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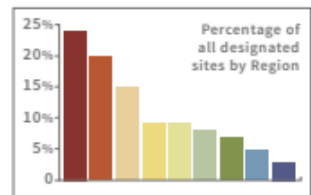
South West Branch 2022-2025 Business Plan

The South West region is a large diverse rural and urban region with coastal areas. The area has a significant number of heritage assets image below taken from Heritage Counts 2021.

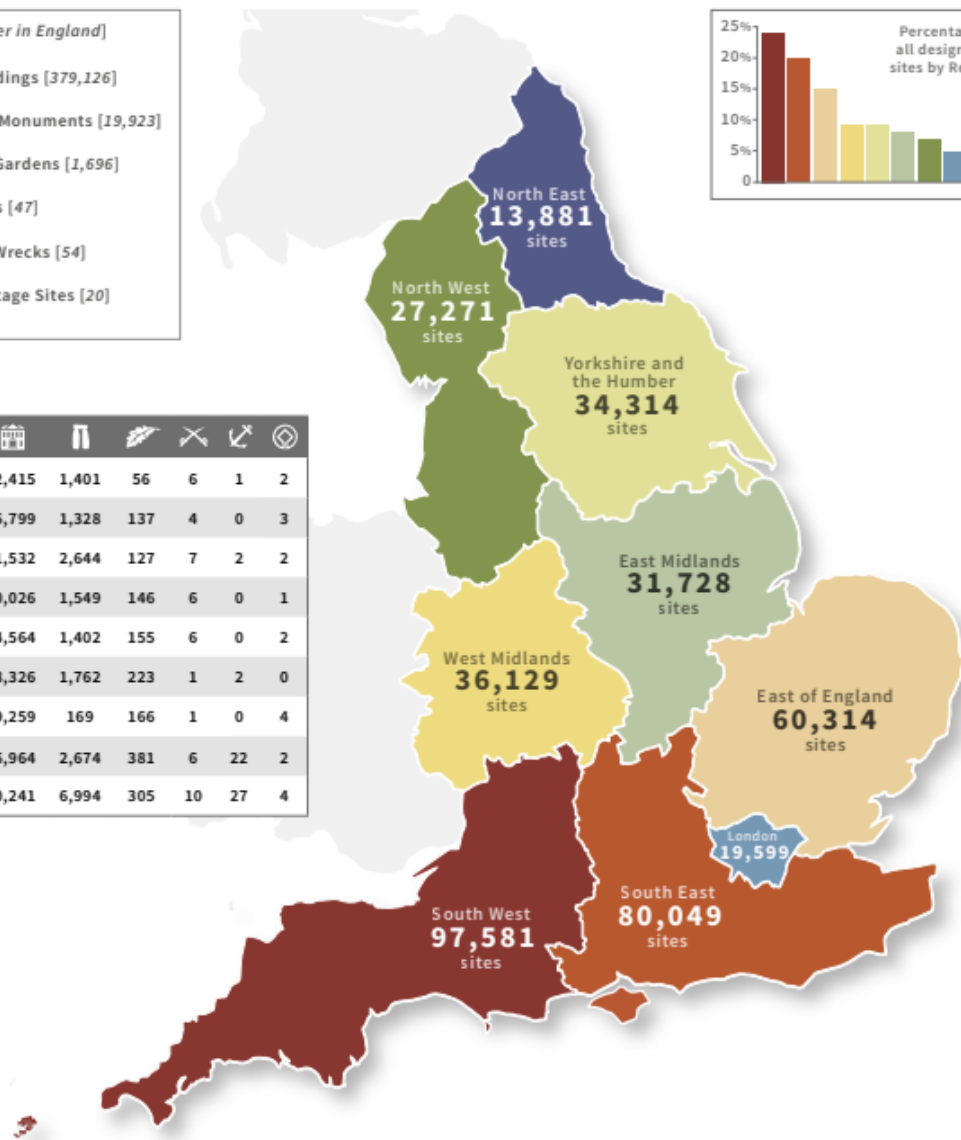
Distribution of designated heritage sites in England

KEY [total number in England]

- Listed Buildings [379,126]
- Scheduled Monuments [19,923]
- Parks and Gardens [1,696]
- Battlefields [47]
- Protected Wrecks [54]
- World Heritage Sites [20]



