



Meeting: Annual General Meeting

Venue: Farway Village Hall, EX24 6DQ

Date: Wednesday 08th August 2018, 7.00pm

Present:

Board Members	W Rich, R Hare, S Kastner, C Worrall, L Denny, L Skinner
Members	R Bean, P Beard, M Camillin, L Glanville, C Matthews, P Munday, C Nicholls, J Nicholls, M Skinner
By Proxy Vote	A Stevens, A Edwards, J Platt, I Skinner

Apologies:

	J Little
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Distribution:

As above and:	G Barton, D Selway, All CLT members Advisors: S Watson, D Luke, J Alexander, C Pike, A Ward, P Lowe Consultants: M Payne, P Richards, N Mills, A Vickery
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Item	Section	Action
1.00	Introductions / Declarations / Apologies	
1.01	Introductions – LD introduced the Board of the CLT and explained the format of the Annual General meeting and the requirements of it. LD noted that 15 members were attending the meeting. LD explained that four further members were voting by proxy and their votes would be referred to if voting was close, otherwise they would be tallied at the end of the meeting.	
1.01	Declarations of Interest – WR member of Northleigh Parish Council SK member of Farway Parish Council	
1.02	Apologies – Jim Little	
2.00	Minutes of previous Special General Meeting held on 9th October 2017	
2.01	A show of hands vote was taken. The minutes of the SGM dated 9/10/17 were approved by a majority vote of 12 members (+4 proxy vote members=16 total) voting to approve the minutes. 3 members voted against or abstained.	
3.00	Minutes of previous Special General Meeting held on 4th December 2017	
3.01	A show of hands vote was taken. The minutes of the SGM dated 4/12/17 were approved by a majority vote of 12 members (+4 proxy vote members=16 total) voting to approve the minutes. 3 members voted against or abstained.	

4.00	Directors' Report	
4.01	The CLT Board presented a report of the progress of the Community Land Trust's activities to date summarised below:	
4.02	<ul style="list-style-type: none"> • 2014 • AUG 2014 • MAR 2015 • JULY 2016 • NOV 2016 • MAY 2017 • SEPT 2017 • OCT 2017 • NOV 2017 • DEC 2017 • DEC 2017 • JAN 2018 • MAR 2018 • MAY 2018 • JULY 2018 • JULY 2018 • AUG 2018 	<p>Process started back in 2014</p> <p>Housing Need Survey undertaken</p> <p>Site Assessments Undertaken and Planners Feedback</p> <p>Series of Meetings held to form CLT</p> <p>Open Meeting Held</p> <p>UCV-CLT formally registered with the FCA</p> <p>Consultants appointed to undertake Feasibility Study</p> <p>SGM to elect the Board of Directors</p> <p>Website and Newsletters launched</p> <p>SGM meeting held</p> <p>Housing Need Refresher Report Updated</p> <p>Site Trial pits undertaken</p> <p>Feasibility Studies start to be returned:</p> <ul style="list-style-type: none"> - Topographical Survey - Ecological Survey - Arboricultural Survey - Site Investigation - Engineering Survey <p>Architectural Assessment Undertaken</p> <p>Pre-App Meeting with Planners held</p> <p>Consultation Afternoon Held</p> <p>Annual General Meeting Held and Directors Election</p>
4.03	The CLT Board also noted the next steps that needed to be taken summarised below with approximate dates:	
4.04	<ul style="list-style-type: none"> • AUG 2018 • SEPT 2018 • OCT 2018 • JAN 2019 • FEB 2018 	<p>Additional Funding Grants to be applied for</p> <p>Additional Surveys to be commissioned:</p> <ul style="list-style-type: none"> - Site Investigation & Drainage - Traffic Survey - Sub-scan <p>Planning Application work commences</p> <p>Consultation Afternoon Held</p> <p>Planning Application Submitted</p>
4.05	The CLT Board specifically noted the planning issues related to the proposed development:	
4.06	<ul style="list-style-type: none"> • POLICY • SUSTAINABLE • NEED • MEMBERS 	<p>Strategies 3, 27 and 35</p> <p>Economic Sustainability</p> <p>Social Sustainability</p> <p>Environmental Sustainability</p> <p>Identifying People with a Connection</p> <p>Increase members</p>

