim CEO) was sent out – not received by Gareth Hughes.

Conservation Projects Officer – deadline end of next week, please push out further!

Stella to send on to Gill Chitty.

Historic England Update

Now all one midlands super region. Based at Birmingham office. Teams been redrawn again. Lincolnshire is now covered by the 'north' team.

Louise = regional director, Team leader for North is Tim Allen, managing 9 people. Principle development advice – Bill Klemporah and David Walsh. Inspectors = Rose and Julie Taylor. Emily Carr doing planning – ask Rose for structure. Mostly you'll get David or Rose.

Partnerships = Ben Robinson team lead – Hanna Good, Jez Beverton – PO, Amanda White – surveyor – all heritage at risk

Clive Fletcher team lead – Hazs etc.

Still same addresses etc for listings team

Stepping back on some of the engagement to cope with covering the wider area. But is anything is urgent and needs a letter please flag up.

Taylor review is still ongoing – so there could be even more restructures coming!

Liz raised 'w' letters – these are being taken by planners as non-objections rather than a direction to talk to their conservation expertise. Is there scope for communication with heads of planning to let them know what these really mean. Rose will raise this.

Considering use of teams to target work in priority places.

Suggestion to invite Melissa Thompson (listing), to next LCOG

KW raised an issue with this year's conservation areas survey which was sent around by Hannah. This years didn't have the historic data in it, and it was much more in-depth, requiring site visits, so it was much more difficult to respond within the timescale given current workloads. Fairly convinced that others will have same issue.

DAC update

Not present

AOB

Bonsers Restoration Ltd have entered into a Company Voluntary Arrangement – usually a precursor to liquidation

LM raised the craft skills register, which was updated by LCOG at each meeting historically. Where is it? Do we want to start this up again? Who would be able to pick this up?

LM raised capacity issues and loss of conservation officers through retirement/lack of recruitment in the area.

SPAB have published guidance on stone slate in East Midlands – free to download.

EMILIE WALES

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Northamptonshire

PETER CHOWNS

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Nottinghamshire

NCOF

The Nottinghamshire Conservation Officer's Forum is attended by LPA COs from around the county and the minutes are circulated more widely. The forum now meets half yearly, in winter 2018 we met at Nottingham City Urban Room. This summer's meeting was due in the week after the summer school but has been postponed until autumn.

LPA Staffing levels

Over the past 12 months there have been officer changes within the LPA conservation services at Bassetlaw, Ashfield, Rushcliffe, Gedling and Newark and Sherwood. Newark and Sherwood District have reinstalled a service sharing arrangement with neighbouring Bassetlaw to back fill for Oliver Scott as he has moved into a team manager role. Simon Britt left Bassetlaw before Christmas to join Pegasus planning consultants and was replaced by Mark Wilkinson who had been at Gedling BC. The Bassetlaw role is presently out to advert again as Mark has chosen to return to Gedling BC to take up the newly formed permanent PT CO post. Aimee Dobb (Bassetlaw DC) is also providing the service arrangement at Ashfield District on one day per week. James Bate has recently moved to South Derbyshire from Rushcliffe and Sera Baker has replaced him.

JASON MORDAN

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4. Treasurers Report: Financial Statement 2017-18 & Business Plan

- see Appendix 2 & Appendix 3.

Proposed –

Seconded –

5. Election of Officers

<i>Position</i>	<i>Nominee</i>	<i>Proposer</i>	<i>Seconder</i>
<i>Chair</i>			
<i>Vice Chair</i>			
<i>Secretary</i>			
<i>Branch Rep</i>			
<i>Treasurer</i>			
<i>Membership Secretary</i>			
<i>Communications Officer</i>			
<i>Education Rep</i>			

6. Election of Branch Committee Members & County Reps

<i>Position</i>	<i>Nominee</i>	<i>Proposer</i>	<i>Seconder</i>
<i>Lincolnshire County Rep</i>			
<i>Nottinghamshire County Rep</i>			
<i>Derbyshire County Rep</i>			
<i>Northamptonshire County Rep</i>			
<i>Leicestershire County Rep</i>			

<i>Position</i>	<i>Nominee</i>	<i>Proposer</i>	<i>Seconder</i>
<i>General Committee Member</i>			
<i>General Committee Member</i>			
<i>General Committee Member</i>			
<i>General Committee Member</i>			
<i>General Committee Member</i>			

