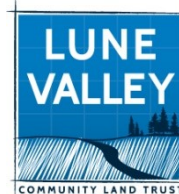


Minutes of Board Meeting
28th November 2019 19:30 at Halton Mill, Mill Lane, Halton



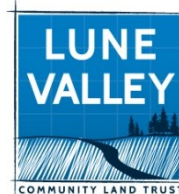
Present: Charles Ainger, Ann Denise Lanes, Luke Mills, Mark Towers, Chris Coates, Steve Wrigley, Mark Stevenson, Tom & Louis, Rachael Hamilton

Chair: Charles Ainger

Apologies:

Minutes	Action
1. Declaration of Interests	
None	
2. Approval of Minutes 24/10/2019	
Approved.	DECISION
3. Matters Arising	
Luke to ask the Centre about having a link to the CLT	Luke
Advertise tree planting on Facebook (Charles to forward email on from Mark)	
4. Publicity and Engagement	
Finalised newsletter to be put up on the website – final wording to be sent from Ann to Luke	Ann/Luke
5. Mill Lane Affordable Housing	
S106	
The landowner is still negotiating the terms of the Section 106 agreement with Lancaster City Council	
There is a risk that if the S106 negotiations become directly linked to the land purchase then it will significantly delay or prevent the purchase of the site.	Charles/Luke
Option Agreement	
Not signed by the landowner yet. Apparently, the landowner will sign both option agreements (CLT & Cohousing) at the same time.	INFO
LCC Grant	
An initial sum has been received from Lancaster City Council.	INFO
Housing Survey	
The final version of the housing survey has now been received. It confirms that there is a need for at least 20 affordable homes per year.	INFO
We have agreed a range of target units in conjunction with South Lakes Housing and Lancaster City Council.	INFO
We will ask the Design Team if additional flats could be included, since there was concern that only providing 2 ground floor flats may be insufficient for elderly people wishing to downsize.	Charles
We will distribute the final version of the housing survey to local parish councils	Luke
Design	
The Design Team will be meeting on 2 nd Dec to discuss draft layouts. We will suggest that the housing mix be decoupled from the layout design to allow for an application to Homes England and also allow members to subsequently review the site layout in the new year.	Charles/Rachael
Forge Lane Adoption	
A new issue has arisen. There is only a single lighting pillar for both roads, so this will need to be split. There may be an unpaid electricity bill for the lighting. A meeting will be held on 5 th Dec to try and move it forward.	INFO
Mill Lane Adoption	
No progress so far.	INFO
We need to ensure that we have the right to dig up the road & paths to install new services.	INFO
Development Partnership	
There was a joint meeting of SLH, solicitors & CLT on the 18 th Nov to review the current draft of the HoTs. The key outstanding actions are on clauses relating to: perpetuity, the “protocol”, breach and buy-back terms. The protocol will be drafted in parallel with the lease.	INFO
Forfeiture of the lease: SLH are considering what would trigger a forfeiture of the lease. This will be moved forward when	INFO
Payment made in a buy-back scenario: Defining how much should be paid is complicated, so this is being considered by the solicitors and SLH.	INFO
Charles & Luke will progress this once the solicitors have had time to consider these matters.	Charles/Luke
Allocation Criteria	
There was a joint meeting with LCC, SLH & CLT on the 1 st Nov. LCC will produce a summary of the process.	INFO
6. Management	
Finances	
No issues with cashflow now that the grant has been received.	INFO

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The account(s) have been reconciled	INFO
We will start looking into a suitable accountancy firm to produce the first set of accounts and also consider whether we need to be audited.	Luke
Governance	
Minutes and governance documents are now being uploaded onto the website.	INFO
Check website links to Directors register of interest	Luke
Membership Application Process	
There are now 28 members	INFO
Need to have a statement on the application form that the members must abide by the objectives of the society. Need to ensure that the rules are clearly on the website.	Luke
7. AOB	
Story Homes Public Open Space	
A sub-group met on 29 th Oct to discuss options for the management of the Story Homes public open space.	INFO
A result of the meeting was that they submitted a response to the Neighbourhood Plan covering the Green Spaces.	INFO
There is concern that the area originally demarcated for the public open space seems to differ from the current plan and seems to be broken into two distinct areas. It is not clear why.	INFO
We have asked the Planning Officer to ask Story Homes to speak to us.	INFO
The subgroup (Ann, Clodhna, Tom, Louis) will try and speak to Story Homes.	Ann/Clodhna
Co-op Subscription	
Agreed to renew Co-op UK subscription for £360	DECISION
Tour	
A CLT tour of cohousing will occur on 29 th Nov. Room hire will be £56.	
8. Next Meetings	
Subsequent meetings on Thurs 19 th Dec, 19:30 in the Seminar room, Halton Mill	Luke to book
Meeting finished at 21:00	