

**Notes from the board meeting of
Longhope Community Land Trust Ltd
held online on Wednesday 8th April 2020**

PRESENT: Mike Phelps, Andrew Maliphant, Bill Reay, Clive Scott, Lenette Isko, Gary Nicholas, Mark Ling, Sarah Turner and Karl Hine (Aster Group).

1. Apologies for absence were received from Ian Macfarlane, John Jeffries, and Lois Taylor (Publica Group)
2. The minutes of the steering group meeting on 11th March were agreed as an accurate record.
3. NATURE OF TODAY'S ATTENDANCE

AM presented information and agenda items through the medium of a Powerpoint presentation. He noted that five people were attending as board members:

- Mike Phelps
- Clive Scott
- Gary Nicholas
- Mark Ling
- Sarah Turner

The others attending were either officers (himself), project partners (KH), or members of the previous steering group who had been invited to attend but would not have a vote in any decisions. It was agreed not to co-opt any further board members for the time being, but to continue to invite steering group members to take part in the discussions.

4. BOARD ELECTIONS

The board members carried out an election for honorary officers, and appointed:

- Chairman – Mike Phelps
- Treasurer – Gary Nicholas
- Secretary – Andrew Maliphant (doesn't have to be a board member)

5. PROJECT DEVELOPMENT

The report of the recent Longhope Housing Needs Survey had been circulated for discussion. In summary, the report concluded there were:

- 12 households who had declared a housing need
- 8 further households on the current housing register
- 3 households who were interested in shared ownership

After discussion it was agreed there would be no plans to offer houses under shared ownership, due to the nature of the development it would be housing for rent only. In light of the housing demand, KH suggested the board might consider the building of one or two more than 10 houses which would help with the project's financial viability, and it was agreed to consider that option at the appropriate stage. It was also agreed to draft some publicity around the need for people to join the District Council housing register, for approval at the next board meeting. **ACTION: AM**

Since the community land trust (CLT) had been formally incorporated as a community benefit society, it was time to complete a three-way legal agreement between the CLT, the Aster Group, and the landowners. AM presented the likely sequence of the range of legal actions at this stage:

3-way Heads of Terms
 Due Diligence on the site
 Option to buy agreement
 Long-term lease to Aster
 Freehold transfer of site
 Advice on Section 106 agreements
 Post-completion work
 Solicitors' "disbursements"

KH confirmed that the list was okay, as no "easements" were expected over the site. The Aster Group had some model wording for heads of terms and would share the due diligence responsibility. As well as being conditional on planning approval, there was also the option of a contract conditional on financial viability of the site, which would provide more certainty for the landowners.

AM presented bids from three firms of solicitors to carry out the CLT's legal work, and after discussion it was agreed to offer the work to Excello Law.

6. FUNDING

AM reported that the £1,000 grant from the District Council had arrived in the parish council's bank account, and would be transferred to the CLT. It was agreed to move the management of the CLT's finances to online banking.

ACTION: AM/MP/GN/CS/ML

AM presented the current state of play with regard to funding opportunities for the project. KH advised he was less concerned about the build stage, as the

Affordable Homes fund was still open for housing associations, and more Government funding for construction usually follows after a recession. As for the planning stage, we could wait 2-3 months for the Government's Comprehensive Spending Review in July, or alternatively Aster could appoint and pay consultants from their own funds - which wouldn't change the nature of their involvement. After discussion it was agreed to go with that second option, and KH would make a report to his board for decision on May 22nd.

The meeting shared experiences of lack of response from Mark Harper MP to enquiries about the extension of the Government's Community Housing Fund, and GN offered to try contacting him again. **ACTION: GN**

7. MEMBERSHIP REPORT

BR asked whether people could apply for membership online as well as at a public meeting, or following a leafletting round the parish. AM wondered how many members beyond the current 13 should be the target before calling the first AGM, and after discussion it was agreed to look for 20-30 members for that first annual meeting.

8. PUBLICITY

GN reported that the CLT Facebook page was now live, and it was agreed that drafts of any posts would be circulated to the board for approval.

AM presented the bids from two firms to develop a CLT website. After discussion it was agreed to ask for further information about the respective servers before making a decision at the next board meeting, also whether there could be a facility for online membership applications. **ACTION: AM**

9. REVIEW OF THE NEXT STEPS

AM reported that after his discussion with KH, architects had been asked to return their bids by Tuesday 14th April. It was agreed that the bids would be resolved by an interview panel of KH (Aster would making the appointment), ST, LT and AM, and Vanessa Martin would be asked if she would like to be involved as well due to her work experience. **ACTION: AM**

AM left the meeting while there was a discussion about applying to Longhope parish council for funding for the secretary post, and it was agreed that a formal application would be made based on 4 hours work per week. Other potential funding would also be researched.

10. The date of the next meeting was agreed as Wednesday 6th May from 7pm.