Proposed –

Seconded –

7. 2019 Annual School Nottingham

8. Annual School Bursary Award

9. Any Other Agreed Business

Derby Conservation Area Advisory Committee Rep –

Leicester Advisory Committee Rep -

The meeting closed at

Appendix 1 – 2018 AGM Derby Minutes



IHBC EAST MIDLANDS BRANCH AGM

Tuesday 7th September 2018

At: 11am, Derby Museum and Art Gallery

MINUTES

Attendees:

Chris McKinney
Tom Barton
Rose Thompson
Ros Worrall
Michael Faulkner
Sam Peppin Vaughan
Jane Tricker
Mark Goodwill-Hodgson
Elizabeth Sharples
Fiona Newton
Jason Mordan
June Thornton
Kerry Warmesley
Martin Butchers
Liz Mayle
Sarah Cheng

Gaynor Mallinson
Paul Grundy
Jon Millhouse
Emilie Wales
Chris Collinson
Oliver Jessop
Justin Webber
Juliette Wilson
Alice Ullathorne
Rob Walker
Peter Chowns
Roy Lewis
Tyler Barton
Chloe Oswald
Elizabeth Campbell

1. Apologies

Mark Parsons
Stephen Bradwell
Elizabeth Bryan
Graham Cadman
Emma Hancock

Vicky Hunns
Christopher Patrick
Chris Perkins
Oliver Jessop
Jen Austin

2. Minutes of the 2017 Annual General Meeting

- see Appendix 1

Proposed – Roy Lewis

Seconded – Alice Ullathorne

3. Officers' and Other Reports

Chair's Report

I have now completed five years as Branch Chair for the East Midlands branch committee. I am very pleased to report that we filled several vacancies at last year's AGM. My thanks go to the following who have all volunteered their time:

- Ros Worrall (Vice Chair);
- Emilie Wales (Secretary and temporary County Representative for Lincolnshire)
- Alice Ullathorne (Treasurer)
- Rose Thompson (Branch Representative)
- Jason Mordan (Membership Secretary)

Standing down this year is Becky Waddington, Derbyshire County Representative and Kelly-Appleton Swaine, Lincolnshire County Representative, moved on to pastures new in the north-east. I offer my thanks to both for the time and effort given to our Branch.

We an outstanding vacancy, as we have now for several years, for a Northamptonshire County Representative. There is also a vacancy for Derbyshire County Representative. If there is someone in your county who could give up a small amount of time (even to send a report if you are unable to attend branch meetings) it would be great to hear from you.

A reminder too that all members will be welcomed to at 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.

This year, as excess funds from the Buxton Annual School are now almost depleted. Committee decided not to fund a bursary place at Belfast in 2018. Instead we are holding onto this fund to offer possibly two bursaries to members for the day school in Nottingham 2019. If this is as successful as Buxton, we may be able to continue this tradition.

The branch is having a particularly busy year preparing to host the Annual School 'Heritage, Risk & Resilience: confronting conservation calamities' which will be held in Nottingham. A separate organising committee was established in 2017 with a fantastic team of dedicated members involved. Venues are sorted, a short list of speakers has been drawn up, and we very much look forward to hosting a good Annual School.

We have also had three events this year which include:

Our AGM was held in Stamford, the first conservation area to be designated, as part of the fifty-year celebration of conservation area. Two excellent presentations were shown to members and guests (Stamford Civic Society). Rob Walker gave an entertaining intro followed by a 'nuts and bolts' talk about the subject of Article 4 Directions, used in tandem with Local Development Orders, with Woodhall Spa as

the case study. We learned that whilst sounding like an ideal solution for the preservation and enhancement of conservation areas, this was far from easy to achieve. Roy Lewis gave a thought-provoking presentation, *Whatever happened to Townscape?* Looking at how modern policy seems to have left behind the crucial concept of townscape, drawing on legislation and Gordon Cullen to demonstrate. This was followed by showing the much-feted film about Stamford by Alec Clifton-Taylor from his Six English Towns TV series, the comment about a building painted 'boudoir pink' raising much anticipated mirth from the audience. After, members of Stamford Civic Society gave a fascinating tour of Stamford, with many hidden corners and details revealed.

A specialist MATE training event was hosted in Nottingham which was very well attended in April, with a candidate list drawn from all professional strands of conservation. Thanks to Kate Kendall, IHBC LETS officer, Alice Ullathorne and Jason Morden for organising and to volunteers who assisted on the day.