5.00	Approval of the Fiscal Accounts to 31st March 2018	
5.01	A show of hands vote was taken. The Fiscal Accounts to 31 st March 2018 were approved by a majority vote of 11 members (+4 proxy vote members=15 total) voting to approve the accounts. 4 members voted against or abstained.	
6.00	Resolution to dispense with an audit	
6.01	A show of hands vote was taken. The resolution to dispense with an audit was approved by a majority vote of 14 members (+4 proxy vote members=18 total) voting to approve the accounts. 1 member voted against or abstained.	
7.00	Resolutions tabled by the Members of the Society (Received by the Society before 25th July 2018)	
7.01	No members Resolutions were received by the board.	
8.00	Vote to appoint four Directors to the Board of the Upper Coly Valley Community Land Trust.	
8.01	The CLT Board explained the procedure for the election. The five candidates made a personal statement. (G Barton and D Selway's statements were read by non-standing current members of the board in their absence.) A volunteer member from the meeting was requested to monitor the count. Richard Bean volunteered and joined non-standing current board members SK and RH to administer the count. The Board noted that any other member could also view the count as it took place if they wished. LD demonstrated that the ballot box was empty before taping it shut. Members were requested to come up to the front of the hall and were given a ballot paper. Members casting proxy votes on behalf of others were given an additional ballot paper once the proxy voting form had been checked.	
8.02	A ballot vote was held to vote for the four Directors to be elected to the Board. 17 ballot papers were cast and placed in the ballot box. The following votes (including proxy votes) were therefore tallied:	
8.03	G Barton received 16 votes L Denny received 17 votes D Selway received 5 votes L Skinner received 12 votes C Worrall received 15 votes	
8.04	The four members elected to the board were G Barton, L Denny, L Skinner and C Worrall.	
9.00	Feedback on the Consultation Event held on 25th July 2018 and Open Forum for Discussion of the Society's Activities.	
9.01	The meeting was opened up for a general discussion about the progress of the development to date. The following issues were raised by members and responded to by the board:	
9.02	P Beard queried that if the council rejects a planning application and the	

	<p>development doesn't go ahead, who is responsible for the grants that have already been paid to the CLT.</p> <p>The Board explained that the grants are given for specific items of work with specific funding requirements at each stage. If the element of work does not take place the grant is repaid to the granting organisation. If the process is not successful at planning no monies received for works undertaken and expended will need to be repaid to the granting organisations.</p>	
9.03	<p>M Skinner queried what would happen to the land that isn't built on due to being landfill.</p> <p>The board explained that as the young copse of trees in the middle of the field may be compromised by the construction of houses it had been suggested that a new copse of trees might be planted in front of the houses over the landfill area. This would be beneficial in that it would assist in stabilising the ground as well as affording screening to the properties. It was expected that this land would be maintained by the housing association.</p>	
9.04	<p>C Matthews queried the size of the splay of the access road.</p> <p>The board highlighted the engineering and traffic report that showed the size of a splay required and that it would in effect remove the whole of the northern hedge on the site. The Board also noted that as mitigation against this it was proposed to form a new hedge along the rear line of the splay to act as a barrier between the road and Chilcombe Field.</p>	
9.05	<p>C Matthews queried who will own the land at the front of the houses.</p> <p>The board noted that at the moment this was not fully resolved. There have been discussions that the Housing Association would take over responsibility for all of this land. Some members of the community had suggested that parts of the land might be retained by Northleigh Parish Council. This proposal and the precise line of demarcation needs to be discussed further and agreed between Northleigh Parish Council, the CLT and the Housing Association.</p>	
9.06	<p>C Matthews asked what size of trees would be planted.</p> <p>The board noted that this would be something developed and proposed in the landscape submission as part of the planning application.</p>	
9.07	<p>C Matthews noted that there was a bat roost in one of the large perimeter oak trees on the site and would this tree be retained.</p> <p>The board explained that all of the perimeter trees on the site would be unaffected by the development which is towards the middle of the field.</p>	
9.08	<p>J Nicholls noted that the Board had highlighted that more members were needed and asked if it was possible to see the current list of members.</p> <p>The Board responded that a list of members names (currently 50 members) was available to look at at the meeting but could not be copied or distributed for Data protection reasons.</p>	

9.09	<p>C Matthews asked if the Board was happy that there was nothing toxic on the site and would there be an issue due to the element of asbestos identified.</p> <p>The Board noted that the ground investigation survey undertaken so far had resulted in minimal toxic material being discovered. The Board had however requested that a further ground investigation survey be undertaken in the lower part of the site to ensure that this was the case across the site.</p> <p>The Board noted that in the 8 trial pits already dug only one pit had identified a single small piece of asbestos. This was in Trial Pit 8 which is to the north west of the site near the junction between Bucknole Hill Road and Chilcombe Lane. This is the area of greatest land fill. It is thought that this is the result of an element of illegal dumping that took place when the land was being filled.</p>	
9.10	<p>L Glanville asked if the current hedges around the site would be affected by the development.</p> <p>The Board explained that the northern hedge would be affected as described in 9.04 above with the mitigation proposals noted. In addition, the ecological report had also suggested allowing the southern and western hedges be allowed to grow further so as to mitigate against the general development of the field.</p>	
9.11	<p>W Rich and C Worrall expressed their thanks to LD for the work he had put in to organising the AGM.</p>	