

**Lune Valley Community Land Trust**  
**Minutes of the meeting held on July 23<sup>rd</sup> 2020**

**Present:** Luke Mills; Lois Hurst, Mark Towers (Chair for items 1-4), Paul Jarvis, Jane Alder, Charles Ainger (Chair for items 5 onwards), Rachael Hamilton, Adele-Ivy Harris, Ann Lanes (minutes)

**Apologies:** Chris Coates, Steve Wrigley

| Item   | Action  |
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| <p><b>1. Declaration of interests</b><br/>           Charles will send 'Declaration of Interests' forms to new directors Paul and Adele.<br/>           The rest of the board will review their declarations.</p>  | <p>INFO<br/>           Charles, Paul, Adele and all</p>   |
| <p><b>2. Minutes of the last meeting</b> on June 18<sup>th</sup> were proposed as accurate by Luke and seconded by Ann.</p>  | <p>DECISION</p>   |
| <p><b>3. Matters arising from the minutes:</b> none.</p>   |   |
| <p><b>4. Election of officers:</b><br/> <b>Chair:</b> Charles was proposed by Ann, seconded by Adele and voted in unanimously.<br/> <b>Treasurer:</b> Paul was proposed by Charles, seconded by Rachael and voted in unanimously.<br/> <b>Company secretary:</b> Adele was proposed by Mark, seconded by Lois and voted in unanimously.<br/>           For other roles, please refer to the chart attached at the end of these minutes.<br/> <b>Hand-over tasks:</b><br/>           Luke was thanked warmly for all the work he has done for the CLT from its inception. Luke has kindly offered to assist those who will be taking over his various roles, so that a smooth hand-over is achieved.<br/> <b>Financial management:</b><br/>           Luke will assist Paul with the finances until Paul is able to take over completely. Jane is also willing to do routine financial work under Paul's guidance. So, Luke, Paul and Jane will work together initially and plan the hand-over gradually from Luke to Paul and Jane. They will decide who will become bank signatories.<br/> <b>Membership:</b><br/>           Jane will take over managing the membership list and responding to membership enquiries. This will require logging into and managing fast mail and responding to email enquiries.<br/> <b>Company secretary:</b><br/>           Adele will liaise with Luke over the hand-over of these duties. Mark offered to work with Adele on governance issues and Ann offered to take the minutes for the next three months.<br/> <b>Communications:</b><br/>           Adele will take over these duties, with help from Luke.<br/>           Ann and others will continue to write newsletters and articles for The Prattle.<br/> <b>Governance health check:</b><br/>           All on the board will read this, together with company risks and will discuss at the next meeting.</p> | <p>DECISION<br/>           DECISION<br/>           DECISION<br/>           DECISION<br/>           INFO<br/>           Luke, Paul and Jane<br/>           DECISION<br/>           Jane<br/>           INFO<br/>           Luke and Adele;<br/>           Adele and Mark<br/>           DECISION<br/>           Luke and Adele; Ann<br/>           All</p> |
| <p><b>5. Publicity and engagement:</b><br/>           Ann submitted an article to The Halton Prattle for their August/September edition. She has circulated a draft Newsletter, to be sent to the membership later in August, depending on when news of the Homes England grant application comes through.<br/>           Lois and Adele will have a look at the draft with a view to improving the format for this and future newsletters. The format for the Prattle articles will remain the same.</p>  | <p>INFO. Charles, Adele and Ann will decide when newsletter is circulated.<br/>           INFO<br/>           Lois, Adele, Ann</p>  |
| <p><b>6. Mill Lane Scheme:</b></p>   |   |

