

Kennett Community Land Trust

Trustee Board Meeting – Minutes – 25.04.23

Location: Zoom

Present:

Robin Swanson	(RS)
Frank Danks	(FD)
Paul Swanson	(PS)
Tim Foddy	(TF)
Lynne McCallum	(LMc)
Peter Johnson	(PJ)
Susan Meister	(SM)

The meeting was opened at 1900 by the chair (RS) who welcomed all present and thanked everyone for their attendance.

Item 1.

Trustee declarations of interest.

The Board members were requested to declare any personal interest in any of the agenda items for this meeting. Such a declaration would restrict the individual to discussion and information only and prevent them from voting on any decision-making concerning policy or allocation of assets.

(L.Mc) declared a personal interest in the Self- Build plots with a possible interest in Shared ownership properties.

Item 2

Previous Meeting Minutes

The minutes of the previous Trustee Board meeting on 10.11.22 had been circulated to all Trustees prior to this meeting for review. Those minutes were reviewed and accepted as a true record by all who attended. The minutes were signed accordingly by the Secretary on the behalf of the Chair.

Matters arising from previous minutes

- The Board had previously discussed the current and historic scheduling of Trustee Board meetings. Scheduling at 1900 on a week day evening is no longer the ideal for all attendees and alternative options were considered. The Board agreed to alter the scheduling to 1700 on a Tuesday for the next meeting on a trial basis to establish convenience for all attendees at future meetings.
- (FD) revisited the subject of Solar PV Panels which would be fitted to both the affordable rental and shared ownership houses and advised additional background information. As there will be a requirement to establish a sinking fund to cover maintenance and repair of the PV units it was agreed to explore the income possibilities from the various energy suppliers. A sub-committee of three Trustees was established to take this forward (FD, TF & LMc).
- (LMc) provided an update on local pricing of self-build plots in the local area covering a wide range of plot sizes and prices. There has been a drop in cost since the previous review last year but it is considered that the CLT plots will be viewed in an attractive light by potential purchasers when they become available due to the location and local amenities within KGV.

Action: LMc to forward the spreadsheet with updated costs to the Board Members.

Item 3.

The Year End financial status for the fiscal year 2022/2023 was presented by the Secretary (FD). KCLT fiscal assets brought forward from 2022 into the new year at 01.04.23 amounted to £7267.13 with Share Capital of £171.00.

Item 4.

The Chair (RS) presented the trustees with the following information:

- The new works at the Bell Inn junction had been subject to possible amendment and delay by the developer but changes to infrastructure at the location had been resolved and the work will be scheduled and completed as previously planned (i.e. by 99 occupied dwellings).
- Bellway will lead on a media event when site work starts. There will be KCLT involvement and it is anticipated to take place in June.
- Landscape cost planning had been provided by ECTC/PGH which set out future costing for the maintenance and upkeep of the public open spaces within the development. Various options were possible and the Board confirmed the intention to obtain the freehold of the public open spaces to ensure both satisfactory maintenance and to provide protection from any future development within the site by unanimous vote.

It was also agreed, by unanimous vote, that a management fee of £90/annum from all properties be set up in addition to a commuted sum from the developer to ensure sufficient funding for maintenance and upkeep into the future. Parity of the cost of the management across all properties was agreed by majority vote.

- The ECDC liaison 10 weekly routine meetings have been rescheduled due to the local elections but will be continued after 4.5.23.
- The Chair (RS) advised that there remained a few policies yet to be written which included:
 1. Financial forecast
 2. Business Continuity Plan
 3. Stress Testing
 4. Tenancy Renewal and Early Termination
 5. Alterations and Re-decoration
 6. Whistleblowing
 7. Lodger (AR)/subletting (SO)
 8. Value for Money Standard

Three Trustees volunteered to progress the policies and any remaining would be allocated if necessary.

- The Chair (RS) advised that Suffolk Integrated Care Board (ICB) have approached ECDC indicating they may be interested in establishing a GP surgery within the village centre. This is welcome news but these projects are never fast and it will probably take 5 – 6 years to come to fruition.
- The Chair (RS) advised that Bellway had invited the CLT to assist in the planning of the Village Centre which will take place over the next few months. He also indicated that if Suffolk ICB wish to have dedicated parking for the GP Surgery, Bellway had offered to swap over the two Village Centre plots on the west side because the Healthcare Centre's current location will need communal parking to allow drop off for the new School situated opposite.

Item 5.

Trustees were invited to provide items for inclusion in the forthcoming update to the membership.

Item 6.

The Secretary provided an amended and updated copy of the Trust's Privacy Policy. This had been in draft format and the updated version was presented for review and approval. This was approved unanimously and the webmaster (L.Mc) committed to replace the copy in the website with this updated version.

Action: (LMc)

Item 7.

It was decided to wait until after the commencement of site work before planning a KCLT Open event and a re-branding exercise. The Village Hall would be the probable venue.

Item 8.

The Chair (RS) provided an update on the status of the sales agreements. The majority of the legal aspects were nearing completion. The agreement on the open spaces had still to be finalised but the outstanding elements was now close to conclusion.

AOB

1. The Secretary presented a Membership Application from a parish resident. Additional background was provided by (TF) and the application was approved unanimously. The Secretary committed to advise the applicant and issue a Share Certificate.
Action: (FD)
2. (LMc) stated that the developer still had to provide brick samples previously promised. She also stated that the issue of additional Trustees for the Board would become increasingly important now that construction was imminent and additional work load likely. She also expressed disappointment that Trustees had not had the opportunity to communicate with the Bellway Construction Manager at a recent local meeting. The Chair advised that the meeting in question was not a CLT event but part of a Parish Council meeting which had been attended by two trustees who were Parish Councilors and one other who attended as a member of the public. The Construction Manager had advised that he was now regularly on site and welcomed discussion at any time.
3. The Chair (RS) advised that he and (TF), both Kennett Primary School Governors, had attended a School Advisory Body meeting where the planned school places allocation was discussed. The allocation policy envisages the Reception Class being filled to capacity (30 children) in Jan 24 for the Sep 24 entry which would not allow new children coming on to the estate to enter that class at any stage. This was considered unsatisfactory and will be reviewed by the Academy's Audit and Risk Committee.
4. The Chair (RS) advised the Trustees that one of his responsibilities was to conduct a Trustee review with each Trustee on a routine basis. Trustees were requested to contact the Chair to indicate their preferred method of carrying this out.
Action: All Trustees

There being no further business, the meeting was closed at 2040.

Frank Danks – KCLT Secretary.