

Minutes of the NCLT Board meeting held on Monday 10th May 2021 via Zoom

Present: Wendy Gerard, Ian Crawley(Secretary), Kevin Hibbs (Chair) , Jonathan Duckworth, Liz Odell, Steve Robinson, Keith Angus, Carl Ranscombe.

Items

1. Apologies. Robert Burford

2. Declarations of Interest. There were none.

3. Minutes of the Board Meeting held on 12th April via Zoom agreed, after amendment. **Action: Secretary** to send pdf to Jonathan to be placed on the website.

4. Matters arising not on the Agenda.

4.1. Valley View tree surgery not proceeding due to magpies nesting.

4.2. Chair has confirmed with the resident of Quarry House the CLT would not be disposing of any land at Valley View.

4.3. The Chair noted that the consultant retained by Aster Homes to advise on the boundary treatment to the car park had visited the site and would be reporting.

6. Potential CLT Projects

6.1. Mortimer Rooms with Library and Civic Centre. Jonathan reported the Town Council would be holding its first meeting on 18th May, with the Civic Centre Working Party reconvening subsequently.

6.2. SDC former garage site adjacent 62, Lawnside.

6.2.1. Pre-application planning submission. Carl confirmed only a 30 minute virtual site meeting was on offer, so the cost would be £74, instead of £123. Keith confirmed a site survey would cost £300.

After detailed discussion it was agreed:

* to keep to the CRTBO route, in order to remove leasehold enfranchisement.

* a site survey would be commissioned at a cost of £300. **Action: Keith.**

* that the preference was for two 2 bed houses if 3 instead of 4 off-street parking spaces was acceptable to the planners, with a fallback of two apartments.

* the virtual site meeting would be undertaken by Carl and Keith. **Action: Carl & Keith.**

* the CTBO submission would be prepared by Ian, Carl and Keith and submitted to SDC in draft.

* the CRTBO timetable with the necessary formal SDC approvals would be sought from SDC. **Action: Steve.**

* The costs would be met from NCLT funds, plus a small grant to be sought from GlosHub. **Action: Secretary.**

6.2.2. Potential application for a CHF grant. After detailed consideration of the requirements set out in the circulated paper, it was agreed, not to seek a CHF grant.

6.2.3. Further Action Required to Progress the Scheme. These are set out below as agreed at the meeting and in the order in the circulated paper.

* **Development Process.** Agreed Design & Build JCT Contract and hire of an Employers Agent. **Action: Kevin** to explore options and their cost.

* **Board Expertise/Experience.** **Action: Secretary** to provide schedule for Board members to complete. All to provide to Secretary.

* **Relationship with potential Civic Centre scheme.** Noted this was being led by NTC and that any decisions on whether to proceed and whether the CLT was involved were for them. If the CLT was to be involved, it would seek a HA development partner.

* **Confirm grant and/or loan funding** that would not otherwise be available to the Council or a Housing Association. Noted this would be a mortgage for say 80%, but gap funding might still be sought from SDC. **Action: Secretary** to circulate note on sources of funding for CLH schemes.

* **Will the CLT meet the costs of the referendum ?** Secretary reported he had written to SDC Electoral Registration officer seeking the likely cost of a freestanding CRTBO referendum. Noted that the two polling stations costs for 15 hours opening with staffing was likely to be approx £1650, plus SDC costs. Agreed this would be met from NCLT reserves and/or GlosHub grant. **Action: Secretary** to seek grant.

* **Whether the two home development proposed will met the Council's standards for affordable homes ?** As noted above these can be met apart from 3 instead of 4 car parking spaces.

* **The Council requires a robust business case over 30 years.** **Action: Secretary to discuss further with Andy Lloyd, an accredited CLH advisor with expertise in this field.**

* **Will the CLT be seeking a Council grant?** Yes, if the site is valued at more than £1 for purchase. Gap funding could also be sought from SDC. Agreed to make this clear now.

* **How will the homes be managed and maintained,** if the Council is unwilling or unable to do this ? Agreed to confirm offer is open to the Council, but that Aster Homes has also offered.

* **Confirm sources of funding.** Agreed Triodos and Charity Banks to be approached for mortgage assistance and to establish their documentation requirements. **Action: Secretary.**

6.2.4 . Timetable for Project. **Action: Secretary** to draft on the basis of information from SDC on how they would manage the CRTBO process. **Action: Steve** to seek a CRTBO timetable from SDC Head of Planning.

6.2.5. Communications with SDC Asset Management. Agreed to provide a detailed letter to SDC setting out the further work underway with the intention of securing the freehold disposal of the site to the CLT, based on the circulated paper and the above decisions. **Action: Secretary** to circulate draft.

7. Communications.

7.1. Website. Jonathan reported that he had undertaken extensive further work on the website architecture to make it more accessible. Outstanding documents now needed to be added. Noted previously agreed to add pages for Projects , a Call for Land and Board Membership. **Action: Secretary** to provide copy.

7.2. Brochure. Pending, with decision as to whether this includes the new membership form.

8. Finance.

8.1. Funds. Liz reported there is £4218.35 in the bank.

8.2. Insurance. NCLTN had written to all members on 23rd April, copied to the board on 1st May, explaining that a better deal with their brokers had provided all members with Director & Officer

and Company Legal Liability Insurance even where they had no sought it and seeking a voluntary contribution of up to £200, which is what it would have cost NCLT. This provided:

- The Board, staff and the CLT financial protection of up to £1m to cover defence costs in the event of legal action being taken against you, something not covered by the current limited liability insurance.
- Free unlimited access to a legal and regulatory advice service called rradar, helping nip issues in the bud before they reach the courts

The Board had previously agreed to seek it when necessary. In light of the decisions above to progress the Lawnside scheme directly, the extra insurance was welcomed and a voluntary contribution of £100. **Action: Liz** to pay NCLTN.

9. Membership.

9.1. List. Action: Carl to provide to Steve to review names.

9.2. Reconciliation with Paypal. Action: Carl to contact Ian Potts for information.

9.3. Form. Agreed further draft circulated by Carl on 10th may, with amendments suggested by the Secretary in respect of the role of Friends. **Action: Carl.**

10. Any Other Business.

10.1. GlosHub. The secretary noted that the CLH Hub had been adversely affected by longterm sickness amongst its staff. The new GRCC CE was advertising a new post to relaunch and lead the HUB.

13. Next Meeting. 7pm Monday 7th June 2021

Meeting closed 8.45pm

Author: Ian Crawley/Secretary/11th May 2021.