



# Eastington Community Land Trust Limited (ECLT)

## Third General Meeting of Board Members

Thursday 2<sup>nd</sup> February 2017

at 7.00 pm in Village Hall

### Minutes

**Attendance:** Alison Loverage (AL), Alan Brasier (AB), (Meeting Chair), Tom Low (TL) (Secretary), Lynne Farnden (LF) (Treasurer), Sharon Wells (SW), Martin Elliot (ME), Paul Mannings (PM), and general member Ann Pitcher

**Apologies:** Cllr John Jones (JJ), Tom Morrison (TM), Muriel Bullock (MB), Karl Hine, Aster (KH)

**Declarations of Interest:** there were none

#### 1. Appointment of Meeting Chair

In the absence of both Chair and Vice Chair, TL nominated AB to chair the meeting which was unanimously approved

#### 2. Approval of Minutes of 19<sup>th</sup> January Board Meeting

AB and AL felt uncomfortable with the wording of Minute 3, in respect of the Aster financial limit of £43,500. Following discussion, it was agreed to remove the words "felt this a bit low and" which were struck by TL and signed by AB and TL. Minutes then approved for signature by TM on 3<sup>rd</sup> February.

#### ACTION – TL, TM

#### 3. General Members and members of public

Ann Pitcher asked under item 4 and 5 about the types and extent of grants required to apply for full planning permission. TL's response is covered by minute 4.1 and minute 5

#### 4. Financial report

##### 4.1 LF described in detail the make-up of the three Budgets and expenditure so far:

Budget 100 – £4,000 General expenditure going forward and fees up to November 2016

Budget 200 – £9,750 Feasibility Grant from Locality, to headings agreed by the award

Budget 300 – £2,000 Match Funding from Parish Solar Fund for feasibility

Full details are attached to these minutes and are now adopted. Grant sponsors require funds to be accounted for separately even though feasibility is a single project

TL explained the way in which Grant applications had been assembled and that we had to spend the Locality Grant by 31<sup>st</sup> March 2017. Estimates had primarily been assembled by KH, PM and TL in working spreadsheets. This is an on-going process in preparation for further grants either from SDC or Locality. TL displayed the current version drafted for SDC which would form the basis for Budget 400, which he went on to describe in more detail in minute 5 below.

Signed by AB, Meeting Chair .....16th February 2017

- 4.2 One cheque for the Village Hall was agreed and signed by LF and TL. Now that LF is a signatory, steps will be taken to add TM as the final signatory.

**ACTION – TL, LF , TM**

- 4.3 Agreed to postpone consideration of the financial Regulations until 16<sup>th</sup> February

**ACTION – LF, TL, TM**

**5. Update on Grants via SDC**

TL reported that he and KH had had limited success engaging with officers at SDC, despite the urgency to provide returns to DCLG by 28<sup>th</sup> February and 31<sup>st</sup> March. Accordingly, MB and TL met with Mrs Ross, SDC Chair of Housing, to brief her on the implications of the grant process. Mrs Ross is also chair of the Housing Review Group and will ensure that a meeting of that group happens quickly. JJ being unable to come to this Board Meeting, TL will brief him too.

**ACTION – TL, JJ**

**6. Feedback on National Homeswapper scheme**

KH had sought legal advice which came from Hampshire Alliance. Logically, homes on an Exception Site with a Section 106 local connection agreement, would not be eligible for swapping. The advice was to make this clear in the S 106 and in the individual tenancy agreements.

**7. Progress on Air Quality survey**

TL had circulated the report from Hydrock, indicating that it was benign and the KH agreed. PM described the figures surveyed as well inside all targets, to the extent that a Phase Two report would not be necessary. PM felt that some of the recommendations for mitigation of building dust were overly onerous but felt that the report would be impressive to SDC and the Parish. TL to review with SDC.

**ACTION – TL**

**8. Update on timing of Second Cut from Architect**

The Architect has promised a set of layouts for next week, which would be a week before the meeting of 16<sup>th</sup> February. Discussion on sharing of layouts with the landowner, Parish Council and SDC concluded that we should make some choices at the next meeting before going outside the Board. TL already has a provisional “window” for SDC and it was agreed to present to the whole Parish Council rather than just Planning Cttee. That could be on 23<sup>rd</sup> February or 9<sup>th</sup> March. Agreed that TL make an appointment with the landowner for late February since recent contact has only been informal.

**ACTION – TL**

**9. Additional work on Ground Survey**

Three quotes had been obtained for GPR (Ground Penetrating Radar) and a report circulated on January 31<sup>st</sup>. TL reported that 8 Board Members had responded by e-mail agreeing to the appointment of Midland Surveys of Stroud in the sum of £525 plus VAT. This minute formally records that vote and Midland have been instructed. Their planned survey date is 7<sup>th</sup> February, with the report expected a week later. It is hoped that will be available before 16<sup>th</sup> February meeting.

