

**MINTUES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
BROADHEMBURY NEIGHBOURHOOD COMMUNITY LAND TRUST HELD BY  
ZOOM ON WEDNESDAY, 20 JANUARY 2021 AT 7 PM**

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 previous meeting were approved.

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

Middlemarch proposal

The Secretary confirmed that she had contacted Alison Ward, Middlemarch to advise her that we were keen to work with them and requesting a custom proposal which reflected how much work had already been completed. A positive response had been received from Alison who suggested a zoom meeting to discuss in detail what assistance from them would be required. **ACTION: SCI**

'Right to buy' advice

The Deputy Chair advised he had not yet contacted Steve Watson to discuss. **ACTION: RP**

5. Membership applications & general communications

### Applications update

The Secretary reported that he had received 92 applications to date.

### Members' newsletter response

It was noted that only one written response had been received from members which was disappointing.

### Parish Council Meeting

Adam Powell advised that he had updated the Parish Council on the Trust's progress to date at their meeting on 19 January 2021 and had reported that a Permission in Principle application had been made for four affordable homes.

Steve Chipperfield agreed to write to the Parish Council asking for advice on how to conduct large zoom meetings for the members which deliver a democratic forum and complies with the Trust's rules. **ACTION: Sch**

### Parish Magazine article

Steve Chipperfield thanked the Board for the comments on the draft article which had now been submitted for publication.

Adam Powell agreed to produce an information poster for display in the shop and on the parish noticeboards. **ACTION: AP**

### Members' meeting communications task force

The Secretary and Adam Powell confirmed they were having a first meeting with three, possibly four, members about the best way forward for members' communication. **ACTION: SCI/AP**

### Website update

The Deputy Chair will issue the third version of the website 'Landing' page for comment in the next couple of days. **ACTION: RP**

It was agreed it would be good to have a link to the Parish Council's site and Adam Powell will raise with the Parish Council. **ACTION: AP**

## 6. Financial

The Secretary confirmed she had advised Kim Robinson (Wessex) and Tim Laurence-Othen (EDDC) of the Trust's PIP application and that we were seeking costed proposals from three architects.

## 7. Planning & feasibility

### Planning progress update

Steve Chipperfield advised he had contacted Lisa Turner (Planning Officer, AONB) to advise that we had submitted a PIP.

Mike Drewe confirmed that the PIP had been submitted for the preferred site.

It was noted that the PIP site would not be put forward for HELAS listing as it was too small.

### Appointment of architect

Steve Chipperfield confirmed that he had positive responses to our invitation to tender from the three selected architects. Their full proposals were expected by 12 February.

Steve Chipperfield advised he would forward the email he had received from Bob Nelson regarding landscape architecture to the Board. **ACTION: SCh**

## 8. Board roles & descriptions

### Approval of draft role descriptions

The draft role descriptions for Chair, Treasurer, Secretary and Trustee distributed with the Board papers were approved.

The Secretary noted that the addendum for the Parish Council nominated trustee had been passed to Adam Powell for comment.

### Treasurer

Mike Drewe confirmed that he had read the Treasurer role description and was happy to take on the role. The Secretary noted that she would continue to provide book keeping support.

The Secretary proposed, Steve Chipperfield seconded and the Board approved the appointment of Mike Drewe as Treasurer.

## 9. Date of next meeting

The next meeting will be by zoom on 27 January 2021 at 7pm.