



Eastington Community Land Trust Limited (ECLT)

Second General Meeting of Board Members

Thursday 19th January 2017

at 7.00 pm in Village Hall

Minutes

Attendance: Tom Morrison (TM)(Chair), Muriel Bullock (MB), Alan Brasier (AB), Tom Low (TL) (Secretary), Lynne Farnden (LF) (Treasurer), Sharon Wells (SW), Martin Elliot (ME), Paul Mannings (PM), Karl Hine, Aster (KH) and general members Ann Pitcher and Ed Davies,

Apologies: Alison Loverage (AL), Cllr John Jones (JJ)

Guest: Lis Janaway, Aster (LJ)

Declarations of Interest: there were none

1. **Approval of Minutes of 5th January Board Meeting**

Unanimously approved and signed by TM.

2. **Feedback from meeting with Laura Steven, SDC Homeseeker Plus**

MB reported on a very constructive meeting including AL and TL. Several mis-understandings were laid to rest: babies under 3 do NOT have to share parents' bedroom, higher earnings limit is £60,000 per household, Stroud properties are always offered to Stroud DC residents first (not all of the county). Laura confirmed our expectation that, under a Section 106 Agreement for an exception site, Eastington connections would be paramount, even above emergency banding from elsewhere. Proof of connection would ultimately be the Housing Association's responsibility. Laura offered to attend ECLT open days to encourage Homeseeker Plus registration.

3. **Discussion with Lis Janaway, Lettings Manager, Aster, Wells Office**

LJ introduced herself as Lettings Manager for the Somerset area with 3 lettings officers and an admin support. Aster have about 100 staff in the Wells regional office, managing 4,500 houses and letting an average of 20 homes per month. Most of homes were originally Mendip DC, now some homes are from North Somerset, BANES and Bristol.

LJ was familiar with the style of Homeseeker's Needs Banding and it's bidding system as at least 95% of Aster's properties are let in this way. Their higher limit of eligibility is £43,500 which would require discussion with SDC and ECLT (members felt this a bit low and SDC's £60,000 a bit generous).

Lettings Team are focused on re-letting quickly to ensure no "voids" occur. This entails advertising a property immediately a tenant serves 4 weeks' notice to quit. It is common for the new tenant to be offered the property before the old tenant leaves. Properties are inspected during the notice period to ensure the outgoing tenant makes good any damage. Property inspectors/surveyors do this and check again on vacation.

Interviews with potential tenants are done by telephone as a rule, to be followed by various written proofs of eligibility e.g. affordability (but not credit checks), previous landlord references.

Signed by TM, Chair2nd February 2017

Local connection is always checked with CLTs, LJ would expect to have two or three ECLT e-mails which she could contact for a quick opinion on the validity of a claimed connection. No qualitative judgement would be called for, just yes or no and why no. KH and LJ were unsure as to the legal status of the national Homewapper scheme with regard to exchanges into the Eastington stock without a local connection, KH to check

ACTION – KH

Tenancies may be starter for 1-year followed by a 5-year tenancy but it is more normal to have Assured Tenancies of 5 years, renewable in 99% of cases. Partly because of universal credit, rent is payable in advance, although no deposit is taken.

ECLT would not be notified of any problem tenants, that is Aster's responsibility. If ECLT trustees are approached about a problem, the complainant should be directed to Aster's anti-social behaviour team.

Once building is underway, Aster would encourage ECLT to have open days to encourage Homeseeker Plus registration. Aster would expect interaction with ECLT around the time of advertisement, again to help raise awareness.

TL asked if two friends wishing to share a 2-bed house could be awarded a tenancy and LJ said no.

TM thanked LJ for attending this evening meeting.

4. General Members and members of public

Ed Davies checked that his understanding of the Section 106 requirements was correct i.e. that a Bronze Band person with an Eastington Connection would be chosen ahead of even an emergency case from elsewhere. LJ confirmed he was correct.

5. Financial report

5.1 LF reported that our balance was £ 13,406.22 as at January 18th

5.2 KH reported that two sets of grants had been confirmed by DCLG – a funding programme for 2016-21 of £1.4 billion (which would include building for affordable rent) and the £60 million per annum grant of which £149,500 was allocated to SDC. KH and TL had drawn up a draft spreadsheet to show what ECLT might be able to spend by 31st March 2017, to assist Pippa Stroud of SDC. **Agreed** that KH and TL should pursue avenues to better inform SDC at several levels

ACTION – TL, KH

5.3 There were no cheques to be signed

5.4 TM and LF had been considering the Financial Regulations, adapting them from Parish Council Regs. TM felt there should be a more concise style of regulations and asked LF and TL to check with National CLT

ACTION – LF, TL

6. Feedback from SDC on Acoustic Report

TL reported that a meeting with Dave Jackson of SDC Environmental Health along with MB and AL, had gone well. Mr Jackson felt that the sound levels recorded could be "containable", advising a mix of attenuation methods. If possible, he preferred soil bunds, perhaps topped by an acoustic fence. This advice has been incorporated into the instructions to the architect (item 7 below). On Air Quality, he suggested that the consultants should be aware of the prevailing SW winds, which blow across our site.

