

**Nailsworth Community Land Trust (NCLT)**  
**Board Meeting Minutes**  
**Monday 1<sup>st</sup> May 2023; Time: 7:00pm**  
**Sub Rooms, Fountain Street, 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 2<sup>nd</sup> February 2022 at the Mortimer Room, Old Market. 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.

5. Potential Development Sites.

5.1. **Favoured Site Update.** Noted no change to published new Stroud Local Plan programme, with any sites contested in Nailsworth to be considered by the Government appointed Inspector from 10am Wednesday 3<sup>rd</sup> May. The new Plan was likely to be formally adopted by SDC in December/January 2024.

5.2. **Other Sites.**

5.2.1. Landowner information on priority sites.

**Action: Carl** to obtain from the Land Registry c/f

5.2.2. Letter to landowners.

**Action: Ian** to amend with comments received from Colin.

5.2.3. Noted that planning consent given for two three bed houses at former garage site adjacent to No.62 Lawnside.

5.2.4. Vacant Britannia Inn.

Noted potential for residential, although community would probably prefer the pub to continue as a going concern. Freehold pubco seeking £1000 a week rent as a pub. Company believe they have a new tenant. NCLT interest registered in purchasing the freehold, if and when it becomes available.

## 6. Valley View.

6.1 Window replacement – Aster confirmed these have been replaced.

6.2 Car parking. Noted vehicles removed but large oil stain remains.

**Action: Ian** to contact Aster.

## 7. Website.

7.1. **Timeline.** Noted completed and placed on website.

7.2. **Frequently asked Qs with Answers.**

**Action: Ian** to amend with meeting comments and pass to Jonathan for reformatting before publication c/f.

## 8. Finances.

Current balance £5058.90 Invoices presented to Aster for three-year underpayment totalling £240 and 23/24 ground rent of £2080. Payments made- £167.76 to Kualo for website hosting; £375 for CLTN annual membership and insurance; and £16 to NTC for room hire.

## 9. Becoming a Charitable CBS.

9.1. Noted the Board had previously amended the current Rules to avoid automatic disqualification from the Board and CLT membership of a director unable to attend a few Board meetings. These clauses are no longer in the Model Rules.

9.2. Ian highlighted possible unacceptable clause as follows:

C15.4 A member shall immediately cease to be a member if they do not participate in, nor deliver written apologies in advance for, two consecutive annual General Meetings of the CLT.

9.3. Agreed two weeks (until 15<sup>th</sup> May) for Board members to raise any issues with the Model Rules; then the chair and Secretary will decide how to proceed with CLTN in commissioning them to process new rules for the NCLT.

9.4. Cost agreed as £325 (CLTN fee) plus £40 FCA registration fee and potential further £120 for up to six amendments.

## 10. Board Membership

10.1. Agreed to advertise in the Nailsworth News at an estimated cost of £50 for a quarter page.

**Action: Ian** to draft and circulate for comment.

10.2. Recruiting a Treasurer.

**Action: Steve** to check with Liz her continuing. If not, this would be included in the advert referenced above.

11. Any Other Business.

**11.1. Policies and Procedures.**

11.1.1. Updated Treasurer's Duties & Responsibilities

Agreed subject to any comments from Liz.

**Action: Liz to comment.**

11.1.2. Procedure Note requirements of Model Rules.

Agreed all to review schedule circulated on 1<sup>st</sup> May and comment by 15<sup>th</sup> May on which ones the Board should draft and approve.

11.2. AGM.

Agreed to bring forward to July before the next Board meeting and hold in the main allh at the Sub Rooms.

**Action: Ian** to book and circulate draft invitation & agenda.

12. Next Meeting.

Monday 3<sup>rd</sup> July after the AGM.

**Action: Ian** to book Sub Rooms.

**Open Actions C/F**

<b>Reference</b>	<b>Item</b>	<b>Actions</b>	<b>Who</b>	<b>Deadline</b>
20230501 – 3	Feb Board Minutes	Update website	IC/ CR	15/05/2023
20221010 – 5.1.1.	Other Sites	1. Obtain contact details for the landowners, c/f 2. Finalise letters for Chair, c/f	CR IC	15/5/2023 22/5/2023
20230501 – 6.2.	Valley View	Request Aster to remove oil stain from car park.	IC	15/5/2023
20230206 - 8	Updating the Website c/f	Draft revised FAQs. Reformat Add to website	IC JD CR	15/5/2023
20230501 - 9.3.	Model Rules	1. Review and inform Sec. of any amendments. 2. Finalise submission to CLTN	All KM /IC	15/5/2023 22/5/2023
20230501 – 10.1.	Board member recruitment advert	1. Draft and circulate 2. Comment to IC	IC All	7/5/2023 14/5/2023
20230501 – 10.2	Treasurer	Check whether Liz is continuing	SR	7/5/2023
20230501 – 11.1.1.	Treasurer's updated roles & responsibilities	Comment	LO	15/5/2023
20230501 – 11.1.2.	Potential Procedure Notes	Comment on schedule	All	15/5/2023
20230501	AGM	1. Circulate draft invitation & Agenda for comment. 2. Book Sub Rooms hall	IC IC	7/5/2023 7/5/2023
20230206 - 9.5.	Risk Assessment	Two versions required, with and without a development. c/f	IC	29/5/2023