



Eastington Community Land Trust Ltd. (ECLT)

Eighty First Meeting of Board Members

Transacted by Zoom 7.00 pm Thursday 5th
November 2020

Minutes

- Attendance:** Tom Low (Secretary) (TL), Martin Elliot (ME), Alan Brasier (AB), Muriel Bullock (Vice Chair) (MB), Georgina Brocklehurst (GB), Lynne Farnden (Treasurer) (LF), Sharon Wells (SW), Alison Loveridge (AL), Samantha Hale (Aster) (SH), Tom Morrison (Chair) (TM)

Apologies: Cllr John Jones (JJ).

Tom Morrison (Chair) (TM) joined the meeting at Item 4.3: MB chaired up to item 4.2

Declarations of Interest: ME, SW, AL and GB for items 4.3, 4.4, ME for items 5.2, 5.3

- Approval of Minutes**

The minutes of Board Meeting of 20th October 2020 were approved to be signed by TM.

- Financial and Administration Report**

- 3.1 Invoices**

There were two invoices to be paid, which had been approved by e-mail. The balance after all cheques are cleared was £19,488.82.

- 3.2 Annual Internal Audit**

AL and SW reported the audit was completely successful. LF has taken the Accounts to the Independent Examiner, who will commence work on November 9th.

- 3.3 Annual Review of Risk Register**

LF and TL had circulated a report to include two extra items which was approved.

- 3.4 Milestone Three (M3) of CF Grant**

A report recommending that M3 be claimed was approved, including the sequitur that the purchase order for the Architect's Stage Three (detailed design) be raised, upon the claim being successful.

ACTION: TL

Signed by TM, Chair 2020

3.5 Purchase of Document Safe

In reviewing the Financial Regulations, TL wishes to implement the instruction of Regulation 13.1, that key documents such as deeds be securely housed. Board approved the purchase of a Yale Document safe for £216. It was noted that, in the event of a catastrophic fire, all legal documents could be replaced via their counter parties and electronic copies also existed.

ACTION: TL

4. Fullers Close Progress Report

4.1 Progress on site

SH reported E G Carter still believed the whole site would be handed over on the post-Covid schedule. Two handover days were planned, December 7th and 10th to the Aster technical staff, allowing Aster Lettings start issuing keys.

A specific schedule for signing up tenancies and handing over keys was still to be finalised and will depend on Covid-19 protocols at the time.

4.2 Aster progress on first and second cycles of advertisement for letting

SH confirmed that the first six 2-bed homes had been allocated, albeit that finding those six with qualifying local connections had required over 50 non-qualifying applicants to be sifted and rejected.

Rob Shortman (RS) was having to eliminate even more non-qualifying applicants for the bungalows and flats, over 110 at the time of writing. AL predicted that most local connections would be found amongst Bronze-rated applicants and that Aster would find that the second cycle of bidding would be faster to allocate than the first.

SH agreed and said that RS was eliminating people who had bid on both cycles, to save time later.

MB was concerned that Stroud DC kept the Homeseeker list open after the end of the second cycle when clearly there were more than enough applicants. SH would consult RS to ensure that applications after the closing date were ignored.

ACTION: SH

In a discussion about the implications for Project Two, it was agreed that judgements should not be drawn until January, when RS had been able to analyse the exact number of qualifying local connections for each house type. This had been agreed by SH in minute 4.4 of Board Meeting 80.

TM joined the meeting and MB relinquished the chair.

Signed by TM, Chair 2020

4.3 Possible plans for ceremony of the handover of the first keys

SH had consulted with Chloe Buckingham of Aster PR but opportunities for a ceremony were unlikely. Aster had tight protocols for contacting tenants including keys being lodged in mini-safes outside homes, to which only the tenant had access by a 4-digit code.

There would be a day when tenants had to view properties and sign documents in the presence of an Aster Lettings officer. SH hoped to be able to video some of that for a future montage.

TM proposed, and Board agreed, that plans for a ceremony to celebrate completion of Fullers Close should be left to January at the earliest

TM thanked SH for her attendance and active participation and SH left the meeting.

AL also left the meeting.

5. Project Two

5.1 Progress on acoustic modelling and detailed design

TL reported that Two Rivers had appointed an Employer's Agent and that initial contact between Two Rivers and the Architect had been made. It was expected that Two Rivers would have significant input to interior design, although they were content to follow ECLT's technical work and masterplan layout.

