

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
BROADHEMBURY NEIGHBOURHOOD COMMUNITY LAND TRUST HELD BY
ZOOM ON WEDNESDAY, 25 NOVEMBER AT 7PM**

Present:	Steve Chipperfield	Chair
	Rob Phillips	Deputy Chair
	Sara Clarke	Secretary
	Edwina Bradshaw	Trustee
	Mike Drewe	Trustee
	Adam Powell	Parish Council Nominated Trustee

1. Welcome and apologies

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

The Chair welcomed the Trustees and noted there were no apologies.

2. Conflicts of interest

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

3. Minutes of previous meetings

The minutes of the meeting held on 18 November 2020 were approved.

Clarification of the minute in relation to land agents was agreed and the amended draft minutes of the Exceptional Meeting on 23 November were approved.

4. Matters arising from meeting on 18 November 2020

Trustee Indemnity Insurance

The Secretary confirmed that the Parish Council had notified the NCLT Network that their membership could be transferred to the Trust. As this was a 'Start-up' membership package it needed to be upgraded to the Membership Plus package which incorporates Trustee Indemnity Insurance. The NCLT Network had confirmed that the indemnity insurance covered the full Board.

The Secretary was waiting to hear back from the NCLT Network if we could either upgrade the membership level now in which case the Trust would be covered for indemnity insurance; or, take out a short term policy for the period to April when the annual membership fees were due and upgrade at that time. **ACTION: SCI**

The Chair advised that he had contact details for some brokers if we should need an alternative.

Housing eligibility policy

Mike Drewe briefed the Board on the legal advice options he had received from Emma Ridge of Wrigley's covering tenure/tenancy options; enfranchisement (freehold/leasehold); and right to buy. After discussion it was agreed that the priority was establishing the legal status and possible risks of 'right to buy'. We may wish to explore alternative tenancy options, such as leasehold at a later date, however it was agreed that the Trust should not allow tenants to sub-let.

The Board agreed that Mike should engage Wrigley's to provide 'right to buy' advice and approved the cost £850 plus VAT (total cost £1,020). Mike noted that Wrigley's required payment up front and he would pay this from his personal account and reclaim when the EDDC grant draw down had been received by the Parish Council and online banking available. **ACTION: MD**

5. Approval of membership applications

The Secretary advised that this was a standing agenda item. There were no memberships applications to report at this meeting.

6. Financial

Appointment of bankers

The Secretary confirmed that the Parish Council were providing a temporary banking facility in the short term. Both she and the Chair agreed to contact their Triodos contacts to find out whether or not Triodos were still planning to accept new applications in the New Year and reinforce our desire to bank with Triodos. **ACTION: Sch/SCI**

Draft capital acquisition strategy

The Chair apologised that due to workload it had not been able to take this forward and it remained 'work in progress'. **ACTION: Sch**

Start up costs forecast

The Secretary referred to the start up costs forecast distributed with the Board papers which now included estimated site feasibility professional fees (land agent, architect) of £4k. She apologised to the Chair for omitting a £500 contingency and confirmed that this had now been added.

The Chair remarked that we would need professional support from a land agent and architect during the start-up phase, which was being financed by the EDDC grant. But as we move into a developed business case and defined project we needed to identify funding options.

The Secretary agreed to clarify when the Trust's financial year end will be. **ACTION: SCI**

EDDC grant status and other funding options

Edwina Bradshaw advised that she had completed the request for an additional £5k to be drawn down from the EDDC Community Housing Grant and she would forward the finalised form when it had been approved by Kim Robinson of Wessex Community

Assets who acted on behalf of EDDC. Edwina advised that two written quotes were required for costs exceeding £500 and three for items over £5,000. **ACTION: EB**

The Chair advised that, for information, he had written at Bob Nelson's suggestion to Steve Watson of Wessex Community Assets with a view to setting up a meeting to introduce ourselves and to get an understanding of a possible on going relationship.

ACTION: SCh

In response to Adam Powell, Edwina Bradshaw advised that the proposed development in Payhembury had gone to appeal and that the developer may be taking a different approach to fulfilling their affordable housing requirement.

7. Housing survey update

The Deputy Chair noted that we had received a second draft of the DCT report which disappointingly had not addressed many of the points raised; in particular, it did not address our concern regarding the lack of DHC banding for three of the four homes it had identified as being needed. The Chair planned to discuss this issue with Bob Nelson tomorrow in advance of a meeting with the EDDC planners at which he would raise the disconnect in the data and whether the Trust having progressed plans and identified a site would pre-empt any moves from a speculative developer. He would also raise the issue of availability of possible SHLAA sites. **ACTION: SCh**

The Board discussed their concern regarding what impact the lack of banding would have on the credibility of any business case put forward to potential lenders and, more importantly, implications for the regulations relating to Rural Exception Sites. It was a concern that the actual certifiable number of affordable homes required had a significantly different implication for the Trust v. a developer.

It was agreed that Adam Powell should raise this issue with DCT again emphasising how important it was to identify a verifiable need using DHC and advising them we were starting discussions with EDDC and would raise this with them. He would also point out to them that DHC would provide a Housing Enabler to assist applicants in completing registration. **ACTION: AP**

8. Land acquisition

Mike Drewe apologised that due to focus on the housing survey he had not yet been able to progress the selection of a land agent. **ACTION: MD**

The Chair advised he had spoken to Ollie Emmett and asked him to put forward proposal and fee structure to take us through the first phase. He confirmed he would also speak to Andrew Kirby in Totnes. **ACTION: SCh**

9. Membership communication & BNCLT launch

Prospectus & application form

The Chair was pleased to report that Sally McArdle had space available in the next edition of the Parish Magazine to include BNCLT information and application form.

The Chair noted that the printed flyers and envelopes would be arriving next week with the aim of distributing 5/6 December. Adam Powell confirmed he had found enough volunteers to deal with the distribution. **ACTION: ALL**

Website specification, design and build

The Deputy Chair advised he had sent a draft specification to Chris Ledward for review and comment and he hoped to finalise a specification over the next week which will be circulated for approval. **ACTION: RP**

Draft timetable and dependencies

The Secretary confirmed that this was work in progress but hoped to be in a position to distribute an outline soon. **ACTION: SCI**

The Secretary commented that she had sent out a brief note of what information should be included on the member's share certificates. The Chair will get Chris Ledward to send her the logo and confirmed she should draft the certificate with the aim of printing in house rather than being printed externally. **ACTION: SCh/SCI**

10. Expenditure procedures and authorisation levels

The Secretary advised that work was on going and she hoped to issue a draft policy prior to the next meeting. **ACTION: SCI**

11. Any other business

The Deputy Chair confirmed that we were now registered with the Information Commissioner's Office.

Adam Powell reminded Trustees that he had circulated a draft Land Specification for comment. **ACTION: ALL**

The Deputy Chair requested that Adam Powell, as the Parish Council Nominated Trustee, ascertain when the Neighbourhood Plan will be updated and ready for submission and adoption by the Parish. **ACTION: AP**

12. Date of next meeting

The next meeting will be by zoom on 2 December at 7 pm.