



Community Land Trust

**Meeting: Board Meeting**

**Venue: Sunnyacre, Northleigh, EX24 6DA**

**Date: Monday 26<sup>th</sup> February 2018, 9.30am**

**Present:**

	W Rich, R Hare, S Kastner, L Denny, C Worrall, J Little, A Stevens
	S Watson, A Ward, J Alexander, D Luke

Item	Section
<b>1.00</b>	<b>Introductions / Declarations</b>
	Changes to Roles – LS would like to resign the post of secretary to the UCV-CLT. It was agreed that LD would replace LS as secretary with immediate effect. LS will remain very much involved in the project as a Board member.
	Registered Address with the FCA Mutuals Benefits Register to be changed to: <b>Powers House, Northleigh, Colyton, Devon EX24 6DA.</b> <b>E: Secretary@UpperColyValleyCLT.org</b>
	Declarations of Interest – WR & AS members of Northleigh Parish Council SK member of Farway Parish Council
<b>2.00</b>	<b>Previous Minutes</b>
	Meeting minutes dated 22/11/2017 approved and signed
	Meeting minutes dated 04/12/2017 (SGM) approved and signed
	Meeting minutes dated 04/01/2018 approved and signed
<b>3.00</b>	<b>Treasurer's Report</b>
	Grants Update – The £6,000.00 grant from EDDC has been received into the UCV-CLT account. £1,000.00 of this is for Printing, Publicity and Running costs and £5,000.00 is for Legal fees.
	Bank Balance – Current Bank Account Balance £15,078.34
	Summary of Transactions since the last meeting: Farway (£60.00) and Northleigh (£100.00) Contributions received. Devon Grant Received (£6,000.00) Consultants payments of £7,766.00 pending to be paid this week.
	Parishes contributions: Northleigh and Farway Parish Councils' £100.00 contributions have been received. CLT to contact the clerk to Southleigh Parish Council and request their contribution.
	Once all Consultants have been paid the remaining balance of the Groundwork's £10,000.00 grant will be returned to them.
<b>4.00</b>	<b>Communication's Report</b>
	Members' Correspondence – The CLT has been corresponding with 4 members.
	Communications Plan – The Membership Application form to be amended to make it clearer that the CLT is about building six affordable houses in Northleigh and to be made

	available for completion on-line rather than having to print it off and post it in.
	Posters / membership Forms – Amended membership forms and posters to be put up in each of the village halls with posters on the village notice boards.
	Biographies – Each member of the Board of Directors to draft biographies for inclusion on the website.
<b>5.00</b>	<b>Project Updates:</b>
	Comments to be returned to the consultants on the draft arboricultural and ecological reports.
	Engineering Constraints Report – Further discussions to take place between the engineer and EDDC Highways concerning the speed limit for the roads around the site.
	Site investigative works took place on 05 February 2018. The engineer has requested to meet WR on site to seek further clarification of the lines of services and soakaways.
	<p>The Draft Allocations Plan was discussed in the meeting. The Allocations Plan will be integrated into the Section 106 legal agreement negotiated by the Solicitors with East Devon District Council as part of the Planning Application. The draft document is based on a format already discussed between other CLT's and EDDC.</p> <p>The plan currently bands applicants who are on Bands A-E of the Council's Housing Register into a priority order of eligibility relating to connections to (1) the parishes of Northleigh, Southleigh and Farway, (2) the Parishes of Branscombe, Widworthy and Offwell and (3) the District of East Devon.</p> <p>Within each tier the assessment of applicants is then dependent in order on their residence in the area for (i) 3 out of the past 5 years, (ii) 5 out of the past 10 years, (iii) permanently working in the area for the last 12 months, (iv) having a dependent close relative resident in the area for the previous 5 years.</p> <p>The board of the CLT also suggested that a fifth criterion be introduced permitting eligibility for persons who have spent at least half of their childhood (classed as 9 years) growing up in the area.</p>
	The Meeting discussed the appointment of a Solicitor. SW to introduce UCV-CLT to Anthony Collins Solicitors, specialists in charity/community sector work whose quote is in line with the amount received from EDDC in grant. Subject to the feasibility work proving positive, UCV-CLT will be in a position to instruct Anthony Collins to draft and negotiate an Option Agreement between the CLT, Northleigh Parish Council and Teign. Once the Option Agreement has been entered into, the site will be legally secured and the planning application can be made.
<b>6.00</b>	<b>Membership</b>
	The draft Code of Conduct was agreed and is to be uploaded to website.
	There has been one new subscriber to the website.
<b>7.00</b>	<b>Any Other Business</b>
	People interested in being considered for Affordable Housing within the community should register with Devon Home Choice. (Click the ' <b>Register</b> ' Button in the centre of the home page at <a href="http://www.devonhomechoice.com">www.devonhomechoice.com</a> or call EDDC's DHC office on 01395 519982 or go to the Sidmouth or Exmouth EDDC offices.)
<b>8.00</b>	<b>Date of Next Meeting</b>
	<b>Wednesday 28<sup>th</sup> March 2018 – 9.30am</b> <b>Farway Village Hall, EX24 6DQ</b>