

<b>Kennett Community Land Trust</b>
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## **Trustee Board Meeting – Minutes – 26.04.18**

**Location:** 22 Station Road, Kennett

### **Present:**

Robin Swanson	(RS)
Frank Danks	(FD)
Paul Swanson	(PS)
Darren Watson	(DW)
Tim Foddy	(TF)
Cheryl Jowett	(CJ)
Lynne McCallum	(LMc)
Hugo Runciman	(HR)

The meeting was opened at 1903 by the chair (RS) who welcomed all present and thanked everyone for their attendance.

The minutes of the previous Trustee Board meeting on 15 Mar 18 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.

The shared Dropbox KGV CLT Shared folder was discussed. Review and updates by PGH were being actioned on a regular basis, particularly the Design and Access section. It is important that these are closely scrutinised to ensure that any areas which may impact with the requirements of the Trust are in fact acceptable to the Trust and have been agreed. L.Mc pointed out errors (page 79) where the Energy Strategy and assumptions concerning High Energy Mass construction were not factual. This prompted discussion on modern building types and the options available.

The fact that anomalies have been identified and that this could lead to areas of concern it was considered important that each and every update entry should be critically reviewed by the Board to ensure compliance with agreed decisions. Currently updates are advised through the Dropbox system but no detail of changes is provided. The documentation is lengthy and it is considered that individual Trustees take ownership of identified areas within the documentation to review and share any changes identified. T.F volunteered to

cover the Environmental areas and the Secretary was requested to identify and allocate areas to Trustees to review.

**Action: F.D**

The Secretary advised that the production and distribution of member's Share Certificates was now complete. Four members who had moved away from the Parish but remained shareholders had been contacted and electronic copy of their certificates provided. Hard copy of their certificates has been produced and is retained by the secretary within Trust files.

The chair (RS) provided an update on the financial status. A Business Account has been opened with Lloyds Bank which is charge free at present. Three Trustees have authorisation to carry out Electronic Banking (R.S, F.D & H.R), any one of whom can authorise payments. Trust Funds, which were deposited with the Parish Council for safekeeping, have been transferred to the Trust Account. Donations have been received recently from two local sources. These will be utilised to cover routine Trust administration costs which are not covered by grant funding.

The chair (R.S) advised that the Joint Outline Planning Application had been delayed and it is anticipated that the formal application will now be presented for consideration in late May.

The chair (R.S) also advised that the Secretary of States' Inspector of the ECDC Local Plan was unlikely to complete the inspection to the original schedule and that the final result would now be available at the end of 2018.

(T.F) provided feedback to the Board on the NCLTN event at Stretham on the 27<sup>th</sup> March. This was a national (England) event with representation from a wide area. The event was very informative particularly in the area of funding sources and identified the sources of advice which would be particularly informative as the Trust progresses through the development stages. It also revealed that in excess of 50% of Local Authorities in England now have commercial arms in the same relationship as ECDC and East Cambs. Trading Ltd.

During questioning the subject of Land Value Capture was explained. Although not confirmed it would appear that the value of development land dramatically increases following planning approval. It is thought that 40% of the value of the increase from agricultural to development land would be passed to the CLT.

The question of the cost of management of the estate elements of the development in the future was discussed. There are various options to consider particularly on the stewardship of the green areas and the funding of maintenance etc. PGH have advised that it is likely that an estate charge would be a condition of purchase of market housing to provide maintenance income going forward. Concerns were raised that this would not be acceptable

to potential purchasers but (HR) advised that this is now common practise and that he would investigate the possible charges and report back.

**Action: H.R**

The Secretary updated the Board on the pre-application presentation to ECDC councillors by the joint applicants (PGH, KCLT & Landowners) on the 16<sup>th</sup> April. The presentation based on the recent local workshops was delivered by the master planners JTP and was enthusiastically received by the councillors present a number of whom also sit on the Planning Committee.

**Documentation**

Proposed draft documentation had been forwarded to the Board in advance of the meeting for review and comment. The documentation, sourced from another CLT, will form the basis of control of allocation of rental units and also establish local need and interest. Three separate documents, Declaration of Interest, Trust Allocation Policy and Trust Allocation Guidelines, have been scrutinised and whilst forming a good foundation will require adjustment to ensure compliance with Kennett needs and aspirations. It was decided to initiate further electronic review to collate views and determine the format and criteria of the documentation.

**Action: F.D**

It was decided to initiate a status update to the membership to maintain communication and transparency. This would also advise the Data Protection situation as required by regulation.

**Action: R.S**

**A.O.B**

The secretary advised the initiation of an Expenses Claim to be presented, supported by receipts, to cover expenses incurred through Trust business. It was agreed that approval of individual claims would be actioned by the Bank Account Authorisers but that authorisers could not authorise their own claims and that any payment must be authorised by at least two people (one of whom needed to have internet bank access). Hard copy of each claim would be held by the Treasurer (H.R) for audit purposes.

(H.R) presented the Board with the legislative requirements of the GDPR regulations. As a charity the Trust has to comply with the regulations and that our protocol should be reviewed to ensure compliance. It is also necessary to advise the membership and this will be covered in the Membership Status update mentioned above. (HR) committed to provide the necessary information to update the membership.

**Action: (HR)**

(LMc ) requested an update on an previous query on the possibility of the Trust acquiring plots for Self-Build as a potential revenue stream. The secretary advised that he had raised the concept with Phil Rose of PGH who committed to look into the possibility. He subsequently provided documentation which revealed that this had indeed happened with other CLTs but to date nothing further has been forthcoming. As a precedent has been revealed it was decided to pursue this possibility with PGH.

**Action:F.D/LMc**

There being no further business, the meeting was closed at 2038.

Frank Danks – KCLT Secretary.