



**Eastington Community Land Trust
Limited (ECLT)**

**Steering Group Meeting 3rd November
2016 at 7.00 pm in Village Hall**

MINUTES

1. Attendance and Apologies for absence

Muriel Bullock (MB) (Acting Chair), Alan Brasier (AB), Alison Loverage (AL), Tom Low (TL) (Acting Secretary). Sharon Wells (SW), Cllr John Jones (JJ) . Apologies from Karl Hine (KH) (Aster), Paul Mannings (PM). There were three members of the public and Lynne Farnden (LF)

2- Minutes from previous meeting: approved and signed by MB

A suggestion from the public was that all agendas and minutes should be sent to the Parish Council's representative.

3 - Financial report:

MB reported Parish Council cheque for £2,000 had been banked along with six pounds from new members (total now 80). Expenditure of £31.50 for the Village Hall and £672.00 for Utilities and ground reports were approved and cheques signed by TL and MB.

MB and AL introduced LF as a potential new Treasurer, all approved her co-option. MB passed all relevant documents to LF.

4 – Recruitment

As well as LF's welcome arrival, there have been discussions with a gentleman with legal expertise, which would be a significant addition to our skill set. PM, AB and TL to meet with him on Monday 7th November.

ACTION –PM, AB, TL

5– Registration

TL reported that ECLT was incorporated as number 7425 at 3 pm today. Our reporting date for the FCA will be 30th September annually starting with 2017.

This has implications for audited accounts in that we must close down the accounts for the voluntary group ECLT and start a slightly short year from today until 30 09 2017 for ECLT Limited. TL and LF will check through the new Rules to ensure we do this correctly and report the closing figures for ECLT voluntary group at the AGM in December.

ACTION - TL and LF

MB and TL have completed the LOCALITY grant application and submitted it. Acknowledgement has been received but an update will now be required for the Registration Number and date

ACTION - TL

6- Feedback on presentation to Parish Council Planning Cttee

AB felt it had gone well, apart from the contrary remarks from two people, who seemed confused by the West of Stonehouse situation. AL was thanked for her monitoring of social media, where further odd objections had been raised. A significant number of converts to the CLT cause have resulted. SW was pleased with the positive reaction from the Cttee and also from the lady from Claypits, who completely “got” the idea of housing for local people

7. Plans for Presentation to SDC Planners and local consultation

TL reported discussions with John Longmuir to set up a repeat of the SStrategic Planning Background as presented to Parish Council. He agrees with this approach and will set up a meeting for MB, AB and TL to present. JJ offered to attend in support.

ACTION – TL to arrange

Locally, it was agreed to deliver a letter to all Claypits residents to make sure they are all correctly informed and have an opportunity to send in reactions. MB and AL to liaise with Tina Davies to discuss the best way of achieving a local meeting.

ACTION – MB and AL, TL to draft letter

8- Letter for fund raising

Now that we have registration, TL will re-design the letterhead for SW to finalise the funding letter. AB suggested that an addendum to the letter could make use fo IC and KH’s recent input on CLT history and Aster Group respectively. This was agreed, SW to finalise and circulate.

ACTION – SW

9 - Progress on ground survey report phase 1

TL reported complete with no concerns. PM and TL will discuss setting up a Dropbox set of folders to share complex reports with KH and the architect. Only final reports signed off by the architect will be put on the public website, to avoid confusion.

ACTION – TL, PM & Webmaster

10 - Progress on topographical survey

AB reported three quotes received on time and circulated to the group. PM had been consulted and was happy that all three quotes covered all the bases. It was agreed to choose the lowest quote, Midland Surveys, which also has a Stroud office. The quotation is £400 below budget.

ACTION – AB to initiate work

11. Progress on Sound Survey and delegation of decision

AB has had one quotation back out of four but there is still a week to our closing date. To expedite the start of this critical survey, it was agreed that PM, TL and MB will review quotes received by AB and delegated powers were agreed to take an early decision

ACTION – PM, AB, MB, TL

12. Decision on Highways Surveyor

MB and TL had met with Parish Council's usual Transport Consultant with whom we are familiar from the NDP. His review of the task was that pedestrian access to footpaths was well within Glos CC Highways guidelines but that a survey of the sightline for car exit should be undertaken his fee would be £390 which is well within budget and below the £500 threshold for seeking competitive tenders. MB and TL recommended immediate engagement of James Hunter, which was approved by all.

ACTION – TL to initiate work

13 – AGM and Special General Meeting

The date of 1st December at 7.00 pm was agreed, MB to book Village Hall.

Because of Incorporation, we will have to both close down the voluntary group (by having the AGM) and formalise the new group by having a Special General Meeting immediately afterwards. Both require 14 days' notice. The main business of the SGM would be to appoint Board Members: JJ volunteered to chair that, being independent of the election process.

ACTION –TL to draft agenda & circulate

Also as part of the formalities, all members have to receive a certificate of voting membership. It was agreed to distribute these at the SGM upon arrival. AB suggested ensuring certificates are unique to those on the current register of members by use of mailmerge. TL and Jan Low to design and organise.

ACTION –TL to initiate

AL and SW agreed to provide tea, coffee and biscuits upon reception, to allow members to mingle and absorb display charts. First AGM to commence then at 7.15.

ACTION – AL, SW

14. Next ECLT meeting date proposed for 17/11/16, venue tba.

Meeting closed at 20.30 pm.

CIRCULATION: Steering Group, IC (Advisor) and website

GLOSSARY:

CLT – Community Land Trust

DCLG – Department for Communities and Local Government

FCA – Financial Conduct Authority

GRCC – Gloucestershire Rural Community Council

NCLTN – National CLT Network

SDC – Stroud District Council

Tom Low, Acting Secretary