REGION KEY						
North East	12,415	1,401	56	6	1	2
North West	25,799	1,328	137	4	0	3
Yorks & Humber	31,532	2,644	127	7	2	2
East Midlands	30,026	1,549	146	6	0	1
West Midlands	34,564	1,402	155	6	0	2
East of England	58,326	1,762	223	1	2	0
London	19,259	169	166	1	0	4
South East	76,964	2,674	381	6	22	2
South West	90,241	6,994	305	10	27	4



The preparation of a business plan is desirable to give a realistic direction to branch activities and the provision of member services. The branch plan should complement and take forward the national Institute's corporate aims and business plan. The business plan was last updated in April 2019 and due to Covid from March 2020 to February 2022 no further plans have been produced and activities have been at a minimum during this time. The new plan will be a three -year plan take the branch through 2025.

Due to Covid-19 branch committee meetings were held via Ms Teams therefore no costs were incurred for these meetings. The branch usually holds four meetings a year in a central location but previously with careful planning and free meeting rooms this helps to keep outgoings as low as possible. The branch committee have continued with online meetings and will continue to find ways of minimising costs as travel is the largest expense for the committee with committee members from a wide geographical area. Therefore, the committee will hold three meetings virtually to continue to keep costs reduced and have one face to face meeting a year. There is a continuing need to engage with the central IHBC Council via national meetings etc and again these can be completed by a mix of in person and virtual meetings.

The Branch also continues as a major contributor to South West Historic Environment Forum and there were previously some costs for travel related to this. Although again during Covid these were held via Ms Teams and no travel costs were claimed. A modest amount has been allocated for the next three years should face to face meetings resume.

THE SWHEF are at the forefront of mapping of local authority conservation cuts for central IHBC and this work formed the basis of a full research survey and also assist in publishing a regional Heritage Counts <https://historicenvironmentforum.org.uk/>

There have been some changes to committee membership since the last Plan period with a new Cornwall County branch representative and bulletin editor in place. Colin Ellis has stepped down from the committee after over 10 years assisting in a variety of roles including acting as Private Practice Representative and leading work on consistency in conservation through the conservation officer groups. Our thanks go to Colin for all his hard work and dedication to the committee over the years. He will be sadly missed from the committee.

The Branch has traditionally paid small honoraria to support the expenses of the Branch Chairman, Secretary, Treasurer and Bulletin Editor and it is recommended that these continue to assist in retention/recruitment of committee members which is a continuing problem.

The Branch have also contributed £1000 to the Nick Cahill Award in memory of Nick, a committee member who was highly respected in the heritage community especially in Cornwall. The award reflects his passion for churches and chapels and recognises excellence in design and craftsmanship in restoration or improvement projects involving ecclesiastical buildings. The award has been designed by Kurt Jackson and a memorial event for Nick was held this summer in Newlyn. At the event the Holy Trinity Church in Penponds was named as the first ever recipient of the Nick Cahill Award.

The committee have also assisted with delivering IHBC Membership Application Training Events or “MATE sessions” with central IHBC. These sessions have been developed to help break down the application process, exploring the IHBC’s Areas of Competence and Conservation Cycle model, while also answering any queries. The events are a great way for prospective applicants to assess their skills, knowledge and experience in the context of IHBC membership criteria and accreditation. Further sessions will be planned for the next three years where there is sufficient interest from members wishing to upgrade.

Prior to Covid the branch held a conference in Bournemouth on “*Recognising Significance In 20th Century Buildings*” in May 2019. This was well received and due to the lack of events held it is not anticipated that there will be a need to call upon financial help from the national Council in this plan period. However, the branch did receive a one-off payment of £750 from IHBC central to help with loss of income from Covid.

In 2020 and 2021, the branch organised two conferences with Historic England on damp and decay. The first of these was originally to have been held in Bath on 19 March 2020, the eve of the pandemic. Instead our Damp, Timber Decay and Sustainability conference was held online over three consecutive Thursday afternoons in November and December with the generous help of Historic England. The second, on Damp, Masonry Decay and Sustainability, was held over two consecutive Thursdays in May 2021. The focus in each case was on the latest research and, in particular, the need for informed retrofit to avoid excess condensation and further decay.

