

**MINTUES OF THE MEETING OF THE BOARD OF TRUSTEES OF
BROADHEMBURY NEIGHBOURHOOD COMMUNITY LAND TRUST HELD BY
ZOOM ON WEDNESDAY, 6 JANUARY 2021 AT 7PM**

Present:	Rob Phillips	Deputy Chair (Chair for meeting)
	Steve Chipperfield	Chair
	Sara Clarke	Secretary
	Mike Drewe	Trustee
	Adam Powell	Parish Council Nominated Trustee

1. Welcome and apologies

The Deputy Chair welcomed the Trustees and the Secretary advised that the meeting would be recorded for the purpose of minute taking but once the draft minutes had been agreed the recording will be deleted.

There were no apologies

2. Conflicts of interest

The Trustees confirmed there were no amendments required to the Conflicts of Interest register.

3. Minutes of the previous meeting

The draft minutes of the meeting held on 23 December 2020 were approved subject to the BNCLT criteria (agenda item 6) being amended to 'BNCLT vision, ribbon development, infill, outside conservation area. **ACTION: SCI**

4. Matters arising from previous meeting not covered elsewhere on the agenda

Right to buy advice

Mike Drewe reported he had spoken to Emma Ridge who was waiting for ID information for two of the trustees to allow Wrigleys to comply with money laundering legislation. Mike confirmed he would forward his information and that Wrigleys already held the relevant documentation for the rest of the Trustees. Once this was complete, we will be able to engage Wrigleys to provide legal advice.

Specifically, in relation to 'right to buy advice' Mike Drewe advised that during a meeting with Steve Watson of Middlemarch Associates (previously Wessex CA), Steve had advised that as we were a small rural community, we were exempt from 'right to buy' legislation. However, the Deputy Chair noted that Steve Watson had provided a link to the relevant housing act which he had briefly reviewed but he was, as yet, uncertain

whether or not it supported the advice given. He agreed to do more research and contact Steve Watson to get clarification for the Board to discuss next week. **ACTION: RP**

Neighbourhood Plan progress

Adam Powell advised that work continued on the Neighbourhood Plan but was unable to advise a likely completion date.

HMRC registration

The Secretary reported that this was still being completed. **ACTION: SCI**

Project Plan update

Steve Chipperfield noted that the plan needed to incorporate the 'Permission in Principle' approach if we decide to go with this following the EDDC planning meeting on Monday 11 January. In addition, it was agreed that the funding workstream be pulled forward and a task force, to include members, be set up to deal with members' communications. The Secretary agreed to update the plan for the next meeting. **ACTION: SCI**

Board role descriptions

The Secretary referred to the draft role descriptions that had been distributed and asked for email comments and amendments. The Board recognised that these described the ideal and what we were aspiring to but recognised as an unpaid volunteer group we would not yet necessarily meet those aspirations. It was a very steep learning curve that needed a flexible approach and a sense of humour! **ACTION: ALL**

5. Membership applications & communications

Applications update

The Secretary was pleased to report that we had now received 83 applications.

Parish magazine article

Adam Powell reminded the Board that the copy deadline for the Parish Magazine was 20 January and referred to his draft paper distributed prior to the meeting. The paper covered what he thought should be included in the article, such as where we were with recruiting members and encouraging more parishioners to join; setting out what had been achieved so far; looking to the first members' meeting and encouraging members to put themselves forward for election to the board; and examples of what has been achieved by CLTs elsewhere.

Steve Chipperfield suggested that reference should be made to the need for funding, network connections and inviting members to become involved, not necessarily as

trustees, but coming forward with their ideas and discussing them with us. It was agreed the emphasis should be on the members controlling the Trust not the Trustees.

Adam noted that any suggestions and amendments would be welcomed, and he proposed to table a draft of the article at the next meeting. **ACTION: ALL**

Members' meeting options

Adam Powell advised he had a useful introduction on how to run successful large Zoom meetings and emphasised that it was important to plan the meeting carefully and focus on engaging people right at the beginning and keep them interested and involved. Key was identifying what the Board's objectives were for the meeting.

Adam noted he would document what he had learned and how we might approach the meeting for the Board's next meeting. **ACTION: AP**

Steve Chipperfield remarked that we would need targeted communications with members prior to a formal meeting on Zoom and we need to respond and encourage the enthusiasm so far achieved. The Board thought if possible, it would be good to have a series of smaller members' Zoom meetings prior to the formal meeting in March which could then be kept to a more manageable format.

6. Financial

EDDC grant status

The Secretary reported she had a useful and positive discussion with Melissa Wall, EDDC, regarding call down of the grant. Melissa had explained that EDDC did not cover the cost of a land agent as they funded a DCT provided service to assist in the search for possible sites. After which any approach to landowners would be made directly by the CLT. However, all other legal and professional fees, and communications costs leading to full planning permission would be covered. Melissa had confirmed that our grant submission, excluding the land agent element would be approved and we could expect to receive payment next week. Unfortunately, Melissa would be leaving EDDC mid January but she will forward details of how the grant will be managed going forward, in due course.

Future funding options

Adam Powell advised he had made a start on investigating funding options which he had distributed prior to the meeting. So far the possible sources identified included banks, CLT investment and development funds, providers of grants, community share issues, donations and local business sponsorship.

The Secretary noted that she and Adam were attending a NCLT Network event about running community share issues on 12 January. **ACTION: AP/SCI**

7. Site selection & land acquisition

EDDC meeting preparation

Steve Chipperfield reported that he did not yet know who would be attending from EDDC planners on 11 January. He briefed the Board on the main issues that he thought should be raised which the Board discussed. Steve advised he would circulate a revised list of issues following the Board's deliberations.

The Board discussed Bob Nelson's suggestion that we submit a Permission in Principle ('PIP') application as soon as possible. It was concluded that we prepare the PIP documentation for one of the preferred sites, so it is ready to submit following the meeting with the planners if we think it appropriate. The Board agreed that if we went ahead with an early submission, we should choose a site which would not bring a threat of additional commercial development however we would continue to seek additional and/or alternative sites. The decision whether, or not to submit a PIP and for which site(s) would be made following Steve's meeting with the planners.

Other advisors

Mike Drewe advised that any local land agent would be unable to advise us on site selection due to conflicts of interest as all the local landowners had been or were clients. In addition, during our meeting with Steve Watson and Alison Ward of Middlemarch they had advised that CLTs would normally approach landowners directly rather than through an agent. Steve Watson advised the initial approach would normally be by letter and he would send us an example for information.

The Deputy Chair advised that Steve Watson would be sending a proposal detailing the services which Middlemarch provide, for discussion at our next meeting.

8. Website update

The Deputy Chair confirmed that the initial deposit had been paid to Chris Ledward who was now started development phase.

9. Any other business

The Board approved payment of the invoice for the design element of the Members' Flyer.

10. Date of next meeting

13 January 2021 at 7 pm by Zoom.