Signed by AB, Meeting Chair .....16th February 2017

10. **Date of next meeting**

**Agreed** that next meeting would be 16<sup>nd</sup> February, at 7.00pm in Village Hall **by** which time it is hoped that the Draft Financial Regulations, Second cut Layouts and GPR survey will be available for discussion and/or decision.

**Meeting closed at 8.00 pm**

**CIRCULATION**

**Board of Trustees 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**

**Attached:      Budgets as at 1<sup>st</sup> February 2017 (3 pages)**

Signed by AB, Meeting Chair .....16th February 2017

## National CLT Grant - £4000.00 received in bank 17/12/2015

	Cost Code	Planned	Budg	Total	Spend to	difference	Owner	
<b>Gen. Running Costs</b>								
Admin - Paper, ink ect	100-100-100	£	250.00	£	-	£	250.00	TL, secy
<b>Meetings</b>								
Room hire	100-110-110	£	300.00	£	141.75	£	158.25	TL secy
<b>Publicity</b>								
Leaflets, banners	100-120-120	£	300.00	£	-	£	300.00	
<b>Incorporation</b>								
Legal Fees	100-130-130	£	325.00	£	40.00	£	285.00	MB, chair
Legal Extras	100-130-140	£	200.00	£	-	£	200.00	
Registrations	100-130-150	£	399.00	£	399.00	£	-	KG, treas
<b>Land Acquisition</b>								
Legal Fees	100-140-130	£	-	£	-	£	-	
Land Registry	100-140-160	£	-	£	-	£	-	
Land Searches	100-140-170	£	-	£	-	£	-	
Initial surveys	100-140-180	£	-	£	-	£	-	To be paid by Aster
<b>Architect prelim</b>								
Services' location search	100-180-190	£	672.00	£	672.00	£	-	
fees prior to Locality grant	100-180-260	£	1,500.00	£	-	£	1,500.00	
Topographical survey	100-180-270	-	-	-	-	-	-	
<b>Total</b>		£	<b>3,946.00</b>	£	<b>1,252.75</b>	£	<b>2,693.25</b>	
<b>Comparison to Grant</b>		£	<b>54.00</b>					

Signed by AB, Meeting Chair .....16th February 2017

## Locality Grant - £9,750 Received in Bank 02/12/2016

	Cost Code	Planned Budget	Total Spend to date	Difference
<b>Gen. Running Costs</b>				
Admin - Paper, ink ect	200-100-100	£ 200.00	£ 195.69	£ 4.31
<b>Meetings</b>				
Room Hire	200-110-110	£ 100.00	£ 36.00	£ 64.00
<b>Public Consultation</b>				
Leaflets, banners,	200-150-200	£ 300.00	£ -	£ 300.00
Display boards	200-150-210	£ 400.00	£ -	£ 400.00
<b>Planning Reports</b>				
Highways inc r'about	200-160-230	£ 390.00	£ 389.84	£ 0.16
Topographical Surveys	200-160-270	£ 570.00	£ 570.00	£ -
Air Quality	200-160-280	£ 1,140.00	£ -	£ 1,140.00
<b>Business Plan</b>				
Financial viability	200-170-240	£ -	£ -	£ -
Project Planning	200-170-250	£ -	£ -	£ -
<b>Architect</b>				
Architect	200-180-290	£ 6,500.00	£ -	£ 6,500.00
Principal Designer	200-180-300	£ 150.00	£ -	£ 150.00
<b>Engineering</b>				
Engineering	200-180-300	£ -	£ -	£ -
<b>Totals</b>		<b>£ 9,750.00</b>	<b>£ 1,191.53</b>	<b>£ 8,558.47</b>
<b>Comparison to Grant</b>		<b>£ -</b>		

Signed by AB, Meeting Chair .....16th February 2017

Grant 300 budget

**Eastington Parish Council Grant - £6,000**

£4,000 released on receipt of the Feasibility Study confirming the Agreement of the Scheme

£2,000 received on 27/10/2015

	Cost Code	Planned Budget	Total Spend to date	Difference
<b><u>Gen. Running Costs</u></b>				
Admin - Paper, ink ect	300-100-100	£ -	£ -	£ -
<b><u>Meetings</u></b>				
Room Hire	300-110-110	£ -	£ -	£ -
<b><u>Public Consultation</u></b>				
Leaflets, banners,	300-150-200	£ -	£ -	£ -
Display boards	300-150-210	£ -	£ -	£ -
<b><u>Planning Reports</u></b>				
Noise Abatement	300-160-220	£ 1,200.00	£ -	£ 1,200.00
GPR Survey	300-160-270	£ 630.00	£ -	£ 630.00
<b><u>Business Plan</u></b>				
Financial viability	300-170-240	£ -	£ -	£ -
Project Planning	300-170-250	£ -	£ -	£ -
<b>Totals</b>		<b>£ 1,830.00</b>	<b>£ -</b>	<b>£ 1,830.00</b>
<b>Comparison to Grant Received</b>		<b>£ 170.00</b>		

Signed by AB, Meeting Chair .....16th February 2017