The Branch aims to hold one major regional event every year. Sustainability is also a key element of the next proposed conference which is to be held in the Autumn of 2023 on windows, including their history, construction, maintenance and repair, draughtproofing and, where appropriate, insulation. This is to be held in Exeter, the venue originally proposed for the second damp conference.

In addition, the branch occasionally organises smaller events such as half-day training events on technology, planning and regeneration issues and visits to historic places. Events include the presentations and a walking tour of the Kings Quarter and High Street Heritage Action Zone, Gloucester by Gloucester City Council Officers as part of the October AGM, images below of works in progress.



A lunchtime virtual training session is also proposed from Landmark Chambers regarding a talk on the subject of '*Harm*'.

Future proposals for SW branch annual conferences and smaller events will continue to be planned over the period of this business plan taking into consideration:

- information requirements on national issues, such as climate change and resilience
- local information requirements in different areas of the South West
- the importance of a broad geographical distribution of events to ensure participation across the region.

The new business plan seeks to match resources to intentions and the table following sets out the expenditure for the business plan.

Estimated expenditure 2022-2025 plan

Reserves as at 30 th September 2022				£11585.05
Objectives	Targets	Proposed Actions	Lead Member	Budget per year
Raise and maintain standards of conservation practice in the South West Region.	Maintain contact with membership through <ul style="list-style-type: none"> quarterly branch meetings around the region; maintained list of e- mail addresses; Distribution of bulletin 	<ul style="list-style-type: none"> Quarterly meetings hosted online with aim to hold one meeting per year in different, varied venues within region, (includes travel, room booking and refreshments) Electronic distribution of minutes of meetings and correspondence Production of Bulletin and distribution Manage existing budget to cover expenses of committee & provide for incidental expenses (petty cash) 	All Chair (honorarium) Secretary (honorarium) Bulletin Ed. (honorarium) Treasurer (honorarium+ petty cash) Discretionary honorarium (if required) Branch Reps (no cost)	£500 £100 £100 £50 £100
Contribute to the national debate on conservation legislation and practice guidelines.	Contribute to IHBC consultation responses from Council and independently when appropriate Contributions to Context Magazine and Bulletin	<ul style="list-style-type: none"> Coordinate and channel consultation responses Discuss collaborative contributions to Context and bulletin 	Secretary/Branch Reps All Members	None None

Educate, update & inform conservation professionals in the South West Branch and offer CPD opportunities for members	Conferences, educational visits & seminars related to conservation theory & practice. Build partnerships with relevant organisations such as Historic England, National Trust SPAB for training events	<ul style="list-style-type: none"> Branch meetings One Day conference Per Year (room+catering+speaker/cttee expenses) AGM Gloucester Online events and training sessions Events and visits 	Chair & All Members	£2500 £500 £500 £1500
Attract and retain new members to the IHBC through branch activity.	Use IHBC corporate information and membership in professional communications.	<ul style="list-style-type: none"> Encourage fellow professionals to become involved. 	All Branch Members & Membership Secretary	None
Offer a forum for airing common issues in the conservation field in a supportive environment to develop new conservation ideas and lobby for change. Maintain and foster new relationships locally and centrally.	Ensure an inclusive agenda at Branch meetings. Collect and coordinate feedback from branch members to be forwarded up to Council. Maintain relationship with Central Committee and attend branch connection days Build partnerships with relevant agencies such as SW HEF and others	<ul style="list-style-type: none"> Request that members make contributions on specific issues at specific branch meetings. Ensure wide subject range of contemporary and recurring issues including urban and rural balance Minute comments from members at all of branch meetings to be distributed to branch and feed back to Council Representative to attend Council meetings Representative to attend South West Historic Environment Forum 	Chair Secretary/ Chair Secretary & Branch Reps & Council Rep Council Rep South West HEF rep	 £250 £250
Est. total expenditure				£6350
Est. income				
Conference delegate fees Windows - £50 x 75 (based on nominal 75% paid take-up, 100 seat			£3750	
Est. Total income				£1250
Excess of income over expenditure				-£5100
Estimated reserves at 30 th Sept 2023				£6485.05

