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BUILDING · CONSERVATION

**Meeting held on Friday 13th February, 2009
At Trimbridge House, Trim Street, Bath BA1 2DP
From 2.30 pm**

MINUTES

Attending: Ian Lund, James Webb, Greg Beale, Helen Garside, Paul Tomlinson, Caroline Power, Colin Ellis, Kingsley Fulbrook, Kate Baxter-Hunter, Simon Went

1. Apologies

Alison Cooper, Alex Marsh, Adron Duckworth, Mo Pearce

2. Minutes of last meeting held on Friday 5th December, 2008

Agreed as a correct record

3. Matters Arising

KBH to circulate recently updated Contact list

Confirm AD has circulated note to SK

5. Membership questionnaire: this is noted in the Business Plan. ***PT to amend, circulate to Committee for comment and finalise.*** £25 Prize. Send out to Membership and include on IHBC Website.

4. Treasurer's Report

In the absence of AC it was reported that funds were solvent including expenditure on the CPD Seminar 'Consistency in Conservation'. IL expressed thanks to AC regarding the retention of funds from Central Office.

5. Report from the Chair

At the Birmingham 'Connection Day' there was discussion over the job descriptions for the Branch reps and fulfilling roles, Committee members, Secretary, Treasurer etc. These have now been received.

IL to circulate for comment

The Consistency Seminar was considered to be a success and IL thanked those involved, particularly GB & JW. It was agreed to keep up the momentum of the topic and to consider how this theme can be monitored and how improvements can be made to the issues raised. ***JW to write up a summary of the Seminar with comments from IL and John Preston and this to be forwarded to AM for the Bulletin.***

It was also suggested that the Seminar could be repeated (see also below) either at a specific venue or presented to the COG meetings. However, this would involve a considerable time commitment from both GB & JW. Further thought to be given to this – **JW/GB**

6. Nomination of Rep for Gloucestershire:

Simon Went

Nicola Davey

Stephen Bateman

Following discussion on the current situation in GCOG (consisting of 6 LA's) and the possibility of an amalgamation to include Gloucestershire and CUBA it was agreed that all three of the above candidates should be asked to join the Committee. CE proposed and CP seconded SW as the new Gloucestershire Rep and ND & SB as Co-opted members. **IL to contact the individuals involved**

7. Business Plan

Discussion over the current Business Plan and those areas/actions achieved to date in Year 1. It was agreed to move the Plan forward and to concentrate on Better Education, to promote Membership and to support the individual COG meetings.

IL to update in liaison with PT

8. Branch Activities

a) Bulletin – next bulletin to be published in the Spring. IL congratulated AM on the most recent bulletin. **All contributions to AM by 31st Mar to include a summary of the CPD seminar (see 5 above).**

b) CPD events – looking to arrange an event later this year. Possibly link EH seminar on listing criteria to AGM. **MP to follow up. CP to assist if no response from EH.**

c) Conference 2009 – further discussion at future meeting, now likely to be 2010

d) AGM – possible dates in June (5th/19th) or September. Possibly combine with EH listing criteria event (see b) above) and tour. **Venue still to be agreed.**

9. Exchange of information

1) **HG to circulate latest list of membership email addresses.**

SK to receive list in future and to confirm updates. Is this automatic? County Reps to circulate information to everyone either working or living within their County.

2) Two recent Appeals from Dorset to be included in the Bulletin **(JW)**

3) Ombudsman case regarding advice given by Conservation Officer also to Bulletin **(CP)**

4) Torbay HERS Scheme Exit Strategy soon to be on website

5) Devon & Somerset Fire Service have produced guidance on avoiding thatch fires

6) BRE have produced literature on 'green' UPVC windows

- 7) 'Consistency Seminar' request from DCOG to repeat in alternative location eg. Plymouth (see above). The lack of consistency in PINS was also acknowledged.
- 8) Update on Part L of Building Regulations

10. Any other business

Update of PPG 15 expected in March/April 2009.

Reference to Parliamentary Committee – AC and Bob Kindred (lack of resources).

Date of next meeting

Friday 24th April 2009 at Old Forde House, Newton Abbot

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