

Lune Valley Community Land Trust
Minutes of the meeting held on January 21st 2021

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

Apologies: Rachel Hamilton

Item	Action
<p><u>1. Mill Lane scheme update</u></p> <p>Charles Ainger (CA) asked that we deal with Mill Lane update first</p> <p>Overall progress is good</p> <ul style="list-style-type: none"> ● Decision Notice on Planning – received 17/12/20 ● HE grant to SLH confirmed – 14/1/21 <p>Next key actions - LCC land grant release, buying land, Agreement to Lease and Lease itself, SLH signing construction contract, start on site.</p> <p>To avoid being severely held up on site by not being allowed to disturb birds nest after 1/3/21, we need to engage a specialist to clear trees and scrub from our site and SCH, from mid-February. To be discussed at the DTM 22/1/21 .</p> <p>1. Jim E’s S106 contribution. LCC Planning Committee on 7/12 agreed it. Helps speed up work to get Mill Lane adopted.</p> <p>2. LCC land purchase grant. LCC are producing the Grant Deed, to have it ready next w/c 25/1/21. We will review and agree with LCC the conditions, and then sign. – .</p> <p>Decisions requested:</p> <p>i) Charles and Paul are authorised to sign the LCC Grant Deed, with the LVCLT Seal – subject to bringing it back to Board first for further agreement, if there are any ‘new’ conditions not already known.</p> <p>ii) Board agrees that the LCC can pass their £375,000 grant funds directly to our solicitors [Wrigleys] escrow account, to be held by them only for payment to JE’s solicitor for the Land Purchase. Paul confirmed that this would still allow us to show the £375,000 as passing through our accounts.</p> <p>4. Site purchase. Wrigley’s have produced drafts of the purchase deed, and two other deeds of covenant needed. The purchase one has been sent to JE’s solicitor this week; and Wrigleys will get the draft covenants out to other solicitors next. We can proceed to exercise the land option.</p> <p>Overall scheme timing: aiming for a start before April 2021, and 15 month construction, with occupation at end June 2022. <i>[we already said this list in the intro above]</i></p> <p>Wrigleys report that although we are an exempt charity, not subject to Stamp Duty, when we pass the site onto SLH via the Lease, there is the remote possibility of an HMRC ‘claw back’ on SD. It will be prudent to keep cash aside in case of this.</p> <p>Decisions requested:</p> <p>i) Charles and Paul are authorised to exercise the land Purchase Option, and then sign the Purchase Deed, with the LVCLT Seal [if required].</p>	<p>All Agreed</p> <p>INFO</p> <p>Adele and Steve to try to find other tree surgeons in case Andy Lee is not available.</p> <p>DECISIONS AGREED</p>

<p>ii) We agree to keep sufficient cash aside, to pay Stamp Duty on the land purchase, if claw back occurs.</p> <p>5. LCC pre-development grant. LCC agreed that we can spend all the grant on LVCLT and SLH costs, up to the point when the project is 'go', and SLH sign the contract and start on site. Action: Charles/Paul/Jane will check the remaining grant budget, and work with SLH, to achieve that</p> <p>7. HE grant. HE's national cabinet approved the SLH grant application on 14/1/21. Because it comes from this year's funds, we must start construction by 31/3/21. The Design Team, discharging Planning Conditions and legal programme are working to meet that. We will discuss the programme at the Design Team Meeting on 22/1/21.</p> <p>SLH have agreed the scheme is viable for them taking account of our offered reduction of Ground Rent to £4,400 to be inflated by CPI. We need to agree this. This confirmation, with 8, allows us to proceed with land purchase and Lease signing - risk 16.</p> <p>Decision required: to agree to reduce the Ground Rent to £4,400, annually inflated by CPI</p> <p>8. Planning ref. No. Is 20/00613/FUL. LCC granted Planning Permission via a Decision Notice dated 17/1/21. This confirmation, with 7, allows us to proceed with land purchase and Lease signing.</p> <p>10. Forge Lane adoption. LCH did boundary kerbs work as part of discharging the conditions. Should be adopted during February 2021, in time for our site start.</p> <p>11. Mill Lane adoption is a bit behind Forge lane. If not adopted during February/March 2021, in time for our site start, we will have rights of road access and utility laying in the land purchase agreement.</p> <p>12. Scheme specification and costs - energy studies. LVCLT and SLH agreed to go for the extension of the local Direct Network renewables supply but SLH concerned about the 'opt out option' if tenants wish to use another supply. We need to explore options how best to achieve this and ensure we appoint M&E who understand the issues. Steve reports some funds are unspent from ENW grant.</p> <p>13. Stage 1 tender for contractor selection. Contractor choice was made on 26/11/20 – it is Tyson. First joint design workshop was 8/1/21. Team work ongoing, next DTM on 22/1/21.</p> <p>16. Development Lease, and Agreement to Lease. 'Final' drafts are in active discussion with SLH and us and solicitors. Mark Towers gave his advice on the drafts, which we have taken into account. We are pioneers here but CA will talk to the CLT network for any ideas.</p> <p>Decisions requested: Board agrees that;</p> <p>i) Charles is authorised to agree the text of the Agreement to Lease, and the Lease – on the basis above, achieving sufficient 'OKs' against the previously agreed Heads of Terms; and subject to resolving, with the Board's agreement, any outstanding issues after the 21/1/21 meeting.</p> <p>ii) Charles and Paul are authorised to sign the Agreement to Lease, with the LVCLT Seal if required, as soon as the text is agreed.</p> <p>iii) Charles and Paul are authorised to sign the Lease, with the LVCLT Seal if</p>	<p>Charles will ask Emma at Wrigleys the possible amount and likely timescale.</p> <p>DECISIONS AGREED</p> <p>CA to find out what happens if start delayed beyond 31/3</p> <p>DECISION AGREED</p> <p>Steve and Tom need to consider how to address this. Lois to raise at DTM.</p>
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<p>required, as soon as the text is agreed, and after the land purchase has been completed – see 4.</p> <p>iv) Charles can agree to extend the Exclusivity Agreement further, if necessary, until we have signed the Agreement to Lease