Signed by TM, Chair2nd February 2017

7. Feedback of Architect from 15th December 2016

Various discussions having taken place since the last Board Meeting, TL presented the proposed architects instruction as drafted by TM, PM and TL. This was **approved** and is appended to these minutes for TL to deliver to the Architect on 20th January

ACTION – TL

8. Contents of article for Eastington News

It was Agreed that the basis should be the same as the report to Parish Council.

ACTION – TL

9. Date of next meeting

Agreed that next meeting would be 2nd February, at 7.00pm in Village Hall **by** which time it is hoped that both the Draft Financial Regulations and the Air Pollution Survey will be available for discussion.

Meeting closed at 8.30 pm

CIRCULATION

Board of Trustees: plus guest LJ and attending member Ann Pitcher

Webmaster: Ed Davies

Aster Group Karl Hine (KH)

Advisor Ian Crawley (IC)

Parish Council Rep. Alex Bomberg (EPC-AB)

GLOSSARY:

CLT – Community Land Trust

DCLG – Department for Communities and Local Government

HNS – Housing Needs Survey 2014

GRCC – Gloucestershire Rural Community Council

NCLTN – National CLT Network

NDP – Neighbourhood Development Plan

SDC – Stroud District Council

Tom Low, Secretary, ECLT

Signed by TM, Chair2nd February 2017

Appendix to Minutes of ECLT Board Meeting 19th January 2017

Item 7 – Instruction to Architect

Thank you for the initial layout you produced on 15th December 2016, which has prompted a lot of discussion, as intended. It has enabled us to consider aspects of design and layout that we can take forward and have discussed as a group the elements that we like, and those we don't.

In addition, we have looked at some of the defining parameters for the site, including mix of dwellings, acoustic considerations and access for the farmer and have the following comments. We would be grateful if you could re-visit the layout proposals taking these comments on board. If you would like to meet again to discuss these points in more detail, we would be happy to do so.

Housing Mix

The prevailing view is that we may not need any 4 bedroom houses but will certainly need more 2 bedroom accommodation. This could be either as individual houses, terraced or semi-detached, or incorporated into a mix apartment block containing both 1 and 2 bedroom units. The 1 bedroom bungalows should be a maximum of 6 number, again these could be semi-detached to 2 bedroom units in a terrace or as a pair.

To remain flexible, we would like you to show us three alternatives. We see this as an advantage when consulting Stroud DC, Parish Council and the Public.

	Option 1	Option 2	Option 3
One bedroom bungalow	6	5	4
One bedroom apartment	4	4	4
Two bedroom accommodation (house or apartment)	10	11	12
Three bedroom house	3	2	2
Four bedroom house	-	1	1
Total units	23	23	23

Layout of Site

We all agree that the farmer's access to be maintained should not be via the access road to the houses but kept as a separate track between the houses and the motorway. This should broadly follow the line of the BT cable from the site entrance and along the top of the motorway embankment. This should include the existing public footpath.

Following consultation with SDC Environmental Health but subject to further professional advice we have opted for a bund topped, by an acoustic fence,, to also run along the top of the embankment to act as a sound barrier. This bund/fence is to be the first line of mitigation of the motorway noise, then the access track, then the fences to the rear of the properties.

Signed by TM, Chair2nd February 2017

Due to the acoustic concerns, we would want the layout of properties to have non-residential accommodation closest to the motorway, eg bathrooms, kitchens, stairways and garages. In addition, we will have to consider using acoustic trickle ventilators to windows facing east: we will be commissioning Hydrock to examine this for us once you and we have settled on a layout.

The draft layout produced had parking arranged in tandem style, including for the apartment block. We have concerns that this may not work in practice and cars will instead be left by the kerb thus potentially narrowing the road and creating an eyesore. Also, some houses were reached by driving past another (plot 3 via plot 2). Some houses park away from their front doors and have to walk past others to get home (plots 14,9 and 4 in particular). We would like to have two workable spaces per dwelling that are accessible directly to the dwelling and not by shared access road in front of another property. Separate allocated visitor parking spots near the entrance may also be considered. Please indicate if you feel this will have an adverse effect on design.

The houses can be arranged in semi-detached or terraced (staggered or straight, whichever suits the layout) format as space dictates. They can be combined in style, so the three beds could be near the one beds etc. to avoid dividing the plots into specific user groups but instead making all styles interact with each-other.

The amount of external space to each plot should be proportional to the size of dwelling. In the initial layout, the two bed bungalows had 3x the garden of the 4 bedroom house. With smaller gardens, we felt that the access road could be shifted to the east to make room for houses between it and the fibre cable duct i.e. one less unit on the motorway side.

The western boundary should be kept in as smooth a line as possible, to allow ease of maintenance by the farmer with his machinery.

We should try and avoid open hammer heads in the road at the boundary that could suggest further extension – the scheme is limited to 23 dwellings and whilst in future we may have to expand, the need for planning will dictate that we don't want to suggest this development could expand.

Drainage is still a concern and we need to explore the current situation with Severn Trent to ascertain what provision there is and how we could effectively drain our development. We may need some form of attenuation for storm water, such as attenuation tanks or balancing pond, probably in the lowest corner. We will make contact with STW and see what information they can provide.

Thank you for your ideas so far. We welcome your revised proposals taking into account the points raised above and, as previously indicated, if you wish to meet and discuss, we are happy to do so.

Tom Low, Secretary ECLT, January 20th 2017

Signed by TM, Chair2nd February 2017