



Eastington Community Land Trust Ltd. (ECLT)

Sixty sixth Meeting of Board Members

Thursday 5th December 2019

at 7.00 pm in the Village Hall

Minutes

1. Attendance Tom Morrison (Chair) (TM), Martin Elliot (ME), Lynne Farnden (Treasurer) (LF), Tom Low (Secretary) (TL), Alan Brasier (AB), Alison Loveridge (AL), Sharon Wells (SW), Ann Pitcher, Ed Davies (ED), Georgie Brocklehurst (GB).

Apologies: Paul Mannings (PM), Cllr Mark Chatterley (MC), Muriel Bullock (Vice Chair) (MB), Cllr John Jones (JJ), Karl Hine (Aster) (KH), Samantha Hale (Aster) (SH).

Declarations of Interest: There were none.

Questions to the Board: There were none but the Chairman invited questions throughout.

2. Approval of Minutes

The minutes of Board Meeting of 21st November 2019 were unanimously approved and signed by AB.

3. Financial and Administration Report

3.1 Approval of invoices

There were no cheques to be signed. It was noted that a cheque for the Independent Examiner had been signed between meetings under Regulation 6.6.

LF requested approval to pay for the annual insurance cover, due before the next Board, in the sum of approximately £215. This was agreed subject to the premium being no more than 20% higher than last year.

ACTION: LF/TL

3.2 Engagement of Helix Transport Consultants

Trustees duly noted that, in accordance with minute 5.3 of 21st November Board, Helix had been engaged by single tender, the fee being under £500. TM asked when the report would be ready and TL explained that Helix had to await documents from third parties, taking several weeks.

4. Project Two

4.1 Discussion of Mix of Housing Types

TM reported that he and TL had met with Pippa Stroud, SDC Housing Strategy Manager and that she had agreed ECLT's approach to deciding the mix of housing types.

Trustees had a wide-ranging discussion of housing types, shared ownership and suitability of two-storey units in the proposed location. The report (attached as an appendix) was approved.

Signed by TM, Chair 19th December 2019

A Registered Society under the Co-operative and Community Benefits Societies Act 2014, registration number 7425

registered address: Hazel Cottage, Millend, Eastington, Stonehouse, Glos. GL10 3SF, www.eastingtonclt.ltd, 01453 823425

4.2 Update on Feasibility Grant for Project Two

TL reported that ECLT's technically approved bid was still held up by General Election Purdah.

4.3 Consideration of tenders for Acoustic Surveys

Trustees accepted the conclusion of the report presented and awarded the consultancy to the lowest tenderer, Venta Acoustics of Winchester. It was further decided to use the funds granted by the Solar Fund to initiate this work in advance of receipt of the main Homes England grant. TM asked that all verbal agreements with Venta and other appointees be clarified in writing during the appointment process. (*secy note: Venta commenced on site December 11th*).

4.4 Consideration of tenders for Ground Surveys

Three valid tenders had been received, one of which was able to supply the full range of services as a Main Contractor. This bid was also the lowest combination of tenders and so it was agreed to engage Midland Surveys of Stroud.

As with Acoustics and Highways, it was also agreed to initiate three basic services using Solar Fund grant monies (Topo survey, GPR survey and Utility Desk Study). This would give the project momentum without over-extending ECLT's immediately available funds. TL undertook to ensure that Midland would keep to the sums bid for the geotechnical elements when the larger grant allowed ECLT to confirm that level of work (probably in January).

ACTION: TL

4.5 Consideration of tenders supplied for Architectural Services

Of the three tenders reported, Board was unanimous in asking Eric Cole of Bonds Mill and Quattro of Gloucester to appear for interview on 19th December. Although the third bidder was the cheapest for some elements, his tender did not cover the full scope, nor did it inspire confidence that he was qualified to lead this £5 million project.

It was agreed to use the standard questions used in 2016 as a guide for both architects, along with the report at 4.1 above. It was further decided to start the Board meeting on 19th December at 6.30 to cover non-interview business, prior to having Eric Cole present at 7.00 and Quattro at 7.45. Board expected to make the final decision immediately after the second interview, around 8.30. (*secy note: both architects have agreed to these timings*)

4.6 Update on tenders for legal services

TM reported that he had received positive acknowledgement of the tender for the Report on Title from three known solicitors. He was confident that he could provide a report on tenders for 19th December. AB and LF aired the issue of how much Solar Fund grant money remained available for making this appointment. TM expected that prices would be within that budget and it was agreed to keep this in mind at the 19th December Board.

ACTION: TM

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5. On-site Activity

5.1 Attendance at Site Meeting of 18th December

It was agreed that TM and GB would represent ECLT. ME asked that hours of working be queried, since some lorries were arriving before 8.00 am and the ground contractors were operating on Saturdays. TL agreed to circulate minutes of the last site meeting (*done 6th December*)

5.2 Golden Spade ceremony

The agreed date is now Friday 20th December at 10.30. TL to liaise with SH and Aster PR team over responses to invitations and inform Kings Head of catering numbers.

ACTION: TL, SH

7. Dates of next meetings

Agreed as December 19th, at 6.30 pm and 16th January at 7 pm, both in the Village Hall.

Meeting closed at 8.28 pm

Tom Low, Secretary

December 2019

CIRCULATION

Board of Trustees **Members attending** **Webmaster:** Ed Davies(pdf)

Aster Group Karl Hine (KH), Sam Hale (SH) **Parish Council** Cllr Mark Chatterley

GLOSSARY

As per previous meetings

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