



Eastington Community Land Trust (ECLT) Limited

Meeting of Board Members

Thursday 15th December 2016

at 7.00 pm in Village Hall

1. Attendance

Lynne Farnden (Treasurer) (LF), Tom Morrison (TM), Alison Loverage (AL), Sharon Wells (SW), Alan Brasier (AB), Tom Low (Secretary) (TL), Martin Elliot (ME), Cllr John Jones (JJ), member Ed Davies, architect Russell Wilks (RW). Apologies: Muriel Bullock (MB), Karl Hine (KH), Paul Mannings (PM), Ian Crawley (Advisor) (IC)

TL distributed certificated copies of the Rules to each Board Member and explained that this would not be a special general meeting of the Board, which would require the prior circulation and approval (of each individual board member) the Code of Conduct. This document will be circulated well in advance of the next meeting after scrutiny and modification of the parish Council version.

ACTION: TM, MB, TL

A Meeting Chair had to be elected and TL nominated TM. This was unanimously agreed.

2. Approval of minutes

Minutes of the Steering Group 17th November were approved and permission given for MB to sign when better (**Actioned 16/12/2016**). Minutes of the SGM of 1st December were discussed and agreed as now signed by JJ. Minutes of the AGM of 1st December will be considered at the first special general meeting.

3. Financial Report

LF reported a current balance at bank of £14,578.25, boosted by receipt of the Locality Grant of £9,750 and prior to approval of the schedule of cheques.

LF and TM had considered the tax position, posed by letter received from HMRC. With advice from Ian Crawley, LF will reply to HMRC stating our non-profit status and our intention to present a nil return.

ACTION: LF

The schedule of 5 cheques circulated by LF by email dated 15 December 2016 and appended below, was approved by the members present at the meeting. TL asked for his expenses to be deferred until LF became a signatory. MB being ill, this minute is taken as authority for her to countersign the cheques prepared and signed by TL (**Actioned 16/12/2016**).

TL reported that, following her election as Treasurer, LF would become the third signatory. This was approved as a first step. Once that has been achieved, LF will then be given on-line, read-only access to the account and become primary user. Noted that ME recommended that signatories should be changed upon a change of office-holder (Chair, Secretary or Treasurer).

ACTIONS: TL, MB, LF

Indemnity Insurance was agreed as a priority and TL had obtained quotations from the agency who insured the Parish Council and the Village Hall, Came & Company. The lowest premium was via Hiscox Underwriters, known to MB and JJ as specialist local authority insurers. The premium being £165 per annum, TL was authorised by the members present at the meeting to raise an extra cheque to invoke the cover immediately (**ACTIONED 16/12/2016**)

Signed.....Tom Morrison.....5/1/2017

4. Update on Consultation with SDC Planners

TL reported a successful pre-application meeting with MB and John Longmuir and Pippa Stroud of SDC. They agreed our choice of site complied with Local Plan policy HC4 and NDP paragraph 8.0.6, a key agreement for our feasibility study.

MB and TL also met Tina Davies from Claypits to discuss consultation with her neighbours. A letter addressed to "all Claypits residents" was agreed and 31 copies distributed by Mrs Davies. TL reported no communication beyond his own (positive) visit to one other resident.

TL's letter was later adapted as an article in the Eastington Community News (issue number 160) extending consultation to the whole Parish. Again, no substantive or adverse reaction had been received.

5. Progress on letter for fund raising

SW reported that all letters for which e-mails existed had been sent and several of the hand deliveries. MB has held her share of letters back until after the Xmas period. SW regretted that no offers had yet materialised. **AGREED** that any follow-up letters should await a significant success e.g. second grant.

6. Progress on Noise Survey, Highways and Air Quality Survey

TL reported that the Noise Survey measurements had taken place from Thursday 8th to Tuesday 13th December 2016 and that Hydrock's report was promised for two weeks after that.

The Highways consultant James Hunter has only just received the plans of the carriageway this week and will compile his visibility report before 25 December 2016.

SDC also require us to conduct Air Quality analysis (essentially a sifting of local monitoring data, collected regularly by GCC and Highways England auto monitors) TL had only obtained 2 quotes so far, neither of which PM had seen and so it was agreed to postpone consideration until next meeting.

ACTION: TL, PM

7. Feedback on site visit to CLT sites in West Dorset

MB, SW, LF and TL had visited Toller Porcorum CLT and Maiden Newton CLT in the company of KH and Nailsworth colleagues. SW commentated on photos taken by TL, expressing strong liking for the internal appointment (and size) of the units. Photos illustrated the variety of surface finishes (render, brick, local stucco and faux-wooden cladding) whilst the interiors were standard Aster layouts for reduced maintenance. Maiden Newton had included a block of four 2-bed flats and four 2-bed bungalows for variety, much as we shall be needing. SW and LF were impressed by the interior finish of the communal area of the flats.

KH was accompanied by an Aster Housing Manager from Weymouth regional office who was able to give practical knowledge of the tenants' views on Maiden Newton in particular.

8. Discussion of first-cut Claypits layout from Architect

RW presented his thinking on our site, so far. He showed how he and colleagues looked at the opportunities (flatness, views out across countryside and established highway entrance) and the difficulties of the site (noise mitigation, underground utilities).

His subsequent outline layout reflected the utilities' restrictions in particular, resulting in a grouping set back from the Claypits road. There were bungalows to the front, rising to 3 and 4 bed houses at the back, which is slightly lower. Noise mitigation caused some discussion as did the number of 2-bed bungalows (in relation to the very tight SDC regulations on eligibility for 1 or 2 bed units. It was agreed that this was a very good initial layout, from which adjustments could be extrapolated. This would be the major subject of the next meeting.

Signed.....Tom Morrison.....5/1/2017

9. Next Meetings

It was agreed that the next meeting would be 5th January 2017, which would be the first special general meeting of the Board. To achieve this, the Code of Conduct would be circulated together with the Agenda, which would major on feedback to RW, decision on air quality survey and report from noise survey.

ACTION: TL, PM, MB, TM

It was further agreed to postpone to the second meeting the presentation of procedures for finance and procurement to allow LF, TM, TL and MB to finalise these and circulate to all Trustees in good time. The proposed visit by a Waiting List/Allocations manager from Aster's Wells regional office was ideally to be at the 19 January 2017 meeting (not yet confirmed), to be agreed by KH.

ACTION: TL, KH

10. Meeting closed at 8.28 pm

CIRCULATION: Board of Trustees, IC, KH, Alex Bomberg (Parish Council) and website

GLOSSARY:

CLT – Community Land Trust

DCLG – Department for Communities and Local Government

FCA – Financial Conduct Authority

GRCC – Gloucestershire Rural Community Council

NCLTN – National CLT Network

NDP – Neighbourhood Development Plan

SDC – Stroud District Council

Schedule of Cheques circulated by LF 15/12/2016 (re: item 3 above)

Midland Survey	£570.00	Topographical Survey
Methodist Church	£8.00	Hall fee
Village Hall	£10.50	Hall Fee
Alison Loverage	£8.10	AGM Refreshments
Tom Low	£22.59	Fuel Expenses for Trip to Aster site in North Dorset

Tom Low, ECLT Secretary

Signed.....Tom Morrison.....5/1/2017