

**Nailsworth Community Land Trust (NCLT)**  
**Board Meeting Minutes**  
**Monday 6<sup>th</sup> February 2023; Time: 7:00pm**  
**Mortimer Rooms, Old Market, Nailsworth**  
**Prepared By Ian Crawley, Secretary**

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**Present:** Kim Massey (Chair), Ian Crawley (Secretary), Colin Smith, Keith Angus, Cllr. Steve Robinson, Jonathan Duckworth.

## **Items**

1. Apologies. Liz Odell, Carl Ranscombe

2. Declarations of Interest. None.

3. Minutes of the Board Meeting held on 5th December 2022. Agreed. Action: Ian to send pdf to Carl to be placed on the website.

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

4.1. Nailsworth CAN contact. Noted were meeting this evening. **Action: Ian** to chase.

4.2. Land Agent Expertise. Noted John Hawkins of Hawkins Watton is willing to assist. Andrew Watton retiring though still might be able to assist in the future.

## **5. Potential Development Sites.**

5.1. **Favoured Site Update.** Noted the draft Stroud Local Plan Inspectors Hearings were scheduled for 7<sup>th</sup> March to 25<sup>th</sup> May, with any sites contested in Nailsworth to be considered from 10am Wednesday 3<sup>rd</sup> May. Steve reported that following the submission of the Inspectors Report the new Plan was likely to be formally adopted by the Council in December/January 2024.

## **5.2. Other Sites.**

5.2.1. **Landowner information.** Action: Carl to obtain from the Land Register c/f

5.2.2. Finalise letter to landowners. **Action: Ian** to amend with comments received from Colin.

6. **Valley View.** Email of 12<sup>th</sup> January from Lewis Jackson of Aster Homes **Phone** 01749 832040 **Email** [lewis.jackson@aster.co.uk](mailto:lewis.jackson@aster.co.uk) confirmed:

6.1 Window replacement – *Unfortunately our customer was unable to get a refund for the incorrect glass that was ordered, we have therefore come to an agreement, that we will now look to replace the two panels and recharge them in line with our*



*recharge process. We hope to have these works completed by 8<sup>th</sup> February, subject to the customer allowing access and the materials being available on time.*

*6.2 The car, we have written out to the VV residents to see if anyone is aware of who the car belongs to, I need to make a further 2 visits to satisfy the NAFAN requirements, before they will release owner details. Once we have established the owner details as the car does not have a valid MOT we will be requesting it is removed. If they fail to remove, we will need to commence legal proceedings.*

## **7. Website.**

**7.3.1. Draft updated timeline. Action: Ian** to amend with meeting comments and pass to Jonathan for reformatting before publication.

**7.3.2. Frequently asked Qs with Answers.** Draft update circulated. **Action: Ian** to amend with meeting comments and pass to Jonathan for reformatting before publication.

## **8. Finances.**

**8.1.** Noted most recent Lloyds Bank statement shows closing balance at 6<sup>th</sup> December 2022 was £5617.74.

**8.2. Insurance for MR hire.** Agreed that another venue is available which does not require this insurance, future meetings would be held in the Coffee Bar in the Sub Rooms at a cost of £5 per hour. Noted that access was by an outside ramp and then indoor stairs. **Action: Ian** to book.

**8.3. Website & Email Server Hosting.** Agreed to approve payment of £167.76 (inc. VAT) for 7/02/23 to 7/02/25, continuing with Kualo. **Action: Carl/Liz.**

## **9. Any Other Business.**

**9.1. Valley View lower car park drainage.** Ian has been copied into the legal letter sent to Aster Homes by the affected freeholders.

**9.2. Promoting the CLT and the need for Board members and land.** Kim confirmed he was booked in to present to Nailsworth Probus. Agreed that Board members would explore what local groups/organisations might welcome a presentation on the CLT. **Action: All.**

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9.3. **Site adjacent to no.62 Lawnside.** Steve reported that SDC has received a planning application for 2 x three storey houses on the site.

9.4. **Becoming a Charitable CBS.** Process outlined in Annex 1 noted. Agreed to commence process with circulation of CLTN provided M&As for comment by Board on potential changes. **Action: All to consider and email to Ian.**

9.5 **Updating the Risk Assessment.** Having reviewed the current document, the Board agreed they wished to have an Assessment which focused solely on the CLT only developing in partnership with an HA or another body. Project development and delivery would be set out in a separate Risk Assessment when necessary. **Action: Ian** to draft.

10. **Next Meeting.** Monday 1<sup>st</sup> May in the coffee bar area of the Sub Rooms. **Action: Ian** to book Sub Rooms.

Meeting closed 8:05 pm

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**Open Actions C/F**

<b>Reference</b>	<b>Item</b>	<b>Actions</b>	<b>Who</b>	<b>Deadline</b>
20230206 – 3	December Board Minutes	Upload to web site	CR	28/02/2023
20230206 – 4.1	CAN Mtg	Chase up	IC	28/02/2023
20230206 – 5	Potential Development Sites	1. Obtain landowner information for other sites 2. Finalise letter to landowners	CR IC	28/02/2023
20230206 - 6	Valley View Window & car issues	Chase Aster for update	IC	31/03/2023
20230206 – 7.3	Timeline and FAQ Updates for Web site	Update and send to JD for loading up to web site	IC/JD	28/02/2023
20230206 – 7	Web Site Hosting Invoice	Obtain for LO	CR	30/12/2022
20230206	New Treasurer	Search for LO replacement - c/f	ALL	01/05/2023
20230206 – 8.3	Web Hosting	Pay Invoice	CR/ LO	28/02/2023
20230206 – 9.2	Promoting CLT	Identify local groups to present to	All	28/02/2023
20230206 – 9.4	Charitable Status	Comment on CLTN provided M&As	All	31/03//2023
20230206 – 9.5	Risk Assessment	Produce new draft	IC	31/03/2023
20221212 – 8.2	Next Meeting	Book Sub Room	IC	28/02/2023

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## **Annex 1. Becoming a Charitable CBS.**

After further research and advice from another CLT which changed from a CBS to a Charitable CBS, the process is as follows, with costs:

- \* CLT Network provides a service based on a pro-forma M&A, which can be amended for an additional fee. NCLT previously amended its pro-forma M&A to change the clauses relating to Director's service. From payment of £325 to CLTN plus £40 admin fee to the Financial Conduct Authority (FCA), the process takes 5 weeks. Up to six clauses can be changed for an additional fee of £120.
- \* The NCLT Board would then formally resolve to transfer its assets (the freehold title to Valley View and the bank balance) to the charitable CBS.
- \* A General Meeting would then be held of the new CBS for the appointment of Directors. These can be the same as currently.
- \* The new Board then sets up a bank account.
- \* The old Board transfers the funds leaving less than £1000 in the old account.
- \* The old Board then resolves to dissolve the old CBS.
- \* The old CBS is dissolved using the FCA's fast track approach. This is for small social enterprises with less than £1000 in their account, including the submission of a Section 126 Certificate.

Noted the entire process would take approx. 6 months.

**Implications for Legacies.** The opportunity to include NCLT in a legacy would then be promoted through:

3. Nailsworth News article announcing new charitable status, when completed.
4. Website page tailored to new status.
5. Letter/email to CLT members announcing status and legacy opportunity.

Ends