



Eastington Community Land Trust Ltd. (ECLT)
Seventy Third Meeting of Board Members
Transacted by Zoom 7.00 pm Thursday 18th June 2020

Minutes

1. **Attendance:** Tom Morrison (Chair) (TM), Lynne Farnden (Treasurer) (LF), Tom Low (Secretary) (TL), Cllr John Jones (JJ), Martin Elliot (ME), Alan Brasier (AB), Muriel Bullock (Vice Chair) (MB).

Apologies: Sharon Wells (SW), Ann Pitcher.

Declarations of Interest: none.

2. **Approval of Minutes**

The minutes of Board Meeting of 17th May 2020 were approved to be signed by TM.

3. **Financial and Administration Report**

3.1 **Invoices**

There were no invoices to be paid, balance remains at £31,187.29

3.2 **Purchase Orders for Acoustic Modelling**

Based on the Board decision of December 5th 2019, TL placed an order for the second run of the acoustic model at the agreed price of £575 plus VAT.

To facilitate future runs of the model, Board resolved that TL be able to place two further orders for runs 3 and 4, as, when and if required. These would result in a balance of that budget of £1,140.

ACTION: TL with engineer

3.3 **Purchase order for Phase 2 Ecology Report**

Board approved the instruction of Stroud Valley Project to execute this task for the agreed sum of £480 (no VAT). Under Financial Regulation 9.3 an appropriate bid under £500 can be allowed as a single tender.

ACTION: TL

3.4 **Internal Audit for Q2 and Q3**

It was agreed that the Q2 Audit, postponed from April, would be conducted along with the Q3 audit during July. MB offered to host the meeting in her garden.

ACTION: MB, LF

Signed by TM, Chair 2020

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4. Project Two

4.1 Discussion of the Architect's latest revision

An extensive discussion concluded that the overall shape of the layout was good.

Several queries remain, whose resolution will be suspended until we have a suitable verdict from the Acoustic Model:

- We require a hoggin-style footpath to link across to Snaky Park, to be upgraded in Project Three
- AB expressed concern about parking spaces, echoed by all trustees. (*secy note: a discussion with Quattro on 19th June indicated that they felt there was plenty of room for manoeuvre*)
- ME noted that Plot 2 was not marked
- The proposed footpath past plot 48 was puzzling
- AB asked if the bund could be more profiled
- ME queried the type and number of trees, particularly in/around the Heritage "dome"
- ME queried the encroachment of the road into the Heritage "dome". TL said it would be tested with SDC at the next Pre-app.
- ME highlighted the ownership of the southern boundary and the ability to control maintenance of the vegetation there (*secy note: this awaits legal advice, to be sought once solicitors are appointed as per 4.3 below*)
- AB and TL remain concerned that the bund and fencing around the south-west corner appear incoherent. To await Venta Acoustics' report on June 24th.
- The layout show 31 plots for Project Two: Board agreed to suspend discussion of the choice of 28/30/31 units until an HA partner had been chosen.

4.2 Discussions with Housing Associations (HAs) about Partnership

TL had circulated a report, covering the range of reactions from all of the eight HAs active within the parish. The upshot was that the larger HAs were not keen on our "small and complex scheme"

The two most promising were Two Rivers and Cottsway, both known to TL, LF and MB from contact in recent years. ECLT would represent 20% of either HAs annual build plan and therefor be seen as a significant partner

TM, MB, LF and TL met the CEO, Director of Operations and Manager of Development for a 65-minute Skype meeting on 16th June, which was both cordial and constructive. Key ECLT factors agreed included:

- ECLT to continue to finance the project up to Planning Permission, with Cottsway having a seat on ECLT board
- Principles of the 125-year lease, lease premium and the process of the 3-way Conditional Contract all acceptable
- Lifetime tenancies for all rented homes, after the usual 12-month Starter Tenancy

Signed by TM, Chair 2020

- The principles of ECLT's local connection cascade were familiar to Cottsway
- Cottsway have 400 of their 5,000 units as Shared Ownership, can advise on ECLT's best mix and have experience of Shared Ownership on Exception Sites.
- Eastington is seen as a consolidation zone for Cottsway: management is already on an area basis with mobile management staff. Repairs are sub-contracted but the medium-term aim is to bring this in-house as well.
- All executives had experience of dealing with Quattro, EG Carter and Tim Trotman

TM, LF and MB found the executives' knowledge impressive and the tone of the whole meeting very comfortable. TL has previous experience of the CEO, having signed lease contracts for Brownings Community Orchard when chair of ECO.

Besides Brownings Close, Cottsway have 10 homes in School Field Close, Whitminster, where JJ described the repair response times as "mixed". The quality of the development and the housing management were good.

It had been agreed that Cottsway would use ECLT's new layout plus a split of 20 rented to 10 Shared Ownership to make a first-cut financial model and share that within two weeks.

The Zoom meeting with Two Rivers' executives will be on 30th June, using the same agenda.

4.3 Tender Invitations for Legal Services

TM presented a draft invitation letter and a set of four suitable solicitors to tender for the main legal services (125-year Lease, Conditional Contract, Purchase with all associated easements and utility agreements, Section 106).

Board approved the letter and the short list.

ACTION: TM, TL

4.4 Next Steps

TL had circulated a report summarising the steps arising from 4.1 and 4.2 above. TM asked for Legal Services to be included (4.3 above).

The report was agreed with minimal debate.

5. On-site Activity at Fullers Close

TL attended a virtual site meeting with Aster and EG Carter 10.30 Thursday 18th May. EG Carter provided a comprehensive plan for completing the works by early December.

Factors which might allow that date to be brought forward were (a) more stability in the building materials supply chain (b) relaxation of the Covid-19 2-metre distancing protocols.

6. Date of next ECLT meeting TM proposed 16th July using Zoom, with e-mail interim updates.

Meeting closed at 8.04pm

Tom Low, Secretary, June 2020

Signed by TM, Chair 2020

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