Two issues were relevant: the suggestion that some of the flats be re-worked as 1-bed, 2-storey houses, which would be easier to let as shared ownership. TM asked if that would improve acoustic shadows, which TL agreed should be the case for most units. One benefit of 1-bed houses is that they had a back door each, giving everyone direct access to gardens (see example overleaf). They also tend to have larger bedrooms which links into the second point, which was that interior design take account of post-Covid homeworking with a space for an "office". Two Rivers have agreed to provide the architect with a design brief for the latter.

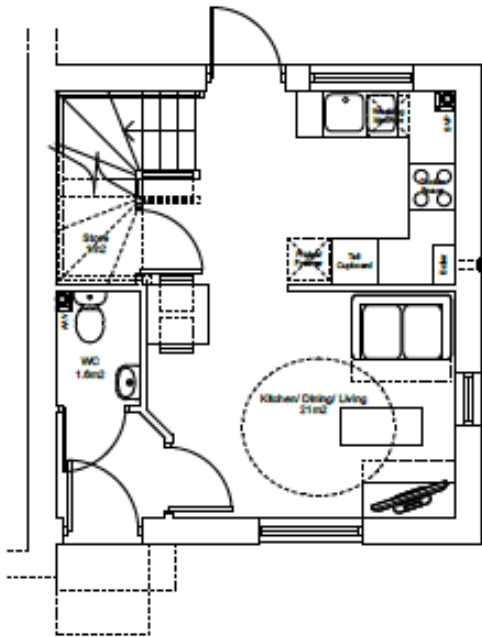
On the layout masterplan, the architect had begun work on the list of outstanding issues raised by trustees at various stages:

- Turning Plot 1 to face north (to create an acoustic shadow in the garden)
- Providing a permissive footpath through to Snakey Park
- Finding a solution to the noise levels in gardens 15 to 18
- Delineating garden spaces for flats as well as houses
- Increasing car parking

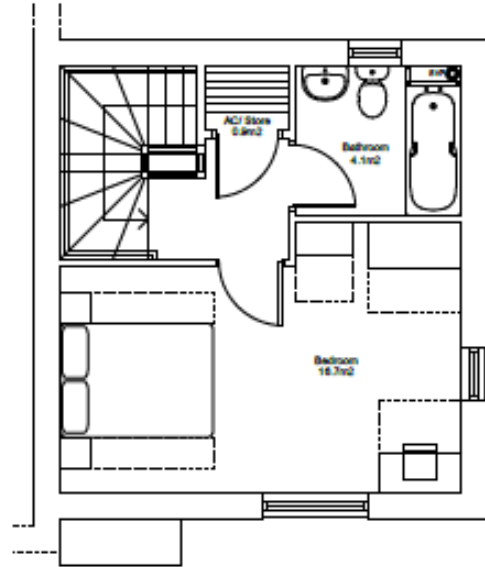
If necessary, TL would set up a Technical Conference on ZOOM to include the architect, the engineer, the acoustic consultant and Two Rivers.

ACTION: TL

Signed by TM, Chair 2020



Ground floor with front and back doors



Bedroom with “office” in corner

ME declared an interest in items 5.2 and 5.3 and left the meeting

5.2 Legal Opinion on South East Boundary of Homeground

TM had circulated the Opinion and recommended that there be a Boundary Agreement between Parish Council and the landowners (and so ECLT as successors in title). The purpose was to eliminate one of the risks in using the scrubland north of the new Snakey Lane. An insurance policy would be sought to guard against any unknown third party making a claim on this area, which has been derelict since 1972.

Trustees approved that a report be taken to Parish Council on 12th November to this effect.

ACTION: TL

5.3 Report back on Valuation of eastern portion of Homeground

A draft Valuation had been received one hour before this meeting, so TL reported verbally and would circulate the valuation when a clean, final copy arrived.

TL reported frustration in finding an Ethical Bank (i.e. a bank supposedly supportive of community initiatives) who would fund this purchase. Out of six contacted, there remained only Resonance Bank who had set up a TEAMS meeting for 10th November. All the other banks sought hard security, which perhaps they would see more clearly now the Valuer’s report was available.

Signed by TM, Chair 2020

One other route had emerged in that SDC might be able to provide a grant, based on their perception of ECLT's success in delivering Fullers Close. Noted that SDC did not have funds to provide loans of this type, but grants were in the gift of Housing Cttee. Board gave permission to TL to examine this further and report back on the terms envisaged.

ACTION: TL

6. **Date of next ECLT meeting** Agreed as Wednesday November 18th at 7.00 using Zoom, to which SH would again be invited.

Meeting closed at 8.06 pm

Tom Low, Secretary

November 2020

Signed by TM, Chair 2020