



# Eastington Community Land Trust Ltd. (ECLT)

## Sixty Fourth Meeting of Board Members

Thursday 7<sup>th</sup> November 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), Muriel Bullock (Vice Chair) (MB), Alan Brasier (AB), Ann Pitcher, Ed Davies (ED) Georgie Brocklehurst (GB).

**Apologies:** Paul Mannings (PM), Alison Loveridge (AL), Sharon Wells (SW), Cllr John Jones (JJ), Karl Hine (Aster) (KH), Cllr Mark Chatterley (MC), 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 the Board Meeting of 17<sup>rd</sup> October 2019 were unanimously approved and signed by TM

### 3. Financial and Administration Report

#### 3.1 Approval of invoices

There was one cheque to be signed and so the cash balance is now £3,049.08.

#### 3.2 Annual Review of Financial Regulations

TM proposed four items, which were debated and agreed unanimously:

Reg. 1.9 last bullet re-name to Financial Conduct Authority Regulator

Reg. 10.6 raise lower limit to £500

Reg. 13.3 at end of second line add "except where disposing to a statutory undertaker where a note to amend the Asset Register will suffice"

#### ACTION: TL

Reg. 13.6 noted that an Asset Register must now be created, starting with the land ownership. LF to query with Independent Examiner whether items such as the Planning Permission qualified as assets.

#### ACTION: LF

#### 3.3 Progress on Independent Examination of 2018/19 accounts

LF reported that all relevant documents had been supplied and that the Examiner had given a start date of 14<sup>th</sup> November.

Signed by TM, Chair ..... 21<sup>st</sup> November 2019

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### **3.4 Discussion of items for Risk Register**

In debate, it was decided the greatest threat to ECLT's business model was potential changes to Government Policy. Our primary mitigation for that was membership of the National CLT Network, currently lobbying on behalf of 350 CLT's.

Elements of Risk involving Land Ownership should not be ECLT's responsibility for 125 years.

TL undertook to do further research on appropriate items with other CLTs.

### **3.5 Verbal feedback from meeting with SDC Leader on Community Led Housing (CLH)**

TL reported from a meeting with SDC Leader and Chair of Housing on 6<sup>th</sup> November. Ian Crawley (National CLT Board Member) and the Chair of Nailsworth CLT also present. The discussion lasted 90 minutes, covering a wide range of policy items.

All agreed that it was encouraging that SDC had included a CLH-supportive Policy in the current Review of the Local Plan (see Appendix). The discussion moved to ways in which this could be pushed more by SDC Members, starting from the Leader downwards.

It was agreed to concentrate initially on the Tier 3A sites who have been given an allocation they might not have been expecting.

## **4. Update on Feasibility Grant for Project Two**

TL reported that ECLT's bid had been successful at Homes England Regional Panel and would be recommended to the National Panel on November 11<sup>th</sup>.

In preparation, TM, LF and TL had looked at the post-decision Due Diligence process, which includes providing ID for each Trustee. This has to be copied and certified as "fair copy" by a solicitor. Providing all Trustees bring a photo-ID (e.g. passport) and an address confirmation (e.g. utility bill), TL will ensure one of the solicitors in the parish can attend the next Board Meeting.

**ACTION: TL and ALL**

TM raised the issue of sharing work around this winter, in order to meet the timescales for Homes England (31<sup>st</sup> March 2020 deadline). TL proposed to draft a high-level Project Plan, to be discussed with AB, who had assisted on the series of Tenders for consultants in Project One. This would be brought to 21<sup>st</sup> November Board.

**ACTION: TL, AB**

## **5. Review of Queries on Tenancy Agreement**

TL reported that, having cross checked the answers supplied two weeks previously with the master list, there were only three queries outstanding. All of these could only be answered when a draft of the Tenancy Agreement for Puddleworth Close was available. It was therefore agreed to suspend this item from the agenda until said draft emerged.

**ACTION: SH, KH**

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## 6. On-site Activity

### 6.1 Date of next Site Meeting

The next meeting will be on 21<sup>st</sup> November and the plan is for subsequent meetings to be at 10.30 on the third Thursday in the month (i.e. the same day as ECLT meetings). Ed Davies and TL will attend this month.

### 6.2 Visible Site Activities

Official Start on Site was 28<sup>th</sup> October and some comments (none adverse) have been made by parishioners on social media and in person. A key step will be the erection of signage and TL presented the draft proposal from Aster.

