

Kennett Community Land Trust

Trustee Board Meeting – Minutes – 19.05.21

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)
Susan Meiser	(SM)

Absent:

Justin Greaves

The meeting was opened at 1904 by the chair (RS) who welcomed all present and thanked everyone for their attendance. The Chair also welcomed (SM) a recent co-optee to the Board.

Item 1.

The minutes of the previous Trustee Board meeting on 14.01.21 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.

An application for membership of the Trust had been received. The Secretary presented the application and recommended approval by the Board. The applicant was unanimously approved for Associate membership. The Secretary committed to process the application, advise the applicant and issue a Share Certificate.

Item 3.

GG advised the Trustees of the proposals identified by GG and PJ to enable continuation of the Community Engagement process. The Drop In event planned for 2020 had to be abandoned due to the restrictions in place at the time. It is debatable whether a Drop In event will be possible until the situation on restrictions is clearer and public confidence is restored. It was decided to raise the subject with ECDC and PGH to explore the possibility of a joint venture later in 2021.

The Trustees agreed that another Newsletter should be initiated utilising both the format, distribution and publishing facilities used in the previous Newsletter in September 2020. GG and PJ committed to facilitate this and will initiate the process with CLT East.

Item 4.

The Trust's Allocation Policy has been reviewed and updated to incorporate legal aspects on the advice of the Trust's legal advisor. The document was circulated to all Board members in advance of the meeting for their review. The policy was formally approved by the Board.

Item 5.

TF presented an overview of the Financial Model, a key element in the Business Plan, which was now close to completion with the help of CLT East. The model documentation is complex but the conclusion is that the planned financial plan is robust and will support both the Business Plan and future funding applications from potential lenders. The Secretary was requested to provide all Board members with a copy of the model documentation.

Item 6.

LMc provided an update on the proceedings of the Technical Sub-committee meeting with PGH. The meeting was the first of a planned series of meetings to explore the potential differences between the Trust's aspirations for Trust property and the developer's specifications for market housing. The items discussed included:

- Information on specification of how the Trust's properties will be built (tech spec/tech drawings/U values etc.). EPC rating essential
- Explore the use of low carbon concrete – cost implications; practical implications.
- Explore the option to future proofing the build, e.g., attic trusses, extra cost; potential extensions.
- Exploration of the cost implications of Air Source Heat Pump heating, Underfloor Heating, Rain Water Harvesting and Mechanical Ventilation Heat Recovery systems.
- Explore compliance with global climate emergency declared by ECDC on 21/10.2019.

There was a positive response from PGH and the issues identified will be explored further and the subject of future meetings. Although the KGV house specifications are likely to be similar to the Haddenham CLT houses which were "B EPC Rated", PGH declared an intent to try and make the KGV market and CLT houses "A EPC Rated".

Item 7.

The Secretary advised the Board that the financial accounts for the year ending 31.03.21 had been passed to the Trust's auditors for processing and the preparation of the mandatory returns to the FCA and IR. He also advised that the Trust had received a demand from the IR, a penalty payment for non-return of Corporation Tax. This return has in fact been sent and a receipt from the IR received. The auditor committed to contact the IR and settle the issue.

The Secretary also advised that the auditor has confirmed that SDLT (Stamp Duty Land Tax) will not be payable for the purchase of CLT properties but a claim for exemption will be required for each purchase. There is still some ambiguity over the SDLT status of the Self Build plots.

The Secretary reminded Trustees that he is still holding the role of Treasurer as well as Secretary on a "temporary" basis after almost 2 years. If any Trustee could take this on, please let the Secretary know. Currently there are only about 25 account entries per year.

Item 8.

The Chair advised that preparations were in hand to make an application to the Community Housing Fund (CHF) for further funding when advised that applications could be submitted. Timing is currently uncertain but there is confidence that the Trust's application will be successful as this new round is not intended for start up funding but for funding for projects already well underway. Considerable funding support will be required as the project advances to future stages.

Item 9.

The Chair updated the Board on the Trust's funding application to partially fund the registration fee to become a Registered Provider. Application had been made to The Prince's Countryside Fund but has been unsuccessful. Alternative funding will be explored through the CHF and the Trust remains committed to Registered provider status.

Item 10.

The Board discussed the upcoming planned meeting with ECDC on 24th May, the next regular meeting to discuss the project. Items were invited for the agenda which the Chair will collate and pass on to ECDC.

The planned agenda is as follows:

- Branding (KGV)
- Financial/Business Plan Update
- Technical WG with
- Community Engagement (Drop in)
- New Cambridge & Peterborough Mayor
- RP Application Update

- Legal Charter Update

AOB

- The Trustees discussed the future timing and possible venues for Board meetings. It was decided to continue with the current timing and virtual meeting format for the time being with further review once restrictions are lifted.
- The Secretary advised that an electronic copy of the CLT Handbook was available and that he would forward a pdf copy to each Trustee for their information.

There being no further business, the meeting was closed at 2046.

Frank Danks – KCLT Secretary.