

**Nailsworth Community Land Trust (NCLT)**  
**Board Meeting Minutes**  
**Monday 7<sup>th</sup> February; Time: 7:00pm**  
**Mortimer Rooms, Nailsworth**  
**Prepared By Ian Crawley, Secretary**



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**Present:** Kim Massey (Chair), Ian Crawley (Secretary), Jonathan Duckworth, Steve Robinson, Keith Angus, Carl Ranscombe (via Zoom).

**Apologies.** Kevin Hibbs, Robert Burford, Liz Odell.

**Declarations of Interest.** None.

**Items**

**1. Minutes** of the Board Meeting held on 14th December 2021. Agreed. Action: Secretary to send pdf to Carl to be placed on the website.

**2. Presentation by Robert Shortman, Lettings Officer, Aster Homes.**

- The Valley View properties were handed over to Aster in March 2019.
- Tenants are required to give four weeks notice.
- Two of the apartments have become vacant and been re-let.
- The flat rents at first let were £92.05pw, all apart from the 2 re-lets are now £95.96pw. These rents will be increasing by 4.1% as from the 04/04/22, to £99.89.
- No. 3 was let just prior to Christmas, the Affordable rent came back as £119.59, which was then capped at the Local Housing Allowance which is £103.56, no rents will exceed the LHA.
- The house rents at first let were £122.36, these are now £127.54, again there will be a 4.1% increase in April.
- When a property is to become vacant it is advertised on the Gloucestershire Homeseekers website. Anyone who believes they are eligible can apply, although the site does not specify the local connection requirement set out in the Community Right To Build Order consent. Stroud DC does not like the use of the Local Connection filter, which if used, puts all applicants who have specified a connection to the top of the list. In principle this sounds fine, but if an applicant does not tick the required box, they are likely to be missed. The text on the advert confirms the Local Connection criteria & that allocations are made in accordance with the CRTBO.
- Aster then review every application; ring all those applying to check on their local connections; and go through a pre-allocation assessment form which includes the requirement for proof of the local connection ( birth certificate, utility bills, proof of employment, etc.). Any untruths constitute fraud and could result in the tenancy ceasing. No credit or police checks are carried out, largely because the Data Protection Act is very restrictive.
- Prospective tenants are interviewed by phone. Once the phone verification has been carried out & we are in the position of making an offer, the offer letter & draught tenancy agreement are e-mailed out via DocuSign, They can be posted out if required.

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- When we are notified that a tenant wishes to vacate, 4 weeks notice is required, this is taken from a Monday, if notified on a Monday, or the Monday following notification. A pre termination inspection is then arranged for the surveyor to call, at which point the key safe is installed.
  - After the property is empty the surveyor checks it is empty, clean and tidy and undertakes a full internal and external inspection. Any maintenance or cleaning is then done. The surveyor then checks again before viewing is allowed.
  - All the properties are unfurnished. The only floor coverings provided are in the kitchen & bathroom. If carpets have been left & are in good order & from a pet free home, they may be left, this is at the discretion of the surveyor. . No redecoration is undertaken. Tenants are given redecoration vouchers if considered necessary.
  - The amount of rent in advance is ordinarily 1 month if the customer is in receipt of Universal Credit, or 4 weeks & days if they are on Housing benefit. So if a tenancy commences on a Wednesday it would be 4 weeks & 5 days.
  - If a customer is struggling to find the R.I.A. this can be reduced & a payment plan set up, until achieved.
  - DD is the preferred method of payment but is one of a number of options.
  - The sign up is carried out over the phone & ultimately the code to the key safe given.
  - After sign up the tenancy agreement & essential information is e-mailed to the customer, or posted if required.
  - We now have an agreement in place with Tenants Save Money (TSM), who will place the utilities with Scottish power, the customer has the freedom to change suppliers, if they wish.
  - Once the tenancy has been terminated, it is usually ready to be re-let within 2 – 3 weeks, depending on the work required, as Valley View is a new development, it should be within 2 weeks. (The tenancy of Number 3 terminated on the 12/12/21 & the tenancy start date was the 23/12/21).
  - Aster have specialist teams for rents, ASB, and financial well-being.

Agreed to provide Aster with an address list for Nailsworth. **Action: Jonathan**

**3. Open Actions/Items Now Due.** All completed where not overtaken by events or repeated below.

**4. Overview of development opportunities.** JD had produced an Excel Sheet of the approx. 15 sites with an accompanying map.

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a) that a sub-group of CR, JD, KA and IC would prioritise the sites based on their:

- Local Plan status (approved and draft)
- size (in context of Aster being unwilling to develop fewer than 10 homes, but Gloucester City Homes being willing to partner on smaller developments).
- deliverability;
- ownership.

b) Secretary to draft a letter to SDC seeking a meeting to discuss the development potential of the sites. Action: Secretary.

**5. NCLT Meeting Location and Costs.** After reviewing the various options the Board agreed to continue to meet bi-monthly in the Mortimer Rooms at an anticipated annual cost of £140, payable to Nailsworth Town Council. **Action: Secretary** to book.

**6. Tidying the membership List.** The Secretary noted he had still to contact all those members for whom no email address was available.

**7. Any Other Business.**

**7.1. National CLT campaign** to get new CLH funding confirmed in March Budget. Letter to be sent to the MP. Action: Secretary to draft.

**7.2. Valley View.** Kevin Hibbs provided a written update confirming that Aster were now meeting the cost of installing gabions to replace the collapsed wall on the private property below the Valley View car park.

**8. Next Meeting.** Monday 28th March 2022 at 7:00pm

Meeting closed 8.35pm

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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>
20211214 - 4.5	Update Membership	Visits/note to those without email addresses. Add "working in Nailsworth" category to schedule	IC	28/03/2022
			CR	28/03/2022
20211214 - 5.1	Legacies	Explore how the opportunity might be presented on the website	JD	28/03/2022
20220207 - 3	Lettings	Provide Aster with address list for Nailsworth	JD	28/03/2022
20220207 - 4	Dev Opps	Prioritise Development Sites	CR, JD, KA, IC	28/03/2022
			IC	28/03/2022
20220207 - 5	Board Meeting Rooms	Book slots	IC	22/02/2022
20220207 - 7.1	CLH Funding	Draft letter to MP	IC	22/02/2022