A full discussion followed and it was agreed to have a large ECLT logo at the top left of the sign. Further edits included adding the Parish Council as a “supporter” on an equal scale to SDC. TL performed the edits and submitted to Aster on 6<sup>th</sup> November, who had no comments and passed our re-draft to the design team.

TL reported that organising an appropriate legal construct to satisfy Western Power (see minute 6.2, 17<sup>th</sup> October) had been difficult. The parties had now agreed to “cut-out” the appropriate area from Aster’s lease and allow Western Power to lease directly from ECLT. Aster had agreed to meet ECLT’s legal costs and accordingly TM was in discussion with Red Kite as being both familiar with the land and conveniently situated in a new Stonehouse office.

**ACTION: TM, LF, TL**

### 6.3 Golden Spade ceremony

It was agreed to ask MC to base his cake design on a chocolate sponge and brick-orange icing, in the shape of the ECLT logo.

The likely date would be in the first week of December, which was broadly acceptable to Trustees. The best day for maximum attendance would be the Friday morning.

**ACTION: TL, SH**

## 7. Dates of next meetings

Agreed as November 23<sup>rd</sup> and December 5<sup>th</sup>, both at 7 pm in the Village Hall. It was considered that a further meeting on December 19<sup>th</sup> would be too close to Christmas and so the date of the AGM will now be in January. Under Rule C 16, the AGM must be within 6 months of the year-end.

Meeting closed at 8.25 pm

Tom Low, Secretary

November 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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## Appendix

### Extract from Draft of SDC Local Plan Review, October 2019

### Policies most relevant to ECLT - for consultation November 2019 to January 6<sup>th</sup> 2020

#### Existing HC4

##### Summary of proposed changes to Delivery Policy HC4:

- 4.13 Proposed changes reflect the NPPF support for entry level homes, self build and custom build homes and some market housing on rural exception sites in certain circumstances. Other changes update references to Homes England and set size requirements for affordable self build and custom build dwellings to meet needs:

#### Delivery Policy HC4

##### Local housing need (exception sites)

Planning permission may be granted for affordable housing, including entry level homes, and single plot self-build or custom build affordable dwellings on sites well related to existing settlements. Such sites should be located close to, or adjoining, an accessible settlement with local facilities ("Third Tier") or above in terms of the Plan settlement hierarchy, unless specific local need and environmental considerations indicate that provision should be met at fourth or fifth tier settlements. The Council shall meet local affordable housing need, where:

1. the Council is satisfied that there is a clearly evidenced local need, which cannot be readily met elsewhere in the locality, for the number and type of housing proposed
2. the site is accessible to a range of local services, such as shops, primary schools, healthcare and public transport
3. appropriate legal agreements are entered into to ensure that such dwellings will remain available as affordable housing for local need, with the necessary management of the scheme in place
4. the proposal satisfies the detailed criteria defined for meeting housing need at settlements
5. the design quality and gross internal floor area of affordable dwellings shall comply with the latest recommended standards used by Homes England where applicable. Single plot self-build or custom-build affordable dwellings shall be limited to a maximum GIA of 100m<sup>2</sup>.

The Council will consider the inclusion of some market housing on these sites where this is required to make the scheme viable. A high level of proof will be required to ensure that the level of market housing is *de minimus*, including consideration of whether Government grant availability could reduce or negate the necessity for market housing.

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## New Policy, broadly approved by National CLT

### Community-led housing schemes:

#### DHC4 \* New policy \*

4.16 This new policy supports the development of community-led housing schemes:

#### \*NEW\* Delivery Policy DHC4

##### Community-led housing

The Council supports the development of housing schemes that are initiated by local communities. These may include schemes involving affordable housing, co-housing, community self-build or housing for people with specific needs such as older people or those with disabilities. They may also include, as part of the proposal, community buildings, recreational areas, space for growing food or for supporting wildlife.

The Council will support innovative design, particularly where these contribute to the Council's ambition to deliver carbon neutral development.

While there are a number of types of community group or organisation that may be appropriate to promote development proposals, the Council will expect that the proposal has been initiated by a legitimate local community group which is able to demonstrate that it has a democratic structure, is not for profit, is controlled by the local community and has appropriate policies and procedures in place. However, given that development projects can be complex and time consuming to deliver, community groups may wish to consider partnering with organisations such as housing associations, landowners and agents.

Community-led organisations would also be suitable as a means of delivering affordable housing on rural exception sites.

**Secy note: ECLT fulfils all of the criteria included above**

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