Our April meeting 'Building at Risk work in Leicester' was hosted by Justin Webber at Leicester City Hall. There were three excellent short presentations. The first by Justin Webber about the Heritage at Risk Strategy for Leicester City Council, showing dynamic work to preserve heritage. Jenny Timothy, former conservation officer for the city told us of the trials and tribulations of trying to get this building repaired, only for the building to suffer a serious fire. Friar's Mill, now fully repaired and new use is proving to be a catalyst for regeneration of the area. Sophie Noon told us about the Greyfriars Townscape Heritage scheme she manages, showing great improvements to buildings and public realm resulting in great new uses and enhancement of the area. After a good pub lunch, we had a tour of the TH area, Friar's Mill and the former Magistrates Court, now with a new use as part of De Montfort University, but formerly a building at risk.

I shall also take the opportunity to let you all know that in November, we are organising 'An Afternoon with Dr. Charles Mynors' to present to us the latest legal background on extent of listing and curtilage. This will be in Lincoln. A date for your diary will be coming soon.

Once again, I am proud that the branch has been able to organise such brilliant events drawing upon the very best expertise, our own members. Due to the dedication of the Branch Committee we have fulfilled our business plan and successfully achieved our main aim, to provide 'cheap and cheerful' CPD for our members. I offer my sincere thanks to all who have given their time, skills, enthusiasm and hard work for the benefit of all our members.

LIZ MAYLE

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Branch Secretary's Report

This has been my first year as Branch Secretary. Stephen had previously held the position for 10years however I hope that I was able to make the transition as smooth as possible. I am happy to re-stand for the position for a second year as I find attending Branch and other IHBC events a pleasant change to working as a lone Conservation Officer, and it's a great opportunity to network and make likeminded friends, especially as I am early in my career.

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. Please continue to share any events with me so that I can circulate amongst members.

Many of the current Branch Members currently hold multiple positions, and we have a couple of vacancies so it would be good to encourage some more new faces. Vacancies include Northamptonshire Rep and Derbyshire Rep. If you are able to commit some time to the Branch Committee then please come along to the AGM and put your name forward.

EMILIE WALES

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Branch Representative's Report

Meetings of F&R+ (i.e. the former Council) were held on 7th September 2017 (at the Theatres' Trust, London), 26 October 2017 (virtual meeting), 22nd February 2018 (virtual meeting), 12th April 2018 (at the Theatres' Trust, London) and 7th June 2018 (virtual meeting).

Council+ meetings were held on 30th November 2017 at St Andrews, Holborn, London and on the 3rd May 2018 at the Great Northern Hotel in Peterborough. The former focused on an international theme and looked at developing an international engagement strategy and practical ties with Europe and beyond, whilst the latter focused on reverse mentoring. This included discussions on mentors impressions of the IHBC and how to empower members. A short video of the session is available to view on the IHBC website.

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. The revised draft has now been published. Concerns still remain regarding some of its content. A letter has been sent to Historic England (HE) chief executive regarding concerns
- Representation were made of the consultation draft of the NPPF 2018 which has now been published
- The IHBC has a Wikipedia page
- The Conservation Professional Practice Principles publication has been well received and was included in a recent mailing of the ClfA magazine which also had an article on the publication
- Previous concerns regarding the direction of the Sustainable Traditional Buildings Alliance (STBA) in which the Institute is heavily involved have now been addressed
- 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. Bob Kindred is producing guidance on a number of different topics
- Membership numbers have exceeded 2600
- The Membership Application Training Event (MATE) sessions delivered by Kate Kendall have been delivered within branches as well as in some private sector companies, with great success. One was held in Nottingham on 25th April 2018
- Further consideration is being given to governance arrangements, with a view to possibly having a smaller body of trustees and a larger Council+
- Formulation of an international engagement strategy (ongoing) aimed at development of greater international links (theme of Council + November 2017)
- A letter was sent to Ministry of Housing, Communities and Local Government (MHCLG) regarding planning fees in areas where there are Article 4 Directions. A response was received which seemed to indicate the fees are mandatory but the legal panel are considering the response

- Findings of the branch survey sent out showed issues around capacity, geography and recruiting new members. Most branches also wanted help and support to run events including the affiliate seminars
- Following the new Data Protection rules, the management of data protection is being reviewed. Branches should receive new guidance.

The former Chair and President, Eddie Booth, had passed away in early May. The institute expressed it would be forever grateful for the many years in which he contributed to the IHBC not only in these formal roles but behind the scenes as well.

