

**Nailsworth Community Land Trust (NCLT)**  
**Board Meeting Minutes**  
**Monday 9<sup>th</sup> August 2021; Time: 7:00pm**  
**Via Zoom**  
**Prepared By Ian Crawley, Secretary**



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**Present:** Kim Massey (Chair), Wendy Gerard, Ian Crawley( Secretary), Jonathan Duckworth, Liz Odell, Steve Robinson, Keith Angus, Carl Ranscombe, Robert Burford.

**Items**

- 1. Apologies.** Kevin Hibbs.
- 2. Declarations of Interest.** None.
- 3. Minutes of the Board Meeting held on 7th June** via Zoom agreed. **Action: Secretary** to send pdf to Carl to be placed on the website.

**4. Open actions/items now due (Updated Action Log Attached).**

**4.1 Site adjacent to no.69 Lawnside.**

**4.1.1 Planning Potential.** In light of the virtual pre-application planning meeting with SDC; the subsequent written guidance; the measured site survey report; and the daylight calculations in respect of numbers 61 and 63 Barnfield Road, the **Board agreed to seeking to develop two one-bed flats in a single two-storey block, with off-street parking and landscaping and rear private amenity space** . Noted that a Ground Conditions Survey would be required. **Action: Carl** to investigate.

**4.1.2 Planning Application or Community Right To Build Order?.** Noted that the CRTBO route would take approx 15 months longer with the uncertainty of achieving a one vote majority. Noted that a grant of £20K was available to SDC from MCHLG to meet CTRBO costs. Noted that the CLT was founded on the basis that all its homes would be available for rent in perpetuity and therefore leasehold enfranchisement needed to be removed formally or avoided/minimised. **The Board agreed further work required on the right to buy/acquire** and whether it can be avoided or effectively minimised without a CRTBO. **Action: Carl/Ian.**

**4.1.3 Financing..** Noted three banks had expressed an interest in providing a mortgage of approx 80% over 20 years. Gap funding would be required. An individual has offered up to £120K at base rate with no fee for 20 years. The Board agreed further work on these offers would follow SDC agreeing to provide the site.

**4.1.4 Business Case.** Noted two consultants specialising in CLH were available at £400 a day to provide a 30 year spreadsheet, as required by SDC. Only 1 day of time is expected but Board agreed a maximum spend of £1500. **Action: Ian** to check availability and information requirements. Noted that SDC Procurement Strategy had been provided and along with the Development Standards, this would be reflected in the Business Case. **Action: Ian** to draft and circulate to enable final to be considered at the next Board meeting.

**4.1.5 Housing Needs Survey.** Noted draft with Town Council for adoption at September meeting. The 2013 HNS had highlighted 16 one-bed homes as being required. The 2021 HNS showed a need for 7 one-bed and 13 two-bed homes.

**4.1.6 Communications with SDC.** A holding response had been received to the detailed email sent on 8<sup>th</sup> June 2021.

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**4.1.7 Finalise Pre-Application Submission To SDC.** Agreed that the October Board Meeting should be used to sign off the submission to SD. To achieve this the first draft will need to be available and sent by email for Board members to review along with the business case. **Action: Ian**

#### **4.2 Communications.**

**4.2.1 Website.** Approved minutes from January, the Call for Land and the Tetbury Lane Project note to be provided to Carl. **Action: Ian.**

**4.2.2 Leaflet printing.** Agreed Printed.Com for £63.93. **Action: Carl** to commission.

**4.2.3 Letter to MP** in respect of removing the need to use the CRTBO route to remove leasehold enfranchisement sent on 21st June 2021. Reply dated 6<sup>th</sup> July 2021 confirmed the matter has been raised with the relevant Minister.

**4.3 Membership.** Noted 225 members and 14 friends. 49 have no email address so a letter will be drafted and delivered to them. **Action: Carl, then Ian** to deliver.

#### **5. Other Items For Decision**

**5.1 Financial Procedures.** Agreed revised policy note produced and circulated by Jonathan. **Action: Carl** to place on website once additional items suggested by WG have been included.

#### **6. New Items For Discussion - None**

#### **7. AOB**

**7.1 Bank account signatories.** Confirmed as Liz, Jonathan and Carl. **Action: Carl** to authorise payment for the Site Survey.

**7.2 Civic Centre.** Noted there have been no further meetings of the NTC Working Party. New mayor to be installed on 21st September.

**7.3 Nailsworth Podcast** by Graham Hudson. Agreed to be involved in a CLT episode. **Action Carl, with Ian.**

**7.4 Valley View** Written update provided by KH and attached to the minutes.

**8. Next Meeting 7 pm Monday 4th October** Town Hall or Zoom tba.

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**Valley View - Written Update Provided By Kevin Hibbs, 8<sup>th</sup> August 2021**

**Trees.** The surgery to the trees in the slither of land owned by NCLT between Quarry House (on Fieldways) and 1 - 6 Valley View has now taken place. The trees have been reduced to the level agreed with Aster, Mike Levett (Bankside) and the owners of Quarry House, with the intention that a maintainable crown will now form above the Valley View first floor window head level, requiring attention every 2 - 3 years. Mike has written noting that one of the trees is now sparse at the top and gives a line of sight from 4 Valley View into one of their upper floor windows. However, this growth will thicken up in time to provide a good screen for Mike's property, Fieldways and Cherry Tree Close. The tree surgery was instructed and paid for by Aster, who will also pay for future maintenance.

**Action: Kevin** to respond to Mike accordingly.

**Embankment slippage to rear of Cherry Trees, Seven Acres Drive.** Aster have now appointed a new Structural Engineer, the Bailey Partnership, to resolve the slippage to the embankment. This is making good progress with the Engineers, Aster, the property owners and myself liaising to align the solution to the owner's wishes as far as possible and resolve logistical issues to carry out the works.

**Action : Kevin** to continue to stay alongside and ensure that engineering outcome is satisfactory for the owners, as this carries significant reputational issues for NCLT.

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<b><u>Open Actions C/F</u></b>				
<b>Reference</b>	<b>Item</b>	<b>Actions</b>	<b>Who</b>	<b>Deadline</b>
210809-01	Aug Board Meeting Minutes	Send PDF to CR	IC	20/08/2021
		Add minutes to website	CR	20/08/2021
210809-02 Lawnside	Planning	Investigate requirement for ground condition survey.	CR	01/09/2021
		Finalise pre-application submission and submit to SDC	IC	
		- 1 <sup>st</sup> draft to Board - 2 <sup>nd</sup> draft to Board - Final draft to Board		11/09/2021 18/09/2021 25/09/2021
	CRTBO	Investigate whether CRTBO can be avoided whilst ensuring no right to buy exists	CR/ C	14/09/2021
		Obtain process & outline timetable from SDC – action c/f	SR	14/09/2021
	Financing	Initiate first draft business case with Andy Lloyd & circulate 1 <sup>st</sup> draft of business case to Board along with 1 <sup>st</sup> draft of submission to SDC	IC	20/08/2021
IC			11/09/2021	
210809-03	Communications	Provide copy for website for projects, a call for land, Tetbury Lane Project & FAQs to CR – action c/f	IC	20/08/2021
		Commission leaflet printing	CR	20/08/2021
210809-04	Membership	Produce letter to members with no email information and distribute	CR/ C	30/09/2021

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210809-05	Financial Procedures	Update document with WG suggestions	JD	20/08/2021
		Add to web site	CR	31/08/2021
210809-06	Site Survey Payment	Authorise	CR	20/08/2021
210809-10	Valley View	Monitor progress	KH	04/10/2021