



South East Branch Committee Meeting

Tuesday 7 February 2023

Zoom

MINUTES

Present:

Sarah Mayfield (SM), Duncan Phillips (DP), Lone Le Vay (LLV), Richard Morrice (RM), Stephen Gray (SG), Jo Saady (JS), Heather Hall (HH), Michael Foley (MF), João Ricardo Lopes (JRL), Chris Reynolds (CR)

Guests:

Jude Wheeler, Branch Support Officer

Item	Action
1 Apologies	
	Helen Parvin (HP), Simon Richard (SR), Eimear Murphy (EM), Alan Dickinson (AD), Suzanne Bowman (SB),
2 Minutes of the last meeting (8 November 2022) and matters arising	
	Agreed - no outstanding matters arising.
3 National Branch Training Update and Branch Liaison & Support Officer (JW)	
	JW introduced Branch CPD Training Pilot project. Branches have access to 'approved' professionals for CPD opportunities based on Conservation Engineering, Curtilage and Retrofit. Experts have been through the Education Committee for approval. Based on demand. Can have all three but have to be separate in-person events – networking element is required. Jude and Anna will do all of the liaising with the professional, we have to provide date(s), places, etc. First step is to contact Anna regarding speaker and availability.
	Suggestions for additional topics or experts/speakers to Angharad (Anna) Hart (training@ihbc.org.uk). Possible topics:
	<ul style="list-style-type: none">• Building Regulations• Communications and/or negotiation
	As liaison officer, JW will be circulating Branch updates periodically.
	Circulate training doc + Q&A and provide feedback on topics to JW.
	HH

Item		Action
4	<p>Events</p> <p>a) AGM – Weald and Downland 24 March</p> <ul style="list-style-type: none"> • Timings to be amended slightly on the programme + other minor amendments • Split walking groups with two different topics – Kevin Stubbs and SG to liaise • Not hybrid event, but powerpoint presentations to be made available (possibly for a small fee for those who did not attend) • Agreed we would like to offer books for sale over lunch – W&D to approve - ask David Martin, SS, SM, and others • Arrangements for shared transportation • Eventbrite will go live by 22 February • Invite someone from West Dean (possibly Chris Wood, IHBC Education Committee) to give a short 5-10 min intro <p>b) St Johns Seminary (JS) – dates not convenient for an event but public exhibition is available</p> <p>c) Parliamentary Archives (CM) – Branch interested in offering this event with thanks to CR. Groups of 8ppl max but could do multiple visits in one day. Security checks required. Agreed to offer to committee first and then open up wider as available.</p>	<p>LLV + CR</p> <p>SG</p> <p>CR</p> <p>LLV MF + JS</p> <p>CR</p>
5	<p>Update on Branch Finances and Branch Business Plan (LLV)</p> <p>Newsletters are coming out now, Branch is working on events and keeping the branch webpage up to date, all in accordance with the Business Plan at the moment.</p> <p>£3,270 in bank – easily covers costs for the W&D Day School and AGM.</p> <p>Branch Reconnection Day (open day) would be an opportunity to draw money down from Head Office.</p> <p>JW complemented LLV and the Branch on the Business Plan.</p>	
5	<p>AOB</p> <p>a) https://thehortonepsom.org/events/hortons-architectural-heritage-talk/ - in person only</p> <p>b) Jude Wheeler:</p> <ul style="list-style-type: none"> • Marsh Awards closing date 31 March – start thinking about any nominations. Winner will be presented at Swansea AS • Creative Conservation Fund now on the website – distribution of moneys into specific areas of conservation: https://ihbc.org.uk/resources_head/creative_conservation_fund/index.html • Free IHBC branded folders available for events – 3 boxes of 25 each – let JW know how many and delivery address • JW contact details now on Branch Guidance webpage – encouraged to telephone • IHBC25 – Anniversary year up to March 2023. Not just celebrating the past 25 years but can also be forward looking. Send any ideas to JW to discuss or formal apps to 	

Item**Action**

SOR

- New Affiliate application form being developed

- c) TS stepping down from Committee, EM will take on more of a background role – Opening for Sussex Rep
- d) CM will invite Justine Page, new Conservation & Design Officer for Epsom and Ewell to meetings – potential Surrey rep
- e) Elaine Walters – looking for possible mentor in the South Branch or west of SE Branch. Already has MSc but needs someone nearby Lives in Woking and works for Basingstoke.

CR**6 Date/location of next meetings**

AGM 24th March 2023 (Weald & Downland) and Tuesday 16th May 2023 (zoom)