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 Belfast. Justin Webber and Alice Ullathorne did an excellent presentation at the day school to promote the Nottingham Annual school to be held in 2019. The 2019 School will be on the 4th-6th July, Heritage, Risk, Resilience- *confronting conservation calamities*, Nottingham. An organisation committee chaired by Justin Webber is progressing things well at regular meetings. The meetings are held at the Nottingham City Council offices and anyone is welcome to attend.

Current post-holders at National level are:

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

This is my first year as East Midlands Branch Representative, taking over from Roy Lewis who has done a great job and stepped down to continue in the role of Policy Secretary. I was voted in as a trustee at the AGM in June.

ROSE THOMPSON

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Membership Secretary's Report

- As of Tuesday 4th there are 16 members who have outstanding subscription fees: 4 full members and 12 affiliates.
- Last update on membership provided by Carmen Moran on 20th July indicates:
 - 197 members: 94 affiliates; 100 full; 3 others
 - 2 have upgrade from Affiliate to Full; 2 CIFA 'free trial' year applications; 1 student 'free trial' application
 - 21 unpaid subs
 - 1 member has left

JASON MORDAN

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Communication Officer's Report

Hello all.

It's been another quiet year from a communications point of view, with the role's main focus being on the Branch's standard business, such as preparing the Branch's flyers for its CPD events, and keeping the website ticking over.

As always, I take my lead from the discussion and decisions at the AGM so if you have a view or suggestion on what else we as a Branch could do from a communications perspective, mention it at the AGM or over a pint on the historic pubs pub crawl!

See you there,

CHRIS McKINNEY

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County Representatives' Reports

Derbyshire

Derbyshire Conservation Officers (CODS) met twice this year. The first meeting (CODs) was held on 17th October 2017 at Bolsover Model Village. The meeting was preceded by a tour, guided by Kim Wyatt (Conservation Officer, BDC), of the New Model Village Restoration Project. This is an ambitious £10 million housing restoration project designed to breathe new life into New Bolsover Model Village. The funding for the project is made up of a £2m grant from the Heritage Lottery Fund and £8m investment from Bolsover District Council as well as a contribution from Derbyshire County Council. The scheme commenced in October 2016 and will be completed by June 2019.

An extraordinary CODs meeting was held, in Wirksworth, on 23rd May 2018. Derbyshire Historic Buildings Trust facilitated this meeting. The Trust continues with its process of rejuvenation under its new chair, Derek Latham. It is working with Amber Valley Borough Council to secure the future of Wingfield Station and has also launched a Heritage Award Scheme. Discussions were carried out on a county-wide 'Buildings at Risk' project.

Over the last year, changes in Derbyshire Conservation resource have included: Elizabeth Knight was appointed Conservation Officer at South Derbyshire District Council; Penny McKnight (Conservation Officer) left Derby City Council and Chris Partrick is now in post; Scott Nicholas at Chesterfield Borough Council has gone part-time and Francesca Siviter has joined to cover the remainder. Anna Badcock has been appointed Cultural Heritage Manager at the Peak District National Park Authority. Amber Valley Borough Council has recently advertised for a Heritage Officer. Paul Warren (Conservation Officer, Derbyshire County Council) has been providing Amber Valley Borough Council with some conservation resource. Dana Campbell is the new county HER Officer.

Additional notable items include:

- Work on Buxton Crescent continues and is programmed to be completed in 2019 and hopefully open autumn/ winter 2019.
- Derbyshire Museum Trust has moved out of Derby Silk Mill and the exciting redevelopment and restoration scheme has begun to create the Museum of Making that will also be the southern gateway to the Derwent Valley Mills World Heritage Site.
- Derbyshire County Council on behalf of the Derwent Valley Mills World Heritage Site Partnership was successful in securing a Heritage Lottery Fund 'Great Place Scheme'. The funding award is for £1.4m over 3 years, and includes 20 projects. The Scheme, which is funded by HLF and Arts Council England with support from Historic England, aims to raise cognisance of the World Heritage Site in the public's mind through the site's heritage and arts. Rebecca Howie has been appointed as the lead officer and Alison Vasey as the support officer.
- Derby Townscape Heritage Initiative is coming to an end. There are a number of buildings being repaired and architectural details reinstated, including to Green Lane House. A number of conservation workshops are being held in

Derby in the autumn, as part of the THI; please contact Chloe Oswald for details. Repair works at Long Mill, Darley Abbey Mills, within the Derwent Valley Mills World Heritage Site, have commenced on site. It is hoped that this building will be removed from the National Buildings at Risk list when the works are completed.

