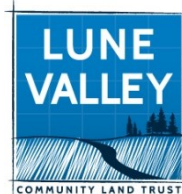


**Minutes of Board Meeting**  
**23<sup>rd</sup> April 2020 19:30 online**

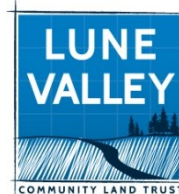


**Present:** Charles Ainger, Ann Denise Lanes, Chris Coates, Mark Towers, Joe Hobbs, Lois Hurst, Rachael Hamilton, Luke Mills, Steve Wrigley

**Chair:** Charles Ainger

Minutes	Action
<b>1. Declaration of Interests</b>	
Chris Coates – Director of Senior Cohousing	
<b>2. Approval of Minutes 27/02/2020</b>	
Approved, subject to minor amendment.	DECISION
<b>3. Matters Arising</b>	
None not covered in items below	
<b>4. Publicity and Engagement</b>	
LCC site visit postponed due to coronavirus.	INFO
<b>5. Mill Lane scheme</b>	
The project is likely to experience delays of at least 2-4 weeks due to the lockdown.	INFO
<b>S106</b>	INFO
Owner has offered a lower settlement with LCC, so we will await to see what happens	
<b>LCC Grant for Land Purchase</b>	INFO
The formal request for LCC to provide a grant for the land purchase may not occur in June, partly due to the lockdown, but also to allow time for the HE grant application to be resolved/agreed.	
<b>Option Agreement</b>	INFO
Nothing to report.	
<b>Forge Lane Adoption</b>	INFO
Nothing to report.	
<b>Mill Lane Adoption</b>	INFO
Nothing to report.	
<b>Homes England Grant</b>	INFO.
The Design Team and SLH are to re-appraise the costs upon finalisation of the design and layout. This is happening imminently and so should allow the grant application to be finalised sometime in May.	
<b>Design</b>	INFO.
At the recent Design Team meeting it was agreed that 4 x 1 bed flats will be built; the 2 GF flats will be to Building Regs category 2 wheelchair access standards.	
<b>Planning Application</b>	
Full planning application will be made towards the end of May. An online public consultation is planned for early/mid-May since it is impossible to hold a normal “real-life” consultation at present. There will be a dedicated website with video, plans, fly-throughs, 3D models, etc. Members of the public will be able to either email comments or complete an online form. Flyers will be sent out advertising the consultation. Ideally, they would be sent out at the same time as the Senior Cohousing flyers to minimise confusion between the two schemes. Joe is happy to help where possible.	
<b>Action:</b> Members to respond to email from Lois regarding naming of the scheme, and possible questions that may arise.	Members
<b>Energy Study</b>	
Signed contract received, so a suitable consultant can now be sought to undertake the work. Steve does not believe there is a requirement to gain 3 quotes for the work. The information is probably needed within 2-3 months in order to feed into the Design Team. Steve has approached Aecom to see if they may be able to undertake the work within the necessary budget. <b>Action:</b> Luke to generate invoice for ENW in order to receive the grant <b>Action:</b> Steve to check contract to see if 3 quotes are necessary. <b>Action:</b> Charles to check with the Design Team when details of power/heating would be required. <b>Decision:</b> We will await a quote from Aecom before making any further decision	Luke Steve Charles AGREED
<b>Development Partnership</b>	INFO
The Exclusivity Agreement including Heads of Terms has been signed with SLH. The lawyers are now drafting the agreement to lease, which will hopefully be ready during May.	
<b>Allocation Criteria and Process</b>	INFO
Following a joint meeting in March with SLH, LCC and CLT, a procedure has been drafted by LCC. It is being finalised in draft by Charles, for review and agreement by the Board and SLH	Charles

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<b>6. Story Public Open Space</b>	
No progress. Chris thinks that Story Homes have added a Management proposal for the POS onto the LCC planning application portal. <b>Action:</b> Chris to forward the Management proposal document to the public open space team	Chris
<b>7. Management</b>	
<b>Finances</b>	
No significant change since last meeting; still sufficient money on the bank account.	INFO
The next grant drawdown request is awaiting SLH to make a formal request and provide invoices. <b>Action:</b> Luke & Charles to chase with SLH later in May.	INFO Luke & Charles
AGM The AGM should occur on or before 31 <sup>st</sup> July 2020. This may require us to hold the meeting virtually with proxy voting. Mark has experienced a similar AGM recently. <b>Action:</b> Luke & Charles to look at possible dates for the AGM <b>Action:</b> Luke to check on progress with the accountants	Luke & Charles Luke
<b>8. AOB</b>	
Nothing to report	
<b>9. Next Meeting</b>	
The next board meeting should occur as soon as possible after the costs have been re-assessed. This is likely to happen sometime between 30 <sup>th</sup> April – 7 <sup>th</sup> May. <b>Action:</b> Charles to notify the board once the information is available so that a meeting can be organised.	Charles
Meeting finished at 8.45pm	
<b>Top Drawer</b>	
Governance Review: <ul style="list-style-type: none"> <li>• Action 2 – Gain more, and more diverse, members</li> <li>• Action 3 – Develop village relationships</li> <li>• Action 5 – Update the website generally</li> </ul>	