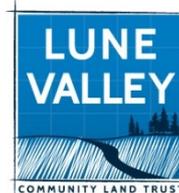


Minutes of Board Meeting
24th October 2019 19:30 at Halton Mill, Mill Lane, Halton



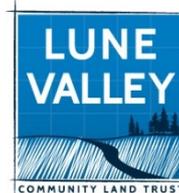
Present: Charles Ainger, Ann Denise Lanes, Luke Mills, Mark Towers, Rachael Hamilton, Mark Stevenson

Chair: Charles Ainger

Apologies: Chris Coates, Steve Wrigley

Minutes	Action
1. Declaration of Interests	
None	
2. Approval of Minutes 29/8/2019	
Approved	DECISION
3. Matters Arising	
Green spaces: Ann has spoken to Kathy @ LCC regarding the Story Homes Public Open Space. LCC confirmed that the POS could be split off from the managed open spaces via a Deed of Variation. They also confirmed that the POS is meant to be a public open space for the whole community. It sounds like this would need to be primarily agreed with Story Homes.	INFO
Charles will try to contact Story Homes (Luke to send him some contact details).	Charles
Ann is convening a small group of members to discuss options.	Ann
4. Publicity and Engagement	
2 more members joined at the recent GM, so we now have 25 members.	INFO
2 further enquiries about housing.	INFO
We are slowly making links into the village organisations.	INFO
Luke to ask the Centre about having a link to the CLT	Luke
Ann to prepare another newsletter and short article for the Prattle.	Ann
5. Mill Lane Affordable Housing	
Housing Survey	
We are hoping to have the final report at the end of October. The underlying data is the most important aspect to the CLT and we hope that this is available sooner.	INFO
Option Agreement	
Final version should be received this week. They have agreed to accept a 5% deposit, which would be payable when the option is excised.	INFO
We agreed that the option agreement will be signed when ready.	DECISION
S106	
The landowner is employing a consultant to help with the process. We are letting LCC deal with this.	INFO
Forge Lane Adoption	
The easements have now been given, so it is now with Highways for finalising the adoption.	INFO
Mill Lane Adoption	
No progress that we are aware of. This is between the landowner and Highways, but there is a risk that little progress is made without some external pressure.	INFO
Grant Application:	
The Grant Deed is with the LCC Legal dept for review and finalisation. There are various obligations that we will have to meet, but nothing onerous. It will be paid quarterly.	INFO
We agreed to accept the grant and sign the Grant Deed.	DECISION
Charles to pass on the deed to SLH so that they can adhere to the obligations as per the Heads of Terms	Charles
Development Partnership	
We will be producing a "Review and Protocol" document as part of the lease, that will define the procedures for reviewing performance. There are similar agreements on the CLT Network.	INFO
We agreed that the HoTs will be signed once ready	DECISION
Architect	
There are a couple of design team meetings in November. Rachel will try to attend if available.	INFO
Charles to ask SLH for a project timetable.	Charles
Homes England Grant	
HE are enthusiastic about the project, but are awaiting the mix of housing types and tenure.	INFO
There was discussion homes for older people, such as bungalows; some larger flats may be sufficient.	INFO
The HE deadline is the end of the year.	
Allocation Criteria	
The revised criteria have been passed onto SLH and LCC. We are waiting to hear when a meeting might be organised, which Ann will try to attend. We need to find out the exclusion clauses that SLH may have.	Ann
6. Management	

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Finances	
We are likely to receive the first tranche of grant funding in the first week of Nov. Ideally the Trowers invoice will only be paid once this grant has been received, but if there is any delay we will need to pay it out of existing funds.	INFOS
Risk Review	
The draft risk register was reviewed. Charles to update with comments, including: <ul style="list-style-type: none"> • Considering replacing “treat, transfer, tolerate” • Use the “Mill Lane risks” as a template • Key trustee loss • 4 main sections (Internal CLT, Mill Ln Project, Long term housing) 	Charles
Charles and Mark to meet to review and amend.	Charles/Mark
Governance	
Charles to collate the Register of Interests.	Charles
Luke to incorporate the register of interests with the director bio’s on the website.	Luke
Charles to see if there is any other incorporation documentation that could be put on the website	Charles.
7. AOB	
Energy grant: Electricity NW Empowering Our Communities Fund has small grants available. Steve thinks that a grant could pay for a feasibility study to see if the power from the hydro could be used to power the Mill Lane homes.	INFO
We agreed that a grant request could be made. Ann and Steve to produce a draft and distribute before the final application is made. It will need to cover all costs associated with the work.	Ann/Steve
Mark S. will send a link about tree planting initiative.	
8. Next Meetings	
Subsequent meetings on Thurs 28 th Nov, 19:30 in the Seminar room, Halton Mill	Luke to book
Meeting finished at 21:25	