

**MINTUES OF THE MEETING OF THE BOARD OF TRUSTEES OF
BROADHEMBURY NEIGHBOURHOOD COMMUNITY LAND TRUST HELD BY
ZOOM ON WEDNESDAY, 27 JANUARY 2021 AT 7 PM**

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

1. Welcome and apologies

The Chair welcomed the Trustees and 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 apologies from Steve Chipperfield.

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

Matters arising will be dealt with in the next meeting on 3 February 2021.

5. Members communication regarding the Permission in Principle application

The Board noted that the Parishioners living closest to the PIP site had raised their understandable concerns regarding the proposed development of four affordable houses. The Board thanked them for the gracious way they had communicated their concern and agreed it was of utmost importance that Trustees meet with them as soon as possible at the site. This would enable the Trustees to explain the background to why the affordable housing was needed and the rigorous exercise which had been conducted by the Board to identify the site.

In addition, if planning permission were achieved, the Board committed to working with those most affected to design the houses in such a way which would minimise the visual impact on the neighbouring houses.

The Secretary agreed to arrange separate meetings, at the site, with one or two Trustees for those Parishioners affected to minimise the number of people attending. The meetings to take place prior to the Parish Council meeting on Monday, 1 February, at which the PIP was being discussed. **ACTION: SCI**

The Deputy Chair agreed to draft an email to go out to all members making them aware of the Parish Council meeting to discuss the PIP and how they access the meeting. Prior to the email being finalised Adam Powell agreed to check with the Chair of the Parish Council what the protocols were for the meeting. **ACTION: RP/AP**

The Deputy Chair would ask Steve Chipperfield to act as spokesperson for the Trust at the Parish Council meeting. **ACTION: RP**

6. General membership communications

Adam Powell and the Deputy Chair briefed the Board on the first zoom meeting with three members to discuss how to engage and initiate dialogue with members generally. It was agreed that it would be appropriate to invite one or two members to Board meetings to enable those members to disseminate information through the Parish. Adam confirmed that the members at the communications meeting had all indicated they would be happy to attend.

In addition, Adam advised that a member had volunteered to help with the administration of the Trust's Facebook page, when it is up and running, which in the future may be linked to the Broadhembury Parish Facebook page.

The conclusion was that overall the format of a zoom meeting with a restricted number of participants worked well and is something we should take forward. It was agreed that a series of zoom meetings be set up over the next few weeks during the day and in the evening to which members would be invited.

The Board would aim for a monthly newsletter which would include contributions from members and one member had already volunteered to contribute to the newsletter.

The Board discussed the wording of the notice for the Post Office and noticeboards, encouraging Parishioners to become members, was agreed. **ACTION: AP**

7. Website update

The Board discussed and agreed the proposed layout of the launch page and the Deputy Chair will instruct Chris Ledward to proceed with the coding and drafting of the other pages. **ACTION: RP**

The Deputy Chair reminded the Board that volunteers were needed to draft content and provide photographs for the website. He reminded the Board that if the photographs are of people we need the individuals' permission. **ACTION: ALL**

8. Any other business

The Secretary reminded Mike Drewe that he needed to submit a claim for the Permission in Principle fees. **ACTION: MD**

9. Date next meeting

The next meeting will be by zoom on 3 February 2021 at 7 pm.