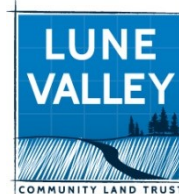


Minutes of Board Meeting
29th August 2019 19:30 at Halton Mill, Mill Lane, Halton



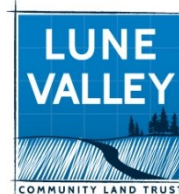
Present: Charles Ainger, Ann Denise Lanes, Luke Mills, Steve Wrigley, Mark Towers

Chair: Charles Ainger

Apologies: Chris Coates, Rachael Hamilton

Minutes	Action
1. Declaration of Interests	
Chris has stated that he has an interest in the Forge Lane easement since he is a Director of Lancaster Cohousing.	
Ann, Steve, Charles & Luke also declared the same interest as Members of Lancaster Cohousing.	
2. Approval of Minutes 18/7/2019	
Approved	DECISION
3. Matters Arising	
Charles to raise the idea of this study with the Design Team – hopefully next week	Charles
Public Liability insurance has been taken out.	INFO
4. Publicity and Engagement	
Luke to contact those who have shown an interest in the homes	Luke
4 people have registered an interest in homes already	INFO
Public Spaces	
Wrenman Homes not interested in LVCLT managing theirs.	INFO
Story Homes have added us to the tender list of for managing the public spaces. They have indicated that a tender will be sent out in September	INFO
Public Open Spaces Ltd provide this sort of service across the UK.	INFO
Charles will ask LCC how these types of schemes work and whether LV CLT would be acceptable.	Charles
Ann has summarised the Story Homes/Planning documents conditions for maintaining the green space and will circulate to member	Ann
Ann will see if there are any members who would be interested in helping drive this task/project	Ann
GM	
We agreed that signing an Option Agreement should be ratified by the members. A draft lease should be available and also the final report on the Housing Survey.	INFO
Agreed to GM on Sunday 13 th Oct 15:00-17:00. With preference to the Centre, Methodist Chapel & lastly the Mill. Luke to book	DECISION
5. Mill Lane Affordable Housing	
Housing Survey	
Draft report received. LCC has provided some comments to ARC4 that she would like in the final report. Ann & Charles to provide some additional comments. Steve commented that the report need take account of the houses currently being built which will raise the average house price in the village.	Ann Charles
LCC has agreed that the draft report can be made available to Senior Cohousing. The final version can be distributed to local Parish Councils.	INFO
Option Agreement	
15 month period agreed in principal, but the vendor may ask for a deposit. The option should confirm that all the various titles will be sold as a whole and at the same time. The option should also confirm that LV CLT is given the right of access to the site, for construction and permanently, from Mill Lane. We agreed to try to negotiate a lower deposit and the conditions above.	DECISION Charles instructed Wrigleys
S106	
Discussions are still ongoing	INFO
Forge Lane Adoption	
There was a meeting on the 23 rd August with the interested parties. The representative from Lancaster Cohousing agreed in principal to the easement. The representative from the owner of Mill Lane indicated that the easement would be agreed. It may take 6 months.	INFO
Mill Lane Adoption	
This is more complex, with no immediate solution. Discussions are ongoing between the owner of Mill Lane, LCC and Highways	INFO
Grant Application:	
Apparently, a clear legal basis for the State Aid issue has been found, so it should no longer be a problem.	INFO
The LCC cabinet will discuss and hopefully agree the pre-development costs grant on 3 rd Sep.	INFO Agreed it

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LCC have agreed in principle that any deposit for the Option Agreement can be paid from the pre-development contingency budget.	INFO
LCC have postponed confirmation on providing a grant for the land purchase whilst they negotiate the S106 issues with the land owner	INFO
Development Partnership	
The Exclusivity Agreement is close to completion.	INFO
We agreed that 2.1.3 should include the possibility of sharing information with LCC	DECISION
We agreed that 2.2. should say "Lancaster City" not "Lancaster Borough"	DECISION
We agreed that subject to the changes above, the Exclusivity Agreement is acceptable.	DECISION
Heads of Terms	Passed to SLH
Add "sustainable" to overview	
Add in option to purchase the lease if SLH gets bought out or merged.	
We agreed that the draft 'Proposed Changes' Heads of Terms are acceptable. We will seek these changes in negotiation with SLH.	DECISION Passed to SLH
Architect	
The preferred architect of Charles and Rachel has also been chosen by SLH.	INFO
We agreed in principle on the choice of architect, subject to confirmation that the design can be produced in less than 12 months.	DECISION. Now jointly agreed with SLH
Homes England Grant	
Homes England has requested that SLH formally apply for the grant, and they are doing this.	INFO
Next Steps	
Next meeting with SLH on Fri 6 th September 12-5pm. Charles, Luke & Rachel to attend.	
Luke to book meeting room	Luke
6. Management	
Finances	
Approx. £4,300 balance. Bills from solicitors will use most of this, so funds may become tight	INFO
Risk Review	
Producing risk register is still outstanding. Agreed to try and produce a basic outline at a forthcoming meeting.	Oct Board Meeting
Governance	
GDPR note produced. Mark to get it reviewed.	Mark
Register of interests will be produced.	Charles
Charles will review our existing policies and aims and summarise them.	Charles
Website content: Aim to publish key documents, incl. minutes, incorporation documents, policies, register of interests, agendas, articles and newsletters.	DECISION
7. AOB	
A member has offered to apply for grant funding to protect eroded riverbanks along public rights of way in the area. We agreed that this may be feasible but that the member should approach the landowners first to seek permission.	INFO Ann
8. Next Meetings	
Next meeting Thurs 19 th Sep 2019, 19:30 in the Seminar room, Halton Mill	Luke to book
Subsequent meetings on Thurs 17 th Oct, Thurs 21 st Nov, 19:30 in the Seminar room, Halton Mill	Luke to book
[Luke?]	Luke to book
Meeting finished at 21:25	