

## **Annual General Meeting 2019-2020 Minutes – 01.07.20**

### **Location: Electronic Zoom Format**

A total of 18 full members logged in to this electronic meeting. The meeting was declared quorate and opened at 1900 by the chair (RS) who welcomed all present and thanked everyone for their attendance. The format had been explained to the attendees following logging on and the importance of control in this format was emphasised.

The meeting agenda had been circulated to all members prior to the meeting.

The Secretary reviewed the aims and objectives of the Trust as follows: -

- KCLT – Community Benefit Society
- Registration Date – 4.11.16
- Registration Number – 7443
- Regulator – Financial Conduct Authority - Annuals returns mandatory.
- Member of the National Community Land Trust Network – Annual Fee - £150.00
- KCLT Rules based on the model rules of the NCLTN

### Membership

Full Membership is available to: *Those that live, work, educate their children, own property or do business in the parish of Kennet". Full voting rights apply.*

Associate Membership is available to individuals and businesses not located in the parish of Kennett but who intend to re-locate or work in the parish of Kennett in the future. This type of membership carries *no voting rights*.

It is a condition of membership that all members act in the interests of the CLT and for the benefit of the community, as a guardian of the objectives of the Community Land Trust.

### KCLT Aims:

- A non-profit charity working for the benefit of the local community
- Provision of genuine affordable homes
- Encouraging local employment and services
- Promoting facilities such as community buildings play areas and renewable energy facilities.
- Encouraging allotments, orchards, woodlands and nature reserves.

## Annual Report

### The Chair presented the Annual report as follows:

- Apr 19. You will recall that Outline Planning Permission agreed by ECDC subject to confirmation by S of S which he subsequently did.
- Dec 19. KCLT had applied for grant from the Community Housing Fund to carry out a number of key activities and employ a part time assistant; just before Christmas we were advised that it had been successful. Like most Government schemes you can only access grant money once you can submit an invoice and although we had to invoice the money before 31 Mar 20, we have been given a stay of execution until the end of 2020. We have decided not to employ a part time assistant as there is insufficient work for them at the moment. The other activities were:
  - Creating a Business Plan for the CLT houses. This has been contracted out to a CLT expert under the watchful eye of Tim Foddy.
  - Trustee Training in Feb & early Mar 20. This was a combination of Legal and Financial (specifically about mortgages) training
  - Drop In Event 7 Mar 20 in VH. We had to postpone this event for reasons outside our control. We apologize unreservedly to those who turned up because they hadn't been informed of the postponement. This was a communication error between the Trustees but our intention is to run this event in autumn once COVID-19 unlock has been fully implemented.
  - Housing Need Survey in Mar 20. We had a few thousand copies printed up and contracted it to a distributor to drop off to Kennett and all local villages. We got very few returns which prompted us to do our own quality control by ringing householders only to discover that over 95% of the distribution area had not received them. Needless to say, we did not pay the invoice, informed the CHF and we will redistribute this during the autumn as we need more certainty of the number of CLT houses we can own.
- 15 Apr 20. The Outline planning permission for KGV was published which can no longer be challenged. We were closely involved in the Section 106 parts which affected the CLT's aspirations, and although we don't have perfect outcomes, the CLT had far more influence in these matters than we would have done had we not existed.
- So, we finish this year with more certainty that Kennett Garden Village will proceed and I will give some indication of timings in the Site Update agenda item at the end.

### The Secretary presented the Financial Accounts in the absence of a Treasurer as follows:

For the Financial year ending 31<sup>st</sup> March 2020, the balance brought forward was £4577.01. Income totalled £7078.00 due to grant funding and expenditure £657.17 resulting in a balance in the bank of £10,984.40 and £13.44 in petty cash. The total balance at the end of the period was £10997.84.

The Secretary advised that there was a legal requirement for the Trust, as a registered charity, to complete a return to The Financial Credit Authority. The rules call for Auditors to be appointed if it was possible to disapply this requirement as long as certain conditions applied. The Trust's financial status fell within the required parameters but a membership vote was required to disapply formal professional auditing for the financial period. It was proposed by the Secretary to disapply the requirement to formally appoint Auditors for the financial period 2020-2021. This was carried unanimously.

The Chair, Robin Swanson, handed over the meeting to a Trustee, Geoff Greaves, who explained that five Board members were due to retire after a three-year period in the Trustee role. All five members have stated availability to stand for re-election in accordance with the rules.

A vote to elect Robin Swanson to the Trustee Board was passed unanimously.

A vote to elect Francis Danks to the Trustee Board was passed unanimously.

A vote to elect Paul Swanson to the Trustee Board was passed unanimously.

A vote to elect Lynne McCallum to the Trustee Board was passed unanimously.

A vote to elect Tim Foddy to the Trustee Board was passed unanimously.

The Chair was returned to Robin Swanson following the Trustee vote.

#### **Update on KGV**

The Chair presented an update on the Kennett Garden Village Development as follows:

I should probably start with the very broad timescales which we have been advised but of course could change. We will be putting these into a Newsletter which will be going to the whole village (not just members) to keep everyone informed.

- Reserved Matters Considerations Q3 2020 (matters not included in outline planning such as the affordable housing scheme)
- Detailed Planning Application for Phase 1 – Q4 2020 but may drop into early 2021.
- Start of Preparatory work on site (e.g. Site Infrastructure) – Q2 2021 until end 2021
- (*Extract from S106* - Perimeter Road to be constructed to an adoptable standard before occupation of 136<sup>th</sup> dwelling (negotiated down from 200 by CLT). However, construction will begin in the early infrastructure phase and sections of it will be completed before 136<sup>th</sup> occupation is met.
- Start of Preparatory work on School Q2 2021. Open for children Sep 2023

- Start phase 1 House construction (265 dwellings) Q4 2021. Completion approx. 202

## **Questions**

A member expressed concern over the timing of the perimeter road as it had been understood that it would be completed in time to take construction traffic during the early stages and the delayed completion to an adoptable standard would impact on traffic flow and noise on Station Road during the earlier stages.

The Chair responded by advising that the cost of construction of the perimeter road was considerable and funding would be required from the occupation of the 135 houses. He further advised that the original proposal was to complete after 200 houses had been occupied but the KCLT Board negotiated the lower figure. The member stated that this action emphasised the point that the Board had been instrumental in gaining the best outcome for the community from this situation and was grateful for their efforts.

The Secretary advised that he understood that the impact would be lessened because a haul road for the use of construction traffic would be constructed during the early stages to provide a route on to the site at the north end from Dane Hill Road which would minimize the impact on Station Road.

A member questioned the provision of school places for incoming children before the school opened in September 2023. The Chair responded by stating that the present school building accommodated approximately 100 pupils, 25% of whom lived in Kennett with the remainder from outside the local community primarily from Suffolk. This would be managed by the educational authority who have a strategy in place to control availability by natural wastage. As pupils from outside the community leave the school the places would become available to Kennett children as a priority with possible decanting of Suffolk children to Suffolk schools elsewhere if required.

## **AOB**

There being no further business, the meeting was closed at 1929.

Frank Danks – KCLT Secretary.