



**Eastington Community Land Trust  
(ECLT)**

**Steering Group Meeting 12 August  
2016 at 7.00 pm in Village Hall**

**MINUTES**

**1. Attendance and Apologies for absence**

Muriel Bullock (MB) (Acting Chair), Tom Low (TL) (Acting Secretary), Kathryn Gribble (KG) (Acting Treasurer), Cllr John Jones (JJ) Apologies from Sharon Wells (SW), Alan Brasier (AB), Alison Loverage (AL), Paul Mannings (PM)

**2. Approval of Minutes of 22<sup>th</sup> July 2016**

Accepted and signed by Chair

**3. Financial Report**

KG reported £3,950 at bank and an invoice for £42.00 from Village Hall, which was approved

**4. Feedback on draft Project Plan from meeting with Karl Hine (Aster) with PM/TL**

TL reported a very useful meeting where PM and Karl Hine exchanged professional views on architects and funding. At the time of meeting only one architect had responded and Karl offered to send a list of fees charged on recent CLT contracts (done 15/8).

He also agreed to firm up on the Heads of Terms with one landowner, which would allow ECLT to share knowledge of the land with the appointed architect.

Karl expressed concern at the sources of funding, given that the HCA's proposed £60 million funding for the South West would not be clarified until September. Other sources were discussed which would allow the expected 24 units to go forward.

PM to update the project plan, now slipped by two months due to delays in registration.

**ACTION – PM**

TL had discussed with Karl the idea of some Steering Group members learning more about the Housing Management process. Karl offered to contact Aster's district office in Wells, for a manager to come to ECLT soon. It was agreed that MB, SW and AN would attend.

**ACTION – MB to contact Karl**

**5. Progress on Registration and choice of solicitor**

TL reported that Hugh Read had made no progress and had not replied to e-mails. Agreed to terminate his employment. NCLTN have offered to do registration for £325 plus registration of £40 because we are not making changes to their Model Rules. Their timeframe is 21 days. Agreed to use NCLTN.

**ACTIONS – TL**

TL reported general agreement on the proposed management structure. Ian Crawley's suggestion of using the titles "Technical Director" and "Housing Management Director" were agreed.

**6. PM's report on interested Architects**

TL (in PM's absence) reported receipt of one expression of interest and three further promises (all subsequently received before midnight by e-mail). Agreed to re-schedule consideration to next meeting (Thursday 25/8//2016) to allow PM to review and circulate a report.

**ACTION – PM**

JJ and MB volunteered to visit reference sites in Forest of Dean offered by first architect.

Ideas for questions to be asked at interviews were discussed, including earlier input from PM and Karl Hine. Agreed to circulate list (done 18/8) and to send responses to TL before next meeting.

**ACTIONS – TL and All**

Steering Group agreed to invite Karl Hine to attend architects' interviews, provisionally timed for Thursday 1<sup>st</sup> September at 6.30 in the Village Hall.

**7. Application for Match Funding grant from Charlie Bullock Fund**

TL had written a draft submission, sent to MB and KG and agreed with Parish Clerk to have it available for 30<sup>th</sup> August.

**ACTION – TL/KG**

**8. Date of next meetings**

Thursday 25<sup>th</sup> August, 7.00pm – Group to confirm standard questions and decide short list

Thursday 1<sup>st</sup> September, 6.30pm - two interviews of Architects

**CIRCULATION:** Steering Group, IC (Advisor) and website

Tom Low, Acting Secretary

**(glossary overleaf)**

## **GLOSSARY:**

CLT – Community Land Trust

DCLG – Department for Communities and Local Government

GRCC – Gloucestershire Rural Community Council

HA – Housing Association

HCA – Housing and Communities Agency (government funding for HAs)

NCLTN – National CLT Network

SDC – Stroud District Council