



**Minutes of the EHTF  
2008 Annual General Meeting  
Held at Lichfield Council Chamber  
8 October 2008**

**Present:**

Ian Ayris	Newcastle City Council	Gareth Hughes	Broadland District Council
Kim Bennett	Canterbury City Council	Brian Human	EHTF Vice Chair
Ian Brown	Canterbury City Council	Michael Loveday	HEART
David Burton-Pye	South Staffs Council	Sean O'Reilly	IHBC
Alastair Clark	Salisbury Civic Society	Mark Parsons	Anthony Short & Ptnrs
Sean Coghlan	Lichfield District Council	John Preston	Cambridge City Council
Freddie Gick	Birmingham Civic Society	Gordon Somerville	Independent
Jamie Gosden	Jacobs	David Thomas	Medway Towns Council
James Gregory	Individual Member	Richard Tuffrey	High Peak Borough Council
Vanessa Gregory	Individual Member	Peter Wadham	Exeter City Council
Chris Hargreaves	Birmingham City Council & EHTF Vice Chair	Chris Winter	EHTF Director
John Wrightson	Worcester City Council	Tony Wyatt	Ryder Architecture Ltd
Sam Howes	Chichester District Council & EHTF Chair	Bruce Young	Pop Up Power Supplies Ltd

1. **Apologies:** Bill Cotton, Swindon Borough Council; Nick Hayward, RPS; Ian Poole, St Edmundsbury Borough Council; Brian Smith, EAHTR.

2. **Minutes of the last meeting**

Agreed as an accurate record.

3. **Matters arising**

5. Future of the Chair: as agreed at the 2007 AGM, SH took over the Chair from BH at the end of June; he will remain Chair until October 2009. During the intervening time a succession strategy will be developed, with wider opportunities for the appointment of a Chair, with appropriate experience, as previously agreed and with the potential for the payment of an honorarium.

6. Legal Status: SH reported that last year it was resolved that the status would be explored; the outcome of extensive consultation was that incorporation was not necessary as long as two main issues were addressed: the Forum would not give 'advice' (only offer 'guidance') and that appropriate insurance was put in place, which has been. On this basis the Forum will remain an '*unincorporated association*'.

4. **Presentation of Annual Report**

- SH reported that it had been a very busy and productive year, which had included the publication of two documents – **Focus on Retail** and **Manual for Historic Streets** - which had proved to be very popular. He thanked Ian Poole and Brian Human for their role in their preparation.
- A study tour to the Netherlands had taken in five cities in three days and been very informative and enjoyable.
- Membership continues to grow, but he emphasised the need to maintain Members' interest and to address the impact on the Forum of the move to Unitary Authorities. He thanked John Wrightson for his paper which would help in this matter.
- SH drew Members' attention to the extensive list of partnership activities which the Forum had engaged in during the year, supporting and promoting the issues of concern to the Membership.
- SH expressed his gratitude to the Sponsor / Partners for their continued support. CW announced that Bircham Dyson Bell LLP had recently confirmed their agreement to become a Sponsor / Partners, representing the legal sector.
- EAHTR continued to be active and to provide useful links and helped to facilitate the tour of the Netherlands. SH reported that he had recently attended the Bureau meeting in Romania, which had

been very interesting. The Association was involved in the development of a web-based technical network which Members indicated support for on the Survey.

- SH commented that the financial situation could be improved and income generation would be targeted in the coming year.
- He thanked Brian Human for his work as former Chair and current Vice Chair, and Chris Hargreaves as Vice Chair, also those who were stepping down – Bill Cotton (Hon Treasurer), Sharon Cosgrove, Ian Heggie, David Reed & Rob Surl. He also thanked the Director, Chris Winter, and her team.

## **5. Motions before the meeting**

The Chair (SH) introduced the motions before the meeting, which were related to the move towards Unitary Authority status of some of the Forum's Members. This had the potential to impact heavily on the income of the Forum, as the new authorities might absorb as many as five of the current members (borough, district or city councils) into one authority.

### **a. Membership of Town & Parish Councils**

The proposal for an additional category of membership for these councils was supported in the recent Membership Survey, and had the support of the Meeting.

### **b. Membership fees for 2009**

The Survey had also endorsed a 'modest' increase in fees, in line with the past 4-5% inflation increases. It was also agreed, after discussion, that an adjustment to the (population) bands of fees, with the introduction of an additional band, should also be introduced for 2009 as determined by the Executive Committee at its next meeting.

### **c. UK & Ireland Membership**

CW (Director) reported that she had had extensive discussions with organisations and colleagues in Scotland, Wales and Ireland (North & South) which had welcomed the proposal to extend the Membership. There were several issues which needed careful consideration, including the differences in law and practice, and the logistical implications of the wider geographical reach of the Forum. The Meeting agreed that she should continue discussions to conclude a programme for extension of the Forum's Membership.

## **6. Election of Executive Committee**

SH reminded Members of the Constitutional provision for Membership of the Executive Committee and stated that the following Members of the Executive Committee were prepared to stand for re-election:

- Representing Local Authority Members:
  - Ian Ayris, Newcastle City Council
  - Chris Hargreaves, Birmingham City Council
  - Sam Howes, Chichester District Council
  - Ian Poole, St Edmundsbury Borough Council
  - Richard Tuffrey, High Peak Borough Council
  - John Wrightson, Worcester City Council
  - & Brian Human, formerly Cambridge City Council / outgoing Chair
- Representing the Partner/Sponsors: Nick Hayward, RPS
- Representing Corporate Members: Tony Wyatt, Ryders Architecture

Nominations had been received for:

Sean Coghlan, Lichfield District Council  
Kim Bennett, Canterbury City Council  
Freddie Gick – representing the Civic & Amenity Societies.

SH asked if there were any more nominations, which there were not.

Those nominated above had the unanimous agreement of the AGM.

The Meeting also endorsed the appointment of Sam Howes as Chair, Brian Human and Chris Hargreaves as Vice Chairs and Richard Tuffrey as Honorary Treasurer.

The next meeting of the Executive Committee is scheduled for 31<sup>st</sup> October 2008.

**7. Sponsors' reports**

No Sponsors' representatives were present and no written reports had been received.

**8. Any other business**

None.

*Chris Winter*  
23 October 2008