

Trustee Board Meeting – Minutes – 08.11.23

Location: Skype Virtual Meeting

Present:

Robin Swanson (RS)

Frank Danks (FD)

Paul Swanson (PS)

Peter Johnson (PJ)

Susan Meister (SM)

Tim Foddy (TF)

Lynne McCallum (LMc)

Scott Horsley (SH)

The meeting was opened at 1306 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. No declarations were needed.

Item 2

Previous Meeting Minutes

The minutes of the previous Trustee Board meeting on 15.08.23 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.

Item 3.

The Treasurer (TF) provided the latest financial information. The balance in the bank account is currently £12,895.35. This includes the ECDC grant funding provided to cover Trust legal fees.

Item 4.

The Chair advised that the legal markups for the Trust Housing and Open Spaces were expected to be back to Bellway on 08.11.23.

The recent Delivery Board minutes for the Delivery Board meeting on 11.10.23 had been circulated to all Trustees for information. The next Delivery Board meeting is scheduled for 06.12.23 at 0900. The draft minutes would be circulated when completed.

The NHBC had provided Proforma Warranty and Insurance certification for the Trust houses being provided by Bellway during Phase 1. A policy booklet and guidance booklet were included in the pack.

Bellway had provided a list of “housekeeping items” which includes:

- Outstanding SAP and TER calculations
- Brick samples – the developer plans to construct 4 sample walls for illustration purposes. On building already under construction, plots 169-173 and 318-328 including the CLT office, the bricks being utilized for the majority of the plots are Leicester Weathered Multi. The CLT building will include Flemish Bond brickwork.
- Window Restrictors – See item 9 below.
- Updated drawings for the CLT office building are close to issue and will include the improved internal lighting previously requested.

Item 5.

The Secretary had previously circulated a proposed amended Housing Application form to the Trustees prior to the meeting. The amendment included provision for joint tenant applications to replace the single person application previously included as well as an amendment to remove the points allocation criteria based on a 7-year residency in Kennett.

The amended document provides improved ease of use, simpler administration and a fairer approach to all applications. The Board unanimously approved the updated version.

Item 6.

The approval of the previous item necessitates amendment to the Trust's Allocation Policy (Issue 5). The modified Allocation Policy (Issue 6), amended to ensure alignment with the Housing Application form, was reviewed and unanimously approved by the Board.

Item 7.

The former landowner of the development site had proposed the inclusion of a public toilet within the open spaces of the development. The freehold of the open spaces will be owned by the Trust and any such inclusion would be the responsibility of the Trust for the safety, maintenance, repair and security at some expense. There was also concern that vandalism and potential inappropriate use were a possibility. The Trustees discussed the proposal at length but arrived at a unanimous conclusion that this would be out with the Trust's core business and could not be supported.

Item 8.

Smoking in AR homes was discussed. The Trust had received input on the subject from a professional administrator working for the Trust and legal advice which gave detailed opinion from both a positive and negative point of view. The Board concluded that any ban on smoking would be unenforceable and could lead to littering from smoking materials outside Trust properties. Restrictions on smoking and vaping within Trust rental homes would not be invoked and any additional redecoration, caused by smoking, following tenancy change would be covered by the criteria contained within the Tenancy Agreement.

Item 9.

As a result of a query from the developer whether window restrictors should be fitted to Trust housing the Board unanimously agreed that this provision was unnecessary.

Item 10.

The Board discussed the requirement for a dedicated Clerk of Works to oversee the building work on the Trust's homes. As the building work would be subject to inspection by both ECDC Building Inspectorate and the NHBC it was agreed that the expense of the position was unnecessary and the inspection mentioned would be supplemented by the Trustees on an ongoing basis.

Item 11.

The Secretary advised that following membership approval for a partial rule change at the AGM a formal application had been forwarded to the FCA for approval.

Item 12.

The Board discussed in detail the subject of Shared Ownership tenure and the implications of the tenant equity on future sale of the tenant's share. L.Mc committed to research the issue further and report back at the next Board meeting.

Action L.Mc

Item 13.

As the Allotments would become available early in the development it was now necessary to develop the Trust's position and plan for the allotments. T.F committed to revisit the subject and develop a plan to present at the next Board meeting.

Action: T.F

AOB

T.F reported that at the Open Spaces workshop attended by T.F and F.D on 7.11.23 the subject of Community Gardens was discussed. Areas of gardens were being provided within the open spaces for community use. The Board were vaguely aware of the provision and concern was expressed about upkeep and responsibility going forward. Clarity on the provision would be requested at the next Delivery Board meeting.

Action: R.S/F. D

The Chair revisited the ongoing requirement for additional Trustees particularly with a professional background. It was suggested that a possible source may be by using social media. S.M committed to develop documentation to utilise going forward.

Action S.M

There being no further business, the meeting was closed at 1427.

Frank Danks – KCLT Secretary.