

<b>Kennett Community Land Trust</b>
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**Trustee Board Meeting – Minutes – 14.01.21**

**Location: Zoom Virtual Meeting**

**Present:**

Robin Swanson	(RS)
Frank Danks	(FD)
Paul Swanson	(PS)
Tim Foddy	(TF)
Lynne McCallum	(LMc)
Geoff Greaves	(GG)
Peter Johnson	(PJ)

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

Item 1.

The minutes of the previous Trustee Board meeting on 18.11.20 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 by the Secretary for the Chairman accordingly.

Item 2.

A total of 6 applications for membership of the Trust had been received. The Secretary presented each application in turn with additional input added from the Trustees present. All applicants were unanimously approved for membership. Two were granted Full membership, three Associate membership and one other Full membership pending confirmation of the applicant's place of work in Kennett.

The Secretary committed to process the applications, advise the applicants and issue Share Certificates.

Item 3.

The Board confirmed approval of two Policy documents which had been reviewed at the previous meeting. A further policy document, the Allocation Policy, now due for bi-annual review, was circulated prior to the meeting for Trustee review following minor modification on the advice of the Trust's Legal Adviser. The adjustments were further discussed and a final draft approved.

Item 4.

The Trustees discussed the recent offer from ECDC to provide assistance with the development of a Financial Schedule and Business Plan utilising the services of CLT East. This documentation is also in the early stages of development in house and the availability of a schedule produced in parallel was considered an advantage. Acceptance of the offer would provide confirmation of the in-house schedule. The Chair proposed that the ECDC offer be accepted. This was unanimously agreed by the Trustees.

T.F, the focal point for this initiative, agreed to contact the Community Housing Programme Manager at CLT East and provide the necessary data to move this forward and also to establish an estimated time frame for completion.

**Action: T.F**

Item 5.

The status of the Trust's application for Registered Provider was re-visited. There has been no further progress on this since the previous meeting as the anticipated assistance from the Community Housing Programme Manager at CLT East had not yet been forthcoming. This would be requested to be added to the agenda of the meeting with ECDC on Monday 18<sup>th</sup> January to establish the current status and move this forward.

**Action: R.S**

Item 6.

The issue of the Stewardship of Amenity Land within Kennett Garden Village was discussed. P.S presented initial estimated costings for the maintenance and upkeep of the land. P.S was thanked for his work in producing this information. The funding for this would be sourced from the Management Fees planned as part of the development. Of the options available it was considered that the most advantageous option would be for the Trust to take this on either on a stand-alone basis or in conjunction with KPC. The KPC have already been approached regarding adopting some of the main communal areas within KGV (i.e. Village Green and Tumulus Walk) and their response is awaited. A joint stewardship would enhance integration of the original and the new communities. The major advantages would be that control of the asset would be local and the freehold of the land passed to KCLT thus adding to the Trust's portfolio. The Trustees unanimously stated their agreement to the local option, either on a stand-alone or shared basis.

Item 7.

L.Mc presented an update on the Expression of Interest initiative. The data had been shared with the Trustees prior to the meeting as well as an analysis developed by the Chair. It was considered that the data provided accurate indication of the required housing numbers and mix for Phase 1 initially and that this data should be utilised for housing planning. The Trustees also discussed the preferred number of houses in Phase 1 and concluded that a 50% figure would be a good starting point when developing the Financial modelling.

Item 8.

The Chair and the Secretary had attended an informal meeting with the ECDC Commercial Director and the Chair of Streatham CLT to discuss the issue of the provision of a Medical Facility within KGV. Streatham CLT have experience of the issues involved and several years into their development have been unable to establish whether a Medical Facility would be built.

The primary issues are centred around the NHS and their regulatory restrictions. Dealing with this bureaucracy has been difficult and it is thought that a similar situation would be the case with KGV. Lines of communication have however been established through ECDC for examination of the possible provision of a medical facility planned going forward so that due diligence is afforded to the proposed concept.

The site for the facility is planned adjacent to the planned CLT office and it is hoped that the freehold of the site would be passed to the CLT. This has to be confirmed.

Item 9.

L.Mc had prepared a PowerPoint presentation covering her investigation into the potential Renewable Energy sources associated with the Trust's Housing portfolio. It was decided to defer this to a separate meeting due to time constraints and this is now planned for Thursday 21<sup>st</sup> January.

## **AOB**

The Secretary provided an update on the current bank balance and outstanding debts. He also advised the Board that he had received two Penalty Notices from HMRC for failure to provide Corporation Tax Returns for 2017-2018 and 2018-2019. The Trust's Accountants, who prepare and forward all returns, have since advised that these are errors by HMRC and have communicated HMRC to sort it out.

The Chair briefed the Board on a NCLTN Webinar on Community Shares attended recently and could provide a link if required.

There being no further business, the meeting was closed at 2020.

Frank Danks – KCLT Secretary.