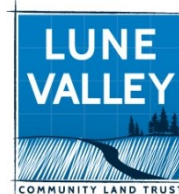


Minutes of Board Meeting
24th January 2020 19:30 at Halton Mill, Mill Lane, Halton



Present: Charles Ainger, Ann Denise Lanes, Luke Mills, Chris Coates, Steve Wrigley, Visitor

Chair: Charles Ainger

Apologies: Mark Towers, Mark Stevenson, Tom & Louis, Rachael Hamilton

Minutes	Action
1. Declaration of Interests	
None	
2. Approval of Minutes 20/12/2019	
Approved.	DECISION
3. Matters Arising	
Top drawer actions to keep in mind, from Governance Review: <ul style="list-style-type: none"> • Action 2 – Gain more, and more diverse, members – request from Bev for membership form; not returned yet • Action 3 – Develop village relationships – CLT responded on Housing and Green Spaces to Neighbourhood Plan consultation. • Action 5 – Update the website generally – As 28/11/19; 	
4. Publicity and Engagement	
Ann has sent out a member's newsletter and a Prattle article	INFO
5. Mill Lane Affordable Housing	
S106	
A meeting has taken place between the owner and Lancaster City Council.	INFO
LCC Grant for Land Purchase	
Kathy will send a paper to the LCC Cabinet in April requesting a grant for the Land Purchase.	INFO
Option Agreement	
The option agreement has been exchanged. This is a 15-month option.	INFO
Homes England Grant	
Charles & Luke met the HE representative on the 21 st Jan. The request from SLH is for £71k grant per unit.	INFO
The local HE review committee agreed to the SO grant, but requested more information on the rental grants which were quite high.	INFO
Forge Lane Adoption	
Title report indicates that we will have appropriate access and rights to Forge Lane	INFO
No further progress.	
Mill Lane Adoption	
Title report indicates that we probably have appropriate access and rights to Mill Lane (the legal paperwork was not quite so clear)	INFO
No further progress.	INFO
Design	
There was a design team meeting on the 13 th . They are working to 2 different layouts. There will be a drop-in session at the Centre on 17 th Feb so that members can review the design and layouts.	INFO
The architects are approaching planning for level 3 advice.	INFO
They are planning to submit a planning application in April.	INFO
Rachael & Charles will review the Structural Engineer tenders with the Design Team.	INFO
Layout review workshop on 17 th February 2020. Invite prospective tenants/owners: Luke to find email list and give to Ann Publicise to the local residents via Facebook & local posters, Lancaster Guardian Charles to discuss opening the workshop to everyone with SLH	Luke/Ann Ann/Louis Charles
Agreed to open the design workshop up to the public, subject to SLH agreement	DECISION
Development Partnership	
Charles & Luke met SLH on 20 th Jan and have mutually agreed some amendments. There are ongoing discussions on the precise wording and some additional amendments. The changes are broadly within the parameters agreed at the last board meeting.	INFO
There is a new clause that they have requested asking for first refusal option to purchase the freehold, e.g. in the scenario that the CLT is being wound-up.	INFO
Allocation Criteria	
HE/SLH confirmed that formal local selection criteria is not allowed in SO leases since it affects the mortgage lending. However, advertising homes within the local area initially would be acceptable.	INFO

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6. Story Public Open Space	
The Public Open Space team have been investigating the status of the space, which is a little unclear. There is little overall progress.	INFO
7. Management	
Finances	
Balance of approx. £28k.	INFO
Agreed to close the Cumberland Bank Account	DECISION Luke
Adding new signatures to bank account	
Agreed to add Steve as a signature to the bank account	DECISION Luke
Accounts for y/e 31st Dec 2019	
Agreed at GM on 17 th March 19 to not to appoint an auditor for the year of account ending 31/12/19	INFO
Agreed to use Moore & Smalley to produce the end of year accounts	DECISION
Preparation for LCC grant Q1 report and Q2 application	
Charles to ask Kathy about when to request the next tranche of the grant	Charles
8. AOB	
We are awaiting a response to the ENW grant application for the Energy Study	INFO
9. Next Meetings	
Subsequent meetings on Thurs 20 th February, 19:30 in the Seminar room, Halton Mill	Luke to book
Meeting finished at 20:30	