



# Eastington Community Land Trust Ltd. (ECLT)

## Seventy First Meeting of Board Members

Thursday 19<sup>th</sup> March 2020

### Minutes

1. **Attendance:** Tom Morrison (Chair) (TM), Lynne Farnden (Treasurer) (LF), Tom Low (Secretary) (TL),

**Apologies:** Sharon Wells (SW), Georgie Brocklehurst (GB), Cllr John Jones (JJ), Cllr Mark Chatterley (MC), Martin Elliot (ME), Alan Brasier (AB), Alison Loveridge (AL), Muriel Bullock (Vice Chair) (MB), Ed Davies (ED), Ann Pitcher.

**Declarations of Interest:** none.

**Quorum:** There being 3 trustees present, the meeting was quorate. E-mail votes from non-attendees on items 3.2, 3.3 and 4.1 were all positive. Apologies were mainly due to Covid-19 social distancing precautions.

### 2. **Approval of Minutes**

The minutes of Board Meeting of 20<sup>th</sup> February 2020 were approved and signed by TM.

### 3. **Financial and Administration Report**

#### 3.1 **Approval of invoices**

There were 4 cheques to be signed. Noting that Aster Communities payment of £4,784 was received on 28<sup>th</sup> February, LF reported the net sum at bank would be £8,765.57 after all cheques are cashed.

#### 3.2 **Alternative decision processes in the light of Covid-19**

TL had reviewed the main activities expected in the near future which were now affected by Covid-19 national protocols. All business could be conducted remotely until at least the end of May (see plan at 4.1 below). TL and LF would keep trustees informed by e-mail and any votes e.g. for signing cheques, would be by e-mail.

#### 3.3 **Community Housing Fund Grant (CHF)**

TM, LF and TL attended a meeting in Bristol with Helen Bone of Homes England to tidy up the detailed steps towards claiming the CHF grant. It was agreed that ECLT would claim the first two milestones immediately after 1<sup>st</sup> April 2020, in the sum of £17,982.50 per milestone.

This would provide cash flow for paying consultants. It was also agreed that:

3.3.1 all expenditure since November 2019 could be claimed against the CHF Grant

3.3.2 ECLT would record all letters of appointment and treat them as commitments

3.3.3 Homes England would recognise payments and outstanding commitments when assessing claims

Signed by TM, Chair ..... 2020

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

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Trustees present, supported by e-mail positive votes, approved these adjustments, to be executed by virement under this minute. It was further agreed that ECLT would include Budget 800 commitments in quarterly internal audits.

#### **ACTION LF & TL**

There are stringent clauses in the CHF contract requiring Independent Examination of Budget 800. It was agreed to ask our current Examiner to consider these and provide a quotation for the work involved. If this were under £500, it might be considered as a single tender.

#### **ACTION LF**

### **3.4 Internal Audit Q2**

In the light of Covid-19 restrictions, it was agreed to postpone this, to be reviewed in late June.

## **4. Project Two**

### **4.1 Appointment of Architect**

This appointment was approved on 19<sup>th</sup> December, minute 8, subject to funds being available.

With the receipt noted in 3.1 above, TL sent the appointment letter to Quattro. Noted by the Board.

### **4.2 Actions arising from discussions**

The overall conclusion to the above was that we should now concentrate on engineering solutions before re-engaging with the architects. This would entail activating Phase Two of the Ground Survey (approx. £8k, already tendered) and engaging an Engineering consultant which had not yet been researched. TL was given permission to do this.

#### **ACTION: TL**

TL had circulated a plan for the next 8 to 10 weeks, which can be monitored by e-mail (see \*\*):

- Ground survey, lead time 2 weeks, extracts core samples from 4 or 5 metres depth to explore the amount and nature of the ex-motorway spoil.
- Geotechnical consultant oversees laboratory sampling and provides report\*\*
- Engineer uses geotechnical data to decide how much spoil can be moved and thus how large the bunds can be constructed.
- Cut and Fill analysis produced (looks like the coloured contour plans the acoustics consultant does) and circulated\*\*.
- Engineer produces proposed new levels for houses and the spine road
- Engineer produces draft Drainage Strategy for both surface water and foul water, including balancing ponds and pumping station. (SUDs Report)\*\*
- Architect uses new levels, location of bunds and ECLT comments from 20<sup>th</sup> February to re-draw layout\*\*
- Acoustic consultant re-runs acoustic model using a couple of different fence heights to demonstrate compliance with 55Db standards in rear gardens\*\*

Signed by TM, Chair ..... 2020

It was agreed that ECLT need not meet in person until the whole process had been completed. If the national situation still precludes a physical meeting, the feasibility process may have to be suspended at that point.

Subsequent steps would be consultations with Planners, Acoustic EH Officer, County Highways and Parish Council, all leading to public consultations. Some or all of these may be embargoed.

#### **4.3 Appointment of Midland Surveys for Ground Surveys and Geotechnical Analysis**

In the light of funds being available (3.2 above) and the current plan (4.2 above) TL was authorised to appoint Midland Surveys of Stroud to fulfil the second part of the Ground Survey. Board approved their quotation on December 5<sup>th</sup> 2019, minute 4.4.

### **5. On-site Activity at Fullers Close**

#### **5.1 Street Naming**

It was noted that Stroud DC had approved “Fullers Close” as a replacement for Puddleworth Close. The name is unique in the district and records the use of the local clay known as Fullers Earth. The decision by ECLT was reached after e-mail voting.

#### **5.2 Report back from Site Meeting, 19<sup>th</sup> March**

This was held by telephone conference with TL representing ECLT. The duration was 28 minutes and considered a technical success. MB reviewed the site report prior to the teleconference.

The full monthly site report was circulated to Trustees. The key items were:

- Despite the weather, the schedule was only 2 days behind out of 20 weeks.
- With the bellmouth completed, road access was easier and wheel washing better
- A further partial road closure is due in mid-April for the gas main
- Legal documents from Western Power were completed on 18<sup>th</sup> March
- Due to staff shortages from Covid-19, the framing suppliers had only provided one gang instead of two, which would potentially add 2 weeks to the schedule

Secy Note: the site was closed on March 24<sup>th</sup> due to lack of staff cover to ensure safe working. All EG Carter sites were closed by 26<sup>th</sup> March for three weeks.

#### **5.3 Appointment of a Trustee to take part in the next site meeting by Teleconference.**

TL volunteered to do this again with input from MB as before.

### **6. Date of next meeting** Likely to be June 4<sup>th</sup> at the earliest, subject to results from 4.2 above and the national guidance on public meetings.

**Meeting closed at 7.40 pm**

**Tom Low, Secretary**

**March 2020**

Signed by TM, Chair ..... 2020

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