

# Upper Coly Valley Community Land Trust Ltd

Minutes from board meeting held on 19<sup>th</sup> October 2017 @ 9.30am

at Sunnyacre, Northleigh, Colyton

Attending: W. Rich, R. Hare, S. Watson, A. Stevens, L. Skinner, S. Kastner, D. Luke, L. Denny, A. Ward, C. Worrall

Apologies: J. Alexander, J. Reed, P. Lowe.

1. Election of Chair, Secretary and Treasurer
  - Chairman - CW Proposed WR LD second - all in favour
  - Treasurer - WR Proposed RH SK second - all in favour
  - Secretary - WR proposed LS SK second - all in favour
2. Declarations of interest - WR & AS members of Northleigh Parish Council, SK & SS members of Farway Parish Council, JR Southleigh Parish Council.
3. Minutes of the last meeting approved and signed
4. Any matters arising not on agenda - none
5. Treasurers report: The donations from Northleigh, Southleigh and Farway councils to be chased and paid into the bank account. Farway PC paid the initial £40 for registration of the community benefit society. All three parishes will send their £100 to RH, Farway only needs to send £60.
6. Feedback from SGM:
  - Minutes - It was agreed that all minutes will be published on the CLT website once it is built.
  - Web site - LD reported that [www.UpperColyValleyCLT.org](http://www.UpperColyValleyCLT.org) has been registered for a five year period. LD to forward domain registration invoice to RH. The website will be constructed over the next few weeks with the aim of being live by mid November. LD is reviewing other CLT websites to structure the site and will liaise with SW regarding content.
  - Board meetings are to be attended by Board members only. The board has been elected by the membership in order to undertake this role. The meetings are attended by the voluntary board members as well as consultants and advisors. This allows the meetings to remain focussed on progressing the project. Meeting minutes will be distributed (via the website) in order to

keep the wider community up to date with progress and to allow comments to be made.

- The board discussed how rents will be set once the properties are constructed. SW explained that this was related to national independent guidelines that are applied to all Housing Associations. It will also be related to where grant funding is obtained from. If all the grant can be obtained from the East Devon Communities Fund rather than full or part funding from the Houses and Community Agency then it may be possible to achieve lower rents, however this may also impact on the overall capital fund available to construct the properties as it will affect the Housing Association's ability to borrow money.
- Letter/email from [REDACTED] (2 members)  
Both correspondences raised issues of transparency and communication of the project. The open meeting and SGM had also raised similar issues. The board felt that a website, publishing meeting minutes and updating a news section would go some way to responding to these concerns. It was also noted that some background of the process so far would be useful on the website along with a 'Frequently Asked Questions' section that would address queries that this and other CLT's often encounter. AW suggested that one member of the board should be responsible for communications with the members and wider community. LD volunteered to undertake this role in connection with building and maintaining the website. As part of the website construction LD to review both items of correspondence and incorporate relevant issues into the site. LD to contact CM and BS separately to feedback to them.

#### 7. Updates:

- Community Buildings Grant - the application has been made to cover initial expenses (legal, miscellaneous printing, laptop etc)
- Appointments of architect, engineer etc have been made. LS to forward appointment documents to DL at Teign Housing.
- Progress with the initial surveys / EDDC grant for expenses and legal costs. LS / SW to forward topographical survey and any other surveys received to the design team consultants.
- Project Development - SW to update and re-issue the project plan to the board. SW outlined that the national grant to prepare the feasibility had now been applied for and would need to be spent by the end of March 2018. This would allow the consultants to prepare the feasibility and undertake a Pre-

Application with EDDC Planners. Teign housing Association may also undertake their own cost review at the end of the feasibility stage. A further grant would then be applied for to undertake the planning submission stage.

8. Allocations - SW distributed the draft allocations plan that has been based on previous allocation plans for other projects. The plan will form the basis for discussions with EDDC to formulate a Section 106 legal agreement that would form part of any planning determination. The plan establishes the suggested criteria to be utilised to provide housing. SW noted that it needs to be a careful balance in proposing criteria that will enable local people to be eligible without becoming too prescriptive. If local people were not eligible for more prescriptive criteria the properties would not be left empty and people from a wider area would then need to be assessed using the same criteria. Too strict criteria could therefore lead to local people missing out on the opportunity to live in the properties. The relevance of the CLT maintaining a confidential list of those connected with the three parishes that are interested in living in the properties alongside those people being on the Devon Homechoice register is therefore helpful in assessing the criteria to be applied. All board members to review the distributed document to discuss further at the next meeting.
9. Membership - [REDACTED] (A Northleigh Resident's) application was approved by the board. A full copy of the membership rules to be sent to new members.
10. Listing of people interested in the homes - The CLT to maintain a confidential list of local people interested in renting one of the new properties as well as encouraging people to register with Devon Homechoice.
11. Any other business
  - Insurance. AW to forward details of the National Community Land Trust Membership Package to the board. This has two levels - one including insurance. RH to review documentation for discussion at the next meeting.
  - Meeting to be arranged with Local Councillors to discuss the project with them.
12. Date of next meeting - Wednesday 22<sup>nd</sup> November 2017, 10am at St Giles, Cottage, Northleigh, EX24 6BC. (Architect's availability to be confirmed.)