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BUILDING · CONSERVATION

**Notice of Annual General Meeting of South West Branch
To be held on Thursday 6th October 2022**

At 1.00pm

**Northern Warehouse,
The Docks, Gloucester, GL1 2EP**

MINUTES

In attendance: Paul Butler, Kate Biggs, Claire Dovey Evans, Warren Lever, Christian Montez, Bob Edwards, Toby Catchpole, Penny Metcalfe, Harvey Faulkner Aston, Stephen Guy (Historic England Representative), Sasha Berezina, Richard Smalley, David Viner, Jayne Boldy, Gabriella Herrick, Hadas Rix, Claire Nodder, Tony Garratt, Liz Smith – Gibbons (Membership Secretary), Charlotte Bowles-Lewis Gloucester County Representative), James Webb (Dorset County Representative), Guy Bentham-Hill (Wiltshire County Representative), Matthew Dyer, Adam Klups, Emma Bakewell, Jonathan Taylor, Jill Himsworth (Secretary).

1. Apologies

Apologies were received from Committee Members: Maureen Pearce (Chair), Greg Venn (Treasurer), Alex Marsh (Bulletin Editor), Adrian Neilson (acting Somerset County and Bath Representative)

Other Members: Belle Richer-Hill, Samantha Barnes, Colin Sellars, Matt Knight, Nigel Barker Mills, Heather Sebire, Melanie Latham, Jocelyn Sage, Colin Johns, Jill Channer, Mike Pearce, Caroline Ridgwell, Colin Ellis, Kate Baxter Hunter, Nancy Tanner, Natalie Fenner, Ruth Povey, Margo Teasdale.

From the floor: none

The meeting was chaired by James Webb in Maureen's Pearce's absence.

2. Minutes of last Annual General Meeting held on Friday 17th May 2019 at The Royal Bath Hotel, Bath Road, Bournemouth, Dorset BH1 2EW

The minutes were accepted as a correct record of the meeting

3. Branch Annual Report and Business Plan

3.1 James Webb summarised the business plan, a copy of which is appended to these minutes.

3.2 Liz Smith-Gibbons commented that mate sessions would be run centrally by the IHBC going forward. Tony Garret asked about training for IHBC mentees. Charlotte Bowles Lewis stated that she had helped several members with their application forms and would be happy to lead a group of potential mentors for mentor training.

- 3.3** James Webb stated that training for next year is planned on the subject of windows, to be held in Exeter.
- 3.4** James Webb commented that although the business plan shows the branch making a loss, this is probably pessimistic in its assumptions. The branch should not be making a profit on providing training to members.
- 3.5** Tony Garratt raised the subject of research into workload pressures and the culture of overworking. CBL stated there was a lot of cross over with work being undertaken by the Heritage Environment Forum into staffing levels. TG suggested an anonymous survey of members.

4. Treasurer's Report and Annual Accounts for year ending September 2018

Greg Venn forwarded the branch's annual accounts. The branch currently has a healthy balance of £11,588.07. A payment of £1,000 was made towards a trophy for the Nick Cahill award, in memory of Nick Cahill. The award recognises excellence in design and craftsmanship in projects involving ecclesiastical buildings. The branch received a £750 payment from IHBC Central as a covid support payment. Unfortunately, the branch now has to pay £5 a month banking fees to HSBC, despite being a charity.

5. Appointment of Chair and Branch Officers, including Vacant Posts:

Resignations have been received from Colin Ellis, Private Practice Representative James Webb thanked Colin for all his work over the years on behalf of the SW committee.

The following agreed to stand and were re-elected unopposed:

Chair – Maureen Pearce
Treasurer – Greg Venn
Secretary – Jill Himsworth
Membership Secretary – Liz Smith Gibbons
Historic England Representative – Stephen Guy
Gloucestershire Representative – Charlotte Bowles Lewis
Dorset Representative – James Webb
Wiltshire Representative – Guy Bentham Hill
Bulletin Editor – Alex Marsh
Devon County Representative – Maureen Pearce

This was proposed by Tony Garratt and seconded by Warren Lever.

Adrian Neilson has been acting as Somerset County Representative since 2020 (in the absence of an AGM because of Covid). Samantha Barnes has been acting Cornwall Representative since June 2022, and Jonathan Taylor has offered to formally take on the role of Training and Events officer. This was proposed by Liz Smith-Gibbons and seconded by Charlotte Bowles-Lewis.

No nominations were received for the following posts therefore these will remain vacant: Branch Council Representative, Policy / Consultations Officer and Private Practice Representative.

6. Exchange of information

- 6.1** Charlotte Bowles Lewis encouraged members to come forward with interesting case studies, not necessarily for the whole SW group, but potentially something much more informal. James Webb extended this to invite ideas for training / site visits from members.

6.2 Claire Nodder of Historic England invited members to sign up for Historic England's 'Technical Tuesday' webinars and Climate Wednesday webinars, as well as historic England's monthly newsletter.

6.3 The subject of harm was raised by Tony Garratt, who stated there ought to be more consistency on local authorities quantifying harm as 'less than substantial' or not quantifying a level of harm at all. Kate Biggs stated that proper debate and discussion on the subject is hugely beneficial, whereas there tends to be no debate at online webinars. The Planning Inspectorate are keen to encourage consistency but will not discuss individual cases. More advice is needed in respect of how to arrive at the quantity of harm; this is not currently addressed in the NPPF. Liz Smith Gibbons raised the Shimbles v City of Bradford MBC (2018) appeal which confirmed there was no need to place harm on a spectrum beyond the less than substantial / substantial harm referred to in the NPPF.

7. Any other business

Tony Garratt stated it would be helpful to know the specialisms of other conservation officers as a shared resource.

There being no other business the meeting was declared closed at 13.55pm

Post meeting note:

Please find below the 2023 Virtual MATE dates and the Eventbrite link to book:

- Wednesday 18 January - 14.00-17.00

- Thursday 16 February - 14.00-17.00

- Wednesday 15 March - 14.00-17.00

- Wednesday 19 April - 14.00-17.00

https://www.eventbrite.ie/e/ihbc-virtual-mate-tickets-482471113087?aff=ebdssbdestsearch&keep_tld=1

The day also included a presentation on the Gloucester Heritage Action Zone and a walking tour of the Kings Quarter Public Realm and the Westgate Street HAZ.