

Kennett Community Land Trust

Trustee Board Meeting – Minutes – 07.01.26

Location: Zoom Virtual Meeting

Present:

Robin Swanson (RS)

Frank Danks (FD)

Susan Meister (SM)

Alison Rich (AR)

Paul Swanson (PS)

Scott Horsley (SH)

Tim Foddy (TF)

Apologies:

Lynne McCallum (LMc)

The meeting was opened at 1302 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. The attendees made no declarations.

Item 2

The minutes of the previous Trustee Board meeting on 11.09.25 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 an update on the status of the Trust Current and Deposit bank accounts. The total in both was £387,077.58. Further information on this is included in Item 7. The Trust remains financially solvent with a small surplus.

Item 4.

The Chair reviewed the position on the planned Registered Provider application. The documentation for the application is at an advanced stage with completion anticipated soon in time to meet the application deadline. Trustees were requested to vote for approval of the application which was passed unanimously by all present.

Item 5.

The Draft Job Description for the role of the KCLT Office Manager had been circulated to all Trustees in advance of the meeting for their review. The role was discussed in some depth and the job description agreed. It was suggested that the role would be best filled by a member and/or an existing tenant who would have a personal stake and local knowledge. It was agreed that the role would be advertised within the membership initially and externally by advertising.

Item 6.

It is anticipated that the KCLT Office would be completed and handed over by sometime in April. A formal opening event is planned during May when it is hoped that the weather should be favourable and daylight hours longer. (SM) will arrange an agenda for the event and presented an overview of her thought for the event.

The office will need to be furnished and equipped with communication equipment once opened to ensure that the facility is able to function as a hub for the Trust on site. (SH) advised that second hand office equipment was available from several business sources when premises are shut down and volunteered to investigate availability.

Item 7.

The Chair delivered an update on funding and rentals following an e mail message to the Trustees on the Financial Situation which included.

- Last Management Accounts at 30 Nov 25.
- Financial Situation once Mortgage drawn down and PGH Loans repaid.

The financial status update presented in Item 3 above reflects the current situation, but much of the credits in the deposit account are sales associated with loans from East Cambs Trading Company (ECTC) for Shared Ownership units and will be repaid to ECTC following

mortgage draw down. Additional commitments are for the legal expenses associated with future mortgages. After this the balance in the accounts is estimated at approximately £50,000 with rental income in the region of £10,383 monthly producing a small working surplus.

Item 8.

(TF) updated the Board on recent inspection of the pond on the village green over the last few months.

It has become apparent that the pond water level is not currently sustainable with an average measured depth of 500mm despite the addition of water from mains supply and recent heavy rainfall. The design depth of the pond is 800mm to maintain support for aquatic life and vegetation. Investigation has revealed that the installed liner is set low and a level above 500mm unachievable.

A site meeting with Bellway is scheduled for 08.01.26 to discuss the issue with Bellway senior management with remedial action expected. The pond will not be included in the forthcoming handover of the village green to KCLT and will remain in developer ownership for two seasons to confirm sustainability.

(SH) questioned whether the ROSPA safety report on the pond included the dangers due to cold weather and freezing of the surface.

Item 9.

(PS) advised the Board that handover of the initial tranche of open spaces had been delayed by Bellway management changes but was likely soon. The pond will remain in developer ownership until sustainability is confirmed.

Item 10

The Management Fee of £90 p/a, for all occupied houses is due to start on 01.04.26. This charge will be charged on a pro-rata basis for occupations after 01.04.26. This will cause considerable additional administration which, it is hoped, will be covered by KCLT Office Manager once the role is filled. The Chair explained that the relatively low management fee was achievable due to a commuted sum subsidy from the developer as part of the open spaces handover.

AOB.

The Chair requested that Trustees, who had not done so, arrange to complete their annual review with the chair as soon as convenient. The meeting was closed at 1404.

Frank Danks – KCLT Secretary.