

**Lune Valley Community Land Trust**  
**Minutes of the meeting held on September 24<sup>th</sup> 2020**

**Present:** Lois Hurst (minutes), Paul Jarvis, Jane Alder, Charles Ainger (Chair), Rachael Hamilton, Adele-Ivy Harris, Ann Lanes, Steve Wrigley

**Apologies:** Chris Coates, Mark Towers

Item	Action
<p><b>1. Declaration of interests</b>            Still missing from Chris, and Mark            Ann and Steve confirm that their Declaration of Interests have not changed</p>	<p>INFO            Adele to email Chris and Mark to check on theirs.</p>
<p><b>2. Minutes of the last meeting</b> on July 23rd were proposed as accurate by Ann and seconded by Adele.</p>	<p>DECISION</p>
<p><b>3. Matters arising from the minutes:</b> none. (confirmed)</p>	
<p><b>4. Publicity and Engagement</b>            Newsletter was sent out by Adele and Ann. Format has been updated.            Plan to take seasonal photos of the Lune Valley to header newsletters accordingly.            Recent social media posts have included enquiries about social housing existing in Halton.            Adele reports that Facebook page works well for local engagement. She has set up an Instagram account which captures a younger demographic; account will be used to document the build and process and link to other CLT groups worldwide.            Thanks to Adele for her efforts with this to date.</p>	<p>INFO            Ann to check status on Prattle            Steve to circulate photos from ENW photoshoot.             INFO</p>
<p><b>5. Mill Lane scheme update</b>  <b>Planning</b>            Some requests for financial contributions from statutory consultees regarding education and public open spaces. Rachael has identified that primary school in Halton is oversubscribed (perhaps by people outside of the area). The decision for S106 for education rests with the City Council. There may also be requirement for contribution to Secondary Education. Possible Open space S106 Contribution requirement has been removed, thanks to Kathy B.</p>	<p>INFO</p>
<p><b>Groundworks</b>            Cut and fill strategy for groundworks rests with the design team. During investigations, ground at site was found not to have bearing capacity required and had some contamination. This will require extra work, and may add costs to project.</p>	<p>INFO            Rachael will follow up with Design Team for an update.</p>
<p><b>Energy North West Study</b>            AECOM have delivered the report and Steve is reviewing at present. Report indicates that it does look technically feasible to extend the LCH private wire without extensive infrastructure. Energy production is adequate for supply to CLT and SCH. Recommended no extra value in additional installation of solar panels and battery storage based on usage rate of existing production and cost of batteries. An Energy Supply Company (ESCO) could be formed to deliver and manage LCH, CLT and SCH energy services. Guarantee to SLH and residents would be to provide electricity at a guaranteed lower price than other major suppliers; SLH were happy with this approach in principle.            Steve flagged that we'd need some legal protection in case of catastrophic event occurring at Hydro or LCH PVs.             Board is happy to proceed with this plan and take up the necessary actions with SLH (Charles), and LCH and SCH (Steve); e.g. Heads of Terms as first step.</p>	<p>INFO                     DECISION            Charles to relay to SLH            Steve to start discussions with LCH and SCH</p>