I've enjoyed my tenure as the Derbyshire (IHBC) representative and wish my successor all the best.

BECKY WADDINGTON

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Leicestershire

Below is my county rep report for Leicestershire for the AGM, not many updates this time round:

- Leicester City – An advert has gone out for a new Conservation Officer post to replace Sam-Peppin-Vaughan. James Simmins is also leaving so a second advert is to follow soon. Stuart Bailey, the longstanding and very passionate chairman of the Leicester Civic Society has sadly passed away.
- Charnwood – Conservation Areas Review for the eight areas within Loughborough has been undertaken, with a revision to the boundaries of six of the areas. The Church Gate Conservation Area, which covers the historic heart of Loughborough, has approximately doubled in size. Formal adoption of the Conservation Areas Review was given Cabinet approval in April of this year.
- Hinckley & Bosworth – Consideration is being given to developing a HE PSiCA scheme for Hinckley town centre following the unsuccessful HLF bid to deliver a Townscape Heritage Scheme. Local heritage list continues to be developed. The Council's first Article 4 Direction for the removal of permitted development rights for demolition has been confirmed covering a building of local interest in Burbage.
- Leicestershire County Council – several War Memorial grant aided schemes are either ongoing or under consideration following the appointment of Sophie Clark as the Heritage and War Memorials Officer at the end of 2017.
- Rutland – specialist advice continues to be provided by an officer from North Kesteven DC for one day a week
- No relevant updates / nothing to report from Blaby, Harborough, Melton, North West Leicestershire and Oadby & Wigston

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. Kelly stepped down at Christmas when she accepted a new job outside the area, Emilie temporarily took over to maintain the branch updates on progress in Lincolnshire.

Update from the last LCOG meeting 29th June 2018:

North Kesteven

- Working one day a week has been successful to drum up support for the Sleaford PSiCA – as a result have needed to ask for an extension to accommodate additional interest.
- Consultation on Metheringham CAA ongoing.
- Scheme ongoing to find a suitable location to position a statue at Cranwell to commemorate founder of RAF.

East Lindsey

- Woodall Spa Article 4 Direction & LDO due for consultation July.
- Conservation Officer is now part of Growth Team.
- Shop front Grants are now available up to £10,000 using s106 contributions (Market Towns and Seaside Resorts).

West Lindsey

- Gainsborough TH has got through to round 2 shortly be going out for a consultant to develop.
- S215 programme is being launched in Caistor, Gainsborough to be next.

County Council

- Now providing Archaeological comments for Newark & Sherwood and Bassetlaw.
- Working on a transport strategy and feasibility for Holbeach.
- Looking at the Value of the Historic Environment – economic/wellbeing/education to be used to support future funding bids.

City of Lincoln

- Masterplan coming on with appraisal of Lower High Street.
- Progressing with Urgent Works for 16 Mill Road.
- ARCADE – HER programme is now online.

South Holland

- Mark is acting as interim until Christmas.
- Mark is a Planning background and is a case officer with caseload of 40-50 has advised full time post is required.
- Notice has been served on Red Cow which is also a Dangerous Structure.

South Kesteven

- Article 4 in Stamford.
- Established a Heritage Steering Group.
- Continues to share services with Rutland.
- Gravitas – a Local Authority Development Company has been established and is to be given Heritage CPD.

Lincolnshire Heritage Trust

- TH officer for Boston has been recruited.
- Old Kings Head - works to safeguard the building started.

No updates from North Lincs or Boston.

No update from DAC.

No update from HE.

EMILIE WALES

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Northamptonshire

Position Vacant

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Nottinghamshire

2 Conservation officers forums since last AGM:

- In January we met at University of Nottingham and had a tour of Highfield park HLF project (Nottm City). We were shown around by Carillion who announced their liquidation the following day! Bonsers Restoration helped ensure that the project was delivered and the park lake re-opened to the public this summer.
- In July we met at Newark and Sherwood District Council and had a presentation by Notts BPT and a tour of the Butter Market lead by Oliver Scott.

A number of HLF projects are in progress:

- Townscape heritage projects at Nottingham (Carrington St) and Worksop (Bridge St) are underway. Mansfield (Leeming St) has been awarded and is awaiting permission to start.
- Major projects: Nottingham Castle. Our Heritage (>100k): Canalside heritage Centre (Beeston) gardens completed July 2018; Bramcote Old Church Tower (re-opening 8th September). Others: Bilsthorpe WM (WWI); Gedling Country park; Sherwood Forest Miner to major LPS 1.4m.
- N2 – market towns funding overseen by NCC, includes Mansfield Town Hall
- HAZ (Nottingham)2.7m

Buildings at Risk:

Surveys completed for Gedling, Newark and Sherwood, Rushcliffe is ongoing (almost complete).

