



# Eastington Community Land Trust Ltd. (ECLT)

## Sixty Fifth Meeting of Board Members

Thursday 21<sup>st</sup> November 2019

at 7.00 pm in the Village Hall

### Minutes

**1. Attendance** Tom Morrison (Chair) (TM) (part-time), Martin Elliot (ME), Lynne Farnden (Treasurer) (LF), Tom Low (Secretary) (TL), Alan Brasier (AB) (acting chair part-time), Alison Loveridge (AL), Ann Pitcher, Ed Davies (ED), Cllr Mark Chatterley (MC).

**Apologies:** Paul Mannings (PM), Muriel Bullock (Vice Chair) (MB), Sharon Wells (SW), Cllr John Jones (JJ), Georgie Brocklehurst (GB). 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. Verification of Identity

All trustees present provided proof of identity to solicitor Nicola Rowlings as part of the Homes England due diligence for the CHF Grant.

### 3. Approval of Minutes

The minutes of Board Meeting of 7<sup>th</sup> November 2019 were unanimously approved and signed by TM

### 4. Financial and Administration Report

#### 4.1 Approval of invoices

There were three cheques to be signed. LF reported that the £8,000 grant from the Parish Solar Fund had been received and so the cash balance is now £10,966.89.

#### 4.2 Approval of Draft Independent Examination of 2018/19 accounts

LF presented the draft accounts and explained that, by dint of bringing forward previous losses, no tax would be payable again this year. The draft was approved unanimously as being fit to present to the AGM in January.

#### 4.3 Engagement of Red Kite

TM explained that Red Kite had been engaged to represent ECLT in the matter of a lease for Western Power to site their transformer station. Aster would be paying for all fees and the decision had been taken by e-mail prior to this meeting. Trustees duly noted this action.

Signed by AB, Acting Chair ..... 5<sup>th</sup> 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](http://www.eastingtonclt.ltd), 01453 823425**

## 5. Project Two

### 5.1 Update on Feasibility Grant for Project Two

TL reported that ECLT's bid had now been successful at Homes England National Panel but was now held up by General Election Purdah. TL and LF would continue to prepare for the Due Diligence process and the approval of the newest Accounts was another helpful step.

### 5.2 Recommended site for Project Two

TL presented the case for a site of 5 acres to the east of the motorway which had been discussed in principle with SDC Heritage and Strategic Planners. This was agreed by Trustees.

### 5.3 High Level Project Plan and Proposed Initial Invitations to Tender

Notwithstanding the hold-up of the CHF Grant due to election Purdah, TL proposed a comprehensive plan for conducting the Feasibility Study. LF confirmed that by conducting Invitations to Tender, ECLT incurred no expense as long as contracts were delayed until the CHF Grant was officially confirmed.

TL proposed that five elements should be started immediately:

- Appointment of the Architect
- Surveys for Acoustics and Ground Conditions (seen as the main risk areas)
- Legal services
- Highways access

Four of these would require three quotations and be reported to Board for decision either on 5<sup>th</sup> or 19<sup>th</sup> December, the exception being Highways Access

Because Highways Access was a simpler study, Trustees agreed that a single tender be sought. If that quotation were below £500, no further quotations would be required (*secy note, quotation on 24<sup>th</sup> November was £320 plus statutory mapping costs*).

It was agreed that Architects would be short-listed on 5<sup>th</sup> December and interviewed on 19<sup>th</sup> December. TL and AB would meet with all three architects prior to bid submission, in view of the complex nature of the role (*secy note: all three briefings concluded by 27<sup>th</sup> November*).

TL reported that he and AB had worked on the 2016/17 specifications and that already three keen consultants had been spoken to for Acoustics, Ground Survey and Architect.

An improvement to the basic plan is to bring forward the tender for legal services because TM is available in December to manage this. The appointed solicitor would be briefed to start with the Report on Title because the land is un-registered.

Other consultancies would be put to tender in January, to spread the workload on the bid team and also pressure on Board agendas.

Board unanimously approved the Project Plan. It was agreed that Board would meet on 5<sup>th</sup> and 19<sup>th</sup> December to execute decisions and waive the meeting on January 2<sup>nd</sup>. This would give the Architect in particular time to bring sketch layouts to the 16<sup>th</sup> January Board

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**ACTION: TL, AB, LF, TM**

**6. On-site Activity**

**6.1 Report-back from Site Meeting of 21<sup>st</sup> November**

ED reported that the meeting was both comprehensive and well conducted. It was held in the newly-erected site offices. Main point arising was the length of the construction period being much shorter than the contract period. It was agreed that we should talk about delivery “before the winter of 2020” in official communications, understanding that this target should be bettered.

The next meeting would be on 18<sup>th</sup> December, to be attended by TM plus one other to be decided at the 5<sup>th</sup> December Board.

**6.2 Visible Site Activities**

Much of the progress is not visible, being pipework and cable-runs underground. The acoustic bund can be clearly seen by passers-by, for whom the access to footpath EEA 48 is now open for the first time in many years.

The next significant step would be the creation of the proper road access in December followed by the start of the acoustic fence in January.

Pictures of the excavators in action would be in the up-coming Eastington News.

**6.3 Golden Spade ceremony**

Because of Election Purdah, the most likely date is now Friday 20<sup>th</sup> December at 10.30. TL to liaise with SH and Aster PR team over invitations.

**ACTION: TL, SH**

**7. Dates of next meetings**

Agreed as December 5<sup>th</sup> and 19<sup>th</sup>, both at 7 pm in the Village Hall. It was considered that January 2<sup>nd</sup> would be regarded as holiday and the first meeting of 2020 would be 16<sup>th</sup> January.

**Meeting closed at 8.15 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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