



Eastington Community Land Trust Ltd. (ECLT)

Thirty Seventh Meeting of Board Members

Thursday 30th August 2018

at 7.00 pm in Village Hall

MINUTES

1. Attendance Tom Morrison (chair) (TM), Muriel Bullock (vice chair) (MB), Tom Low (Secretary) (TL), Lynne Farnden (Treasurer) (LF), Cllr John Jones (JJ), Martin Elliot (ME), Karl Hine, Aster (KH), Alison Loveridge (AL), Ed Davies and Ann Pitcher

Apologies: Alan Brasier (AB), Paul Mannings (PM), Cllr Mark Chatterley (MC), Sharon Wells (SW).

Declarations of Interest: There were none.

Questions to the Board: there were none but TM invited contributions throughout

2. Approval of Minutes of Board Meeting of 2nd August

The minutes were unanimously approved and signed by MB

3. Financial and Administration Report

3.1 Approval of invoices: There was one for the village hall. Balance at bank £14,748.62

3.2 Quarterly Internal Audit: MB reported that the audit showed LF was well organised and all checks were satisfactory.

3.3 Visit by Matt Dodd, Homes England: TL explained that Mr Dodd was a key manager for SW England, who would be considering our grant of approx. £ 2 million quite soon. He would visit site and accept a presentation from ECLT on 3rd October. LF and TM indicated they could attend along with TL and possibly AB.

4. Lettings and S106

KH had read and forwarded the draft to Trowers. Lettings elements had been seen and approved in parallel by Lis Janaway. This was a lower priority than the Contract and Lease and so KH anticipated an updated draft by 6th September.

ACTION: KH

5. Progress on Technical Matters

5.1 Severn Trent (STW) water main

TL confirmed that the architect had moved plot 1 by 200 mm to alleviate STW concerns.

Signed by LF, Treasurer, present at this meeting.....6th September 2018

6. Progress on Legal Matters

6.1 Conditional Contract, 125-year Lease and Draft Transfer

KH confirmed that TLT had accepted BPE's revised Clause 7 (termination and buy-back rights in relation to the 1954 Act). He had then released both documents to Trowers from whom he only expected limited wording changes in clauses affecting charging and anticipated a quick turn-around. He had therefore instructed TLT to prepare the engrossed contracts.

TL reported that BPE had prepared a summary of contracts as requested, which would be circulated to all trustees (*achieved that evening*). TM commented on a minor matter on insurance but otherwise considered the BPE summary a fair review.

He commended that all Trustees read it thoroughly and refer where necessary to the draft contracts also supplied. This would constitute the main business on 6th September and an approval for signature would be a significant step for ECLT. For potential absentees, an e-mail vote in advance would be accepted.

ACTION: ALL

Two matters would have to be clarified before a vote for signature would be valid:

6.1.1 Engrossment: TM pointed out that BPE's advice was based on what was still a draft. Until fully agreed documents had been drawn up, Board should not take a final vote.

6.1.2 Transfer of Title: Board had not had sight of the final transfer document although KH believed a final draft was with BPE. TL to ask BPE to furnish the latest draft.

ACTION: TL (*requested 31st August*)

KH confirmed that Aster's process for signing would be for him to meet with his director on 7th September, with a view to having documents signed on 18th September. Assuming 6.1.1 and 6.1.2 could be achieved and a Board decision made, Secretary and one other Trustee could sign one set of documents at BPE's offices some time before the 18th September.

ACTION: TL to plan with BPE

In parallel, engrossments would have to be sent to Red Kite by TLT for signature prior to 18th September (*TL confirmed 3rd September that this would be arranged for the Stonehouse office and that the landowners were aware of the timelines*). TM and KH agreed that the procedure then would be for TLT to contact BPE and Red Kite on 19th or 20th September to date the documents simultaneously.

6.2 Easements, principally highways access

KH and TL had agreed a plan whereby Aster would sign the contracts without a specific access being in place. This was because GCC Highways and Highways England (HE) would not finalise a process leading eventually to a section 38 highway adoption until ECLT submitted a planning application. It was intended that Aster and ECLT would engage with GCC and HE immediately after submission of the planning application with a view to agreeing the sequence of legal events needed prior to determination by SDC.

Signed by LF, Treasurer, present at this meeting.....6th September 2018

7. Review of progress towards filing Planning Application.

TM advised that, subject to the caveats in 6.1.1, 6.1.2 and the Aster internal processes, ECLT could be in a position to consider the principle of lodging the Planning Application at the 20th September Board. TL and KH would be monitoring the various strands involved and update members accordingly. This may involve extra or rescheduled Board meetings to fit in with progress of documents.

ACTION: KH & TL

8. Date of next meeting

The next meetings were agreed as 6th and 20th September, both at 7.00 pm in the Village Hall. The main issue will be progress on legal documents.

MEETING CLOSED at 7.40 pm

Tom Low, Secretary

September 2018

CIRCULATION

Board of Trustees **Webmaster:** Ed Davies **General Members attending**
Aster Group Karl Hine (KH) **Parish Council** Cllr Mark Chatterley

GLOSSARY

Anthony Collins LLP ECLT solicitors for S 106, led by Dominic Curran
BPE ECLT solicitors for main contracts, led by John Russell
FCA Financial Conduct Authority, our regulator
GCC Gloucestershire County Council
GRCC Gloucestershire Rural Community Council, an advisory body
PRoW Public Right of Way, of which route EEA 48 passes along inside ECLT’s eastern boundary
SDC Stroud District Council
S 106 Section 106 Legal Agreement pursuant to Planning Permission, including Local Connection
Trowers Trowers and Hamlins LLP, solicitors to Aster for funding matters in particular
TLT Solicitors to Aster Homes
Red Kite Solicitors to the Vendor

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