LA Staffing:

- New officers at Nottingham City and Bassetlaw (TH projects), and Newark and Sherwood DC (DevCon).
- Nottingham HAZ – officer appointed

JASON MORDAN

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4. Treasurers Report: Financial Statement 2017-18 & Business Plan

- see Appendix 2 & Appendix 3.

Proposed – Chris McKinney

Seconded – Alice Ullathorne

5. Election of Officers

Position	Nominee	Proposer	Seconder
Chair	<i>Liz Mayle</i>	<i>Rob Walker</i>	<i>Peter Chowns</i>
Vice Chair	<i>Ros Worrall</i>	<i>Rose Thompson</i>	<i>Emilie Carr</i>
Secretary	<i>Emilie Wales</i>	<i>Liz Mayle</i>	<i>Rob Walker</i>
Branch Rep	<i>Rose Thompson</i>	<i>Roy Lewis</i>	<i>Justin Webber</i>
Treasurer	<i>Alice Ullathorne</i>	<i>Jason Mordan</i>	<i>Ros Worrall</i>
Membership Secretary	<i>Jason Mordan</i>	<i>Chris McKinney</i>	<i>Liz Mayle</i>
Communications Officer	<i>Chris McKinney</i>	<i>Rob Walker</i>	<i>Emilie Wales</i>
Education Rep	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

6. Election of Branch Committee Members & County Reps

Position	Nominee	Proposer	Seconder
Lincolnshire County Rep	<i>Emilie Wales</i>	<i>Rob Walker</i>	<i>Liz Mayle</i>
Nottinghamshire County Rep	<i>Jason Mordan</i>	<i>Chris McKinney</i>	<i>Liz Mayle</i>
Derbyshire County Rep	<i>Michael Faulkner</i>	<i>Rose Thompson</i>	<i>Alice Ullathorne</i>
Northamptonshire County Rep	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
Leicestershire County Rep	<i>Paul Grundy</i>	<i>Liz Mayle</i>	<i>Sam Peppin Vaughan</i>

Position	Nominee	Proposer	Seconder
General Committee Member	<i>Chloe Oswald</i>	<i>Rebecca Waddington</i>	<i>Chris Mckinney</i>
General Committee Member	<i>Rebecca Waddington</i>	<i>Chloe Oswald</i>	<i>Chris McKinney</i>
General Committee Member	<i>Roy Lewis</i>	<i>Gaynor Mallinson</i>	<i>Mark Goodwill-Hodgson</i>
General Committee Member	<i>Fiona Lewis</i>	<i>Rob Walker</i>	<i>Chris Collinson</i>
General Committee Member			

Proposed – Chris Collinson

Seconded – Rob Walker

Northamptonshire Rep post did have some interest, Frances Maria Peacock enquired via email and Peter Chowns showed interest on the day.

7. 2019 Annual School Nottingham

Justin Webber [Chair of the Annual School Organising Committee] explained that the committee membership is good and a lot of progress has been made. Next meeting will be late September / early October where decisions on tours will be made. The school will be July 4th – 6th 2019, in Nottingham. There is a good draft list of Speakers. The Draft Agenda and theme is topical, something that we all need to be aware of and plan for, so hoping for a sell-out event.

8. Annual School Bursary Award

It was discussed as part of the Business Plan that we would provide 3 x day school bursaries as oppose to 1x full school. This was due to the location of next year's school technically being accessible to East Midlands members as it is to be held in Nottingham. This would be on top of the national bursaries available.

9. Any Other Agreed Business

Derby Conservation Area Advisory Committee – Chris Collinson [Chair] introduced himself and the reason behind the committee. There is a vacant position which is set aside for members of the IHBC. It was opened up to members to approach Chris if they would like to sit on the committee. The committee sits on Thursdays at 5:15pm in Derby Council House. Some interest was raised and details passed on.