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| <p>The excellent news is that Lancaster City Council has agreed to allocate funding to the CLT from their Affordable Housing Levi fund to purchase the site on Mill Lane. The allocation of funds is conditional on planning permission being granted and on South Lakes Housing receiving the Homes England grant.</p>   | <p>INFO</p>  |
| <p><b>Planning permission application:</b> we are awaiting the validation letter from LCC. It is a 13 week wait from then before we hear of the final decision. Neighbours on Mill Lane will have the chance to respond as part of the public consultation, during the 13 weeks.</p> <p>The reason for the delay in receiving the validation letter was that the planning department requested 3 more reports:</p> <ul style="list-style-type: none"> <li>• An air quality study</li> <li>• A minerals report</li> <li>• An Employment and Skills plan. This is a new requirement on all developments of 20 houses or more. The purpose is to upskill the local workforce in construction and design. In negotiations between SLH and LCC it was finally agreed that the focus of the input would be on running workshops for local builders and contractors on the engineering requirements for passivhaus construction.</li> </ul>  | <p>INFO</p>  |
| <p><b>Homes England grant:</b> The pandemic has really disrupted government funding for Homes England. There have also been three changes of regional personnel at HE. There will be a new announcement by the government in the Autumn statement. Funding is likely to be available by March 2021. So, if the grant is successful, construction could begin in Spring 2021, with a completion date of June 2022.</p>   | <p>INFO</p>  |
| <p><b>Stage 1 tender for contractor selection:</b> The focus of the design team will be on quality i.e. how the contractors will approach learning how to build Passivhaus standard homes and how they will work with us.</p>   | <p>INFO. Rachael, Lois and Charles will review and agree tender docs with rest of the design team.</p>   |
| <p><b>Homes allocation:</b> Once we receive the draft local lettings Plan, Charles, Adele and Ann will agree it on behalf of CLT.</p>   | <p>INFO<br/>Charles, Adele and Ann will report back to board.</p>  |
| <p><b>Adoption of Forge Lane and Mill Lane</b> have both moved on in the last month and Highways are hopeful of both being adopted in the Autumn.</p>   | <p>INFO</p>  |
| <p><b>Electricity NW-funded energy study:</b> The report is due in two weeks' time. Steve will report back at the next meeting.</p>   | <p>INFO. Steve will report back at next meeting.</p>   |
| <p><b>7. Public Open Spaces</b></p> <p>There is little to report since the last meeting. We agreed at a previous meeting that we would work alongside the Parish Council on developing and managing POS wherever possible, in line with the Halton Neighbourhood Plan, which the Parish Council is still working on.</p> <p>Re: the old 'Lawnmower site' at the end of Mill Lane: Mark gave an update on this. This site would never obtain planning permission for housing. The only building that could be considered would be commercial premises built on stilts as it floods every year. The owner would be interested in selling this site. Now that the Parish Council has paid off loans from previous projects, it may be in a position to consider taking on a new project and offer to buy this site (it has previously agreed to look into this). Ann will talk to Chris about it.</p> <p>Lune valley Pollinator Corridor project and mini-forests: we agreed this would also be worth following up with the Parish Council, in line with the Neighbourhood Plan.</p> <p><b>Community Right To Bid/Community Asset Register</b></p> <p>Mark clarified the difference between Community Right To Bid and the Community</p> | <p>INFO</p> <p>INFO</p> <p>Ann will liaise with Chris.</p> <p>INFO. Ann/Chris to arrange a meeting between the Parish Council and Adele, Jane and Ann re: biodiversity projects.</p> |

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| <p>Asset Register.</p> <p>i) The Community Asset register: Anyone can apply to put what is considered a local asset onto this register e.g. The Red Door; the Library; the Greyhound.</p> <p>ii) The Community Right to Bid: this delays the sale of a property by up to six months to give a community time to put together a bid.</p> <p>Rachael agreed to find out more about both schemes.</p> <p>It was agreed that both schemes are of interest to the CLT.</p>       | <p>INFO</p> <p>Rachael will look at relevant websites and report back at the next meeting.</p>         |
| <p><b>8. Financial Management</b></p> <p>The request for the 2<sup>nd</sup> tranche of LCC pre-development grant was submitted in July and will be paid into our a/c by the end of July.</p> <p>Future funding, once the SLH lease is in place, will hopefully be covered by the ground rent payable to us by SLH. However, our ongoing costs need to be reviewed to make sure of this.</p> <p>Any new projects would have to be financed from additional fund-raising.</p> | <p>INFO</p> <p>Charles, Paul and Jane will review CLT ongoing costs before signing lease with SLH.</p> |
| <p><b>Date of next meeting:</b> Thursday September 24<sup>th</sup> 7.30pm via Zoom.</p> <p>Also, please pencil in a meeting on Thursday August 20<sup>th</sup>, 7.30pm. This will be confirmed nearer the time if it is felt we need a meeting to make urgent decisions.</p>  | <p>DECISION</p>  |

#### LVCLT – Director roles and handovers – July 23 2020

| Director 'lead' roles                                    | Who                           | Notes, & time?  |
|--|-------------------------------|-----------------|
| Chair  | Charles*                      |                 |
| Treasurer  | Paul*                         |                 |
| Co. Secretary  | Adele*                        |                 |
| Governance oversight, co. risks, corporate 'healthcheck' | Mark + Adele as Co. Secretary |                 |
| Public open spaces                                       | Ann, Jane, [Tom]              |                 |
| Village liaison – PC, and other facilities;              | Chris                         |                 |
| Community relations & communication                      | Ann, Adele, Jane              |                 |
| <b>Mill Lane scheme</b>                                  |                               |                 |
| LVCLT side project management                            | Charles                       |                 |
| Partnership SLH liaison, relationships                   | Charles, + Paul, Lois         | Time permitting |
| Legal – lease, land                                      | Charles + Paul, Mark          | Time permitting |
| Design, construction liaison                             | Rachael + Charles, Lois       |                 |
| Tenancies management liaison                             | Ann, Adele                    |                 |
| Electricity NW study                                     | Steve, Lois                   |                 |

\*elected by Board

Charles, v2 updated after Board on 23/7/20