

Lune Valley Community Land Trust
Minutes of the meeting held on November 26th 2020

Present: Jane Allder (Minutes), Charles Ainger (Chair), Adele-Ivy Harris, Lois Hurst, Chris Coates, Paul Jarvis, Ann Lanes, Steve Wrigley, Rachel Hamilton

Apologies: Paul Jarvis

Item	Action
<p>1. Declaration of interests</p> <p>All confirmed that their Declaration of Interests have not changed. The website to be updated</p>	<p>Adele to update the Directors information including declaration of interests on the website.</p>
<p>2. Minutes of the last meeting on Oct 22nd were proposed as accurate by Charles and seconded by Steve.</p>	<p>DECISION</p>
<p>3. Matters arising from the minutes:</p> <p>Applications for affordable homes – Adele and Anne to send anonymised data to LCC and SLH.</p> <p>Community Right To Bid/Community Asset Register – Ann to meet with Jane and Chris Coates</p> <p>Finance - Paul and Jane to meet with Luke to finalise financial handover</p> <p>Public Open Spaces - Leapers Rock Orchard; Charles has been in communication about this with LESS Wray – Pat Stavely contact</p> <p>Charles has placed the insurance docs on Dropbox</p> <p>Charles has asked Mark for the Governance presentation to be placed on Dropbox</p> <p>All other actions are completed or dealt with elsewhere on the agenda</p>	<p>INFO</p> <p>See 6 below</p> <p>Still to take place</p> <p>Bank Authorisation docs are circulating. Jane/Paul finalise with Luke and write up procedures?</p> <p>Charles still in contact with LESS, and Pat in Wray</p> <p>Adele will add them to the website <i>[if this refers to the Ins docs, they should not go on website?]</i></p>
<p>4. Publicity and Engagement</p> <p>Prattle article has been submitted</p>	
<p>5. Finance and Management</p> <p>Charles and Jane have reviewed the Healthcheck and Board Risk Register. There are a number of issues to address:</p>	

<p>Our mission and aims should be considered annually by the whole membership. To ensure that it's clear what we are seeking to achieve, who benefits and that this understood by all concerned.</p> <p>We need an annual checklist of policies to be reviewed at AGM to ensure that our policies are understood and fit for purpose. We also need a role description and training for directors to ensure they are assisted to carry out their role.</p> <p>We have a problem with capacity to store and share docs and need to clarify membership procedures</p> <p>We need written procedures for bookkeeping, expenses etc. with checks and balance to ensure proper use of funds</p> <p>We have separate budgets for the Mill Lane scheme and for CLT admin; but do not yet review costs against them separately</p> <p>LCC pre-development grant. LCC have agreed that we can spend the grant on LVCLT and SLH costs, within the budgets, so as to give as much support to the total scheme cost as possible - up to the point when the project is 'go' and SLH sign the building contract and start on site.</p>	<p>DECISION Board to consider in April – hopefully with Mill Lane scheme underway</p> <p>Jane and Charles to report in the new year.</p> <p>Jane and Adele to address this</p> <p>Paul is addressing this, with Jane</p> <p>DECISION Charles/Paul/Jane will check the budgets, to achieve this</p>
<p>6. Mill Lane scheme update</p> <p>Overall scheme timing: aiming for a start in April 2021, and 15 month construction, with occupation at end June 2022. Several key decisions – HE grant, Planning Permission, further cost check, LCC grant release, legal lease, buying land - are likely to become clear in the next 1-2 months.</p> <p>Planning</p> <p>8. Planning ref. No. Is 20/00613/FUL. LCC Planning have recommended acceptance, with some conditions, will come to Planning Committee on 7/12. Attendance is possible if any board members are interested.</p> <p>22. Possible S106 Education contribution of £58k. LCC Planning has recommended this is not applied, as the scheme is not viable with the extra £55k cost. Planning Committee will decide, on 7/12/20.</p>	<p>INFO</p> <p>Jane to send Board members details of attendance</p>
<p>Purchase</p> <p>4. Site purchase. We want to start Wrigley's work on the purchase deed, and two other deeds of covenant needed, immediately if PP is obtained on 7/12 - to get the drafts out to other solicitors before Xmas.</p>	<p>DECISION</p> <p>Agreed to start purchase legal actions asap after PP</p>
<p>Energy North West Study</p> <p>12 LVCLT and SLH agreed to go for the extension of the local Direct Network renewables supply. Lancaster Cohousing has agreed in principle, and has put in an ENW grant request for detailed advice in setting up the ESCO. LCH would run the ESCO. It may be necessary to install ducting so that tenants can potentially use another supplier. SLH's lender is likely to insist on this.</p> <p>We have submitted another ENW grant request, to study how best to provide/operate lots of EV charge points. Will hear in February with funds available in April</p>	<p>INFO</p> <p>The Design team to investigate –Lois is energy contact</p> <p>The Design team to investigate – Lois is energy contact</p>

<p>There are some design issues which must be considered now. Maximum number of EV points, the cabling differs with fast or slow charging and there will be cost implications</p>	
<p>Homes England Funding 7 HE and SLH met on 19/11, and agreed to re-activate the Jan 2020 IMS application, to get 75% grant before 31/3/21. SLH will re-run the scheme through their new 40 year payback appraisal process, and re-submit. The remaining 25% grant would have to be confirmed from 2021-on funding, later; SLH would agree to start construction on this basis. If SLH successful we need to start on site by 31/3/21. [Total 2021 funding would require delaying construction.]</p>	<p>INFO Therefore need to carefully phase in the sequence of legal land and lease agreements, to fit the 31/3/20 target. Charles liaise with Design Team</p>
<p>Contractor tender 13 Stage 1 tender -. Contractor has been appointed - Tyson. They will now review designs/costs with DT.</p>	<p>INFO</p>
<p>Lease Agreement 16. Development Lease, and Agreement to Lease. ‘Final’ drafts are still with SLH and us; working to agree both texts. Some signs of difficulty for SLH’s lenders with the lease terms – exploring this with our solicitor. We will sign the lease only when grants are confirmed, we have satisfied Planning Conditions, and bought the land.</p>	<p>1/ Charles has asked Mark and Luke to give second view on these legal docs. If they are not available then Steve and Jane will assist. DECISIONS 2/ Charles can sign the Agreement to Lease 3/ Charles can agree to extend the Exclusivity Agreement until 1/2/21, if necessary</p>
<p>Applications for affordable homes 17 Board has agreed to pass on the Expressions of Interest list to LCC and SLH, with names kept anonymous. We have 19 expressions of interest received at LVCLT, and have compared the mix of requests with the mix we have planned on the site. Adele has informed applicants of the progress and status of the project.</p>	<p>INFO Adele and Ann to send anonymised data after the meeting.</p>
<p>7. AOB The possibility of another GM was raised; to agree to sign the Lease; but it was agreed that, [since the 13/11/19 GM agreed to the lease and partnership with SLH] unless there were significant changes, there was no need for one at the moment.</p>	<p>DECISION</p>
<p>8. Next meeting, Thursday 7th January 2021, 7.30pm.</p>	