<p><b>EV Charging</b> Charles has updated that planners want as many EV charging points as possible, specific numbers are unclear. Charles discussed with DT; they will respond to Planning with the minimum requirement; but in parallel it seems worthwhile to explore further providing more charging points; possibly via grant funding from ENW et al (deadline for ENW c.10<sup>th</sup> Nov). Could be used to explore ways to resolve distant EV point and house, allocation of charging spaces, feeding EV batteries back to supply homes etc.</p>	<p>INFO Steve will review ENW grant application process and deadline for this round of funding. Ann happy to support.</p>
<p><b>Homes England Funding</b> Homes England Grant has still not been confirmed; remains biggest risk to project. Expecting decision soon/before end of year.</p>	<p>INFO</p>
<p><b>Contractor tender</b> Stage 1 tender is progressing and due to go out 2/10 latest</p>	<p>INFO</p>
<p><b>Lease Agreement</b> Lease is being developed with SLH; we are awaiting their response to drafts.</p>	<p>Charles will chase SLH</p>
<p><b>Applications for affordable homes</b> Ann has reviewed applications for the affordable homes. Some disparity identified between household sizes so far applying, and numbers/sizes of homes which we currently plan to build; but this is an early and partial picture. Locality criteria is generally ok. Many were flexible on rent/shared ownership, but may overestimate what they can afford in shared ownership.</p> <p>Both SLH and LCC would like to see the information LVCLT has. CLT recommends the rental applicants apply to the Council's housing waiting list. Charles suggested sharing the applicant's details with LCC, but we'd need their permission to do this; asking the applicants via an opt-out. Alternatively, we could share anonymous summary data with LCC and SLH. Board is happy to pass on the anonymous list to LCC and SLH, not the full details. Suggest contacting the applicants with an update communication.</p> <p>We discussed further publicising the scheme, via local school contracts at Halton and Caton.</p>	<p>INFO</p> <p>DECISION Adele to prepare update message for applicants</p> <p>Adele and Anne to send anonymised data to LCC and SLH.</p> <p>Paul to enquire if Halton school would be happy to publicise in school newsletter. Adele and Ann to do similar for Caton school. If so, Paul, Adele and Ann will liase re details of future communications to school communities.</p>
<p><b>Planning Notice from LCC</b> Rachael flagged that notices might have not been given to public and local residents RE planning application.</p>	<p>Charles to check with LCC about whether they've done this?</p>
<p><b>6. Public Open Spaces</b> Lawnmower site- no progress as yet.</p> <p>Community Right To Bid/Community Asset Register - Rachael reviewed this, and identified that anything with community value in public or private ownership can be proposed to be put on the list for a limited time (some years), held by Council (8 week decision time from council). Caton pubs are already on the list, whereas pubs in Silverdale could not be registered because of prior residential function. Applications can be made by parish councils, community interest companies, members groups etc – therefore suppose CLT is eligible. Steve suggested Greyhound pub, library, old railway station. Board agrees that it is worthwhile pursuing this registration in order to protect these assets if the opportunity arose/if asset was put up for sale. Chris may have the list of potential assets.</p>	<p>Ann to liase with Chris.</p> <p>DECISION Ann and Jane to follow this up.</p>

<p>Leapers Rock Orchard; Nether Kellet. Current owners seeking retirement and possible uprooting of many mature fruit trees. Charles has been in communication about this with LESS, to see if anything can be done to preserve this local food resource.</p> <p>Wray potential development site; nothing further as yet.</p>	<p>Charles has left this with LESS, who have best contacts. Will keep in touch with them.</p> <p>Charles will contact the Wray landowner to get an update</p>
<p><b>7. Finance and Management</b></p> <p>Paul and Jane were to be made as signatories on bank account, Luke will retain authorisation. Luke and Jane will be able to set up payments, Paul and Charles to be authorisers.</p> <p>At the July BM, Adele was elected as company secretary and publicity, but with hindsight feels this is too much to take on. Jane has said she'd be happy to take on company secretary role. Adele thanks Jane for agreeing to take this on. Membership role remains with Luke pending handover directly to Jane.</p> <p>Board agrees to accept Adele's resignation from Company Secretary role Board agrees to elect Jane to take on Company Secretary role. With thanks to Jane and Adele for this. See link for details of handed-over roles; <a href="https://www.dropbox.com/home/LVCLT/Governance?preview=LVCLT+Role+Details+2020.docx">https://www.dropbox.com/home/LVCLT/Governance?preview=LVCLT+Role+Details+2020.docx</a></p> <p>Paul and Jane to discuss with Luke to clarify detail of financial procedure details Role clarification required for Paul and Jane from Luke.</p> <p>Luke was to remain as administrator on wordpress website; Adele found access for her needs was too limited, and Adele will become an additional administrator, with Luke remaining for tech support.</p> <p>Governance health check and Board Principal Risk Register review to be deferred to separate meeting.</p>	<p>Confirmation of the DECISION made on 23<sup>rd</sup> July, by emailed agreement under Rule 93</p> <p>INFO</p> <p>DECISION DECISION</p> <p>INFO</p> <p>Paul and Jane to set up Zoom meeting with Luke to discuss this.</p> <p>DECISION</p> <p>Charles to set up separate meeting (max. 1h) for Board on this, before next Board Meeting</p>
<p><b>8. AOB</b></p> <p>Adele alerted that Dropbox is nearing capacity.</p> <p>Ann raises that clarity is required to establish ongoing inclusion of Luke in "Board@" email address list, and who else should receive these emails: Need to add Jane to this list in her new role as Company Secretary. Luke will be taken off the board@ list</p> <p>The LVCLT web domain is due to expire on 19<sup>th</sup> October; requesting to extend agreement.</p> <p>Mark has reluctantly tendered his resignation from the CLT board owing to being overloaded with other commitments. The Board offers thanks to Mark, and accepts his resignation [under Clause 104b] with regret but understanding. Thanks for all the work to date. Mark remains available to provide support on governance and company secretary issues.</p>	<p>Adele will review options for upgrading.</p> <p>Adele to make updates to board@ email list.</p> <p>Adele to sort this</p> <p>DECISION Charles to confirm this to Mark</p>

**9. Next meeting,**  
Thursday 22<sup>th</sup> October, 7.30pm.

DECISION