The meeting closed at 2:30pm

Appendix 2 – Financial Statement 2018/19



IHBC EAST MIDLANDS BRANCH - ACCOUNTS 1/10/16- 30/9/17

IHBC EM Bank Accounts	Src	Date	Payee	Deposit	Withdrawal	Balance
Opening balance						
		30/09/2016	Balance carried forward			£ 788.70
	CD	30/10/2018	Branch Refreshments		£ 21.50	£ 767.20
	CR	04/11/2018	Payments for Charles Mynors Event	£ 508.50		£ 1,275.70
	CD	15/11/2018	Liz Mayle expenses for Charles Mynors Event		£ 41.00	£ 1,234.70
	CR	05/12/2018	Payments for Charles Mynors Event	£ 125.00		£ 1,359.70
	CD	20/12/2018	Branch Refreshments		£ 18.50	£ 1,341.20
	CR	04/01/2019	Payments for Charles Mynors Event	£ 170.00		£ 1,511.20
	CR	29/01/2019	IHBC Funding Annual School	£ 1,100.00		£ 2,611.20
	CD	05/02/2019	Branch Refreshments		£ 21.50	£ 2,589.70
	CD	03/06/2019	3 Annual School Places		£ 468.00	£ 2,121.70
	CD	09/07/2019	Branch Refreshments		£ 20.00	£ 2,101.70
	CD	07/09/2019	AGM			
	CR	30/06/2018	Interest	£ 0.11		£ 2,101.81
Closing Balance						£ 2,101.81
Discrepancy						£ 2,141.81

Reserve	
Opening Balance	190.47
Closing Balance	190.58
Interest	0.11

Opening balance	£ 598.23
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CD	30/10/2018 Branch Refreshments	£ 21.50	£ 576.73
CR	04/11/2018 Payments for Charles Mynors Event	£ 508.50	£ 1,085.23
CD	15/11/2018 Liz Mayle expenses for Charles Mynors Event	£ 41.00	£ 1,044.23
CR	05/12/2018 Payments for Charles Mynors Event	£ 125.00	£ 1,169.23
CD	20/12/2018 Branch Refreshments	£ 18.50	£ 1,150.73
CR	04/01/2019 Payments for Charles Mynors Event	£ 170.00	£ 1,339.23
CR	29/01/2019 IHBC Funding Annual School	£ 1,100.00	£ 2,439.23
CD	05/02/2019 Branch Refreshments	£ 21.50	£ 2,417.73
CD	03/06/2019 3 Annual School Places	£ 468.00	£ 1,949.73
CD	09/07/2019 Branch Refreshments	£ 20.00	£ 1,929.73
CD	07/09/2019 AGM		

Closing Balance	£ 1,951.23
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Appendix 3 – Business Plan 2019/20



IHBC East Midlands Branch Business Plan: 2019/2020

Introduction

This is the draft Business Plan for the East Midlands Branch of the Institute of Historic Building Conservation. It sets out what has been achieved in 2018/2019 and our objectives for 2019/2020 together with proposals to achieve these objectives and the likely financial implications.

Branch Committee

The Branch Committee has overall responsibility for implementation of the Business Plan. The Branch Committee 2018/19 is as follows:

<u>Name</u>	<u>Position</u>
Elizabeth Mayle	Chair
Rosamund Worrall	Vice Chair
Emilie Wales	Secretary
Rose Thompson	Branch Representative
Alice Ullathorne	Treasurer
Chris Mckinney	Communications Officer
Vacant	Education Representative
Vacant	Derbyshire County Representative
Paul Grundy	Leicestershire County Representative
Emilie Wales	Lincolnshire County Representative
Vacant	Northamptonshire County Representative
Jason Morden	Nottinghamshire County Representative
Roy Lewis	General Committee Member
Fiona Newton	General Committee Member
Robert Walker	General Committee Member

Chloe Oswald General Committee Member

Rebecca Waddington General Committee Member

Alice Ullathorne Council + Rep

Rosamund Worrall Council + Rep

Branch Committee meeting dates 2019/20

Meetings to be held at the Organ Grinder, Newark

Tuesday 29th October 2019

Tuesday 3rd December 2019

Tuesday 4th February 2020

April meeting venue and date to be confirmed

Tuesday 9th July 2020

AGM 2019

Weeks 1 or 2 in September 2020

Branch Achievements 2018/19

Supporting members

- Supporting Members – continued response to member's needs/requests to help develop the profession.
- Increase number of East Midlands members
- Building Partnerships – through continued representation by branch members on advisory committees, panels and forums.
- Maintaining an Active Branch – through regular Branch meetings, links through County groups and County Reps and CPD events and electronic networking.
- Organised and delivered a successful and profitable IHBC Annual School 2019 through the Conference Subcommittee – c.260 attendees
- Sent 3 people to the 2019 IHBC Conference Day School
- Organised 4 CPD events –
- An Afternoon with Charles Mynors - Lincoln – 09/11/2018 – 50 attendees
- IHBC Meeting with CPD at Collyweston stone quarries sponsored by Messenger – 05/04/2019 - # attendees
- Pre-school event: Contemporary challenges and solutions for protecting heritage in the East Midlands – Nottingham – 07/05/2019 - # attendees
- Chris McKinney continued to significantly improve and maintain up to date information on the branch page of the IHBC website including information on branch visits and archive papers as well as developing an @IHBCEatMidlands twitter account which promoted the IHBC Nottingham Conference and now has 170 followers.

Building Partnerships

- Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
- IHBC EM Branch on Derby City Council Conservation Area Advisory Panel-position vacant
- IHBC on Leicester City Conservation Advisory Panel- position vacant

Maintaining an Active Branch

- All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2017 AGM.
- Programme of Branch meetings up to AGM completed.
- Branch accounts maintained by treasurer and business plan produced.
- Notifying members of consultations via email giving the opportunity for them to make comments.
- Opportunity at branch meetings to discuss and provide formal feedback on behalf of the branch on specific issues.
- A branch meeting was held at a different location to encourage more members to attend.
- Ros Worrall, Rose Thompson, Alice Ullathorne and Emilie Wales attended Council+ meetings.

IHBC Annual School 2009 (related funds)

- The decision was made at the 2018 AGM to fund 3 regional places on the dayschool of the 2019 conference in Nottingham, all of which were taken.

IHBC Annual School 2019 Subcommittee

- 3 subcommittee meetings have been held at Nottingham City Council's offices to organise the 2019 IHBC Conference

Key Branch Objectives for 2019/20

- Supporting Members – continued response to member's needs/requests to help develop the profession.
- Increase number of East Midlands members
- Building Partnerships – through continued representation by branch members on advisory committees, panels and forums.
- Maintaining an Active Branch – through regular Branch meetings, links through County groups and County Reps and CPD events and electronic networking.
- Send # people to the 2020 IHBC Annual School

Financial Implications

Funds required to achieve the 2019-2020 Business Plan £ 780.00

Cash in bank as of 30th September 2018 £ 2141.81 (as predicted 23/08/2019 with payments pending)

Income from events/bank interest £ 0.11

Central funds requested £ 650.00

Annual School Funds £ 1100.00

Branch Objective	Key Actions	Achieved Through	Lead Responsibility	Financial Implications
Supporting Members	1. Organise c3 CPD events / site visits per annum following on from success of Mynors Event.	Support from branch members.	Branch Chair	£150
	2. Maintain up to date information on branch on IHBC website	Consider type of information to include and create a branch template. Update information and pass to IT consultant	Branch Secretary and other members.	Nil
	3. Increase attendance at events	Organising relevant events and feedback on events, publicity and networking.	Branch Chair	Nil

Increase Membership	1. Increase membership	Target non-members and coordinate a recruitment drive for new and lapsed members.	Membership Sec.	Nil
Building Partnerships	1. Continued representation by branch members on advisory committees, panels and forums.	<p>Representation on East Midlands Regional Heritage Forum.</p> <p>Representation on East Midlands Heritage Education Group.</p> <p>Representation on Leicester City Council Conservation Advisory Panel.</p> <p>Representation on Derby City Council Conservation Advisory Panel.</p>	<p>Fiona Newton.</p> <p>Education Rep.</p> <p>Vacant</p> <p>Vacant</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p>

Maintaining an Active Branch	1. Organise 6 branch meetings per annum.(1 meeting at a different venue coinciding with CPD)	Meeting to be held –venue to be confirmed	Branch Secretary	£180
	2. Prepare a branch business plan.	Ongoing discussion and consultation with Branch	Branch Treasurer	Nil
	3. Maintain branch accounts and submit necessary returns to Council.	Ensure invoices/expenses paid promptly and cash flow managed.	Branch Treasurer	Nil
	4. Organise Branch AGM linked to event and appoint officers	Publicise AGM thoroughly and encourage attendance	Branch Chair	£400
	5. Ensure branch agendas and minutes and on website.	Provide details to IHBC IT consultant	Branch Secretary	Nil
	6. Provide for incidental expenses by Committee Members	Occasional postage, printing and other costs	Branch Treasurer	£50

Annual School 2020	1. Discus options to use profit from Nottingham annual school.	New Members. Early career members. Members looking to upgrade to associate or full membership.	Branch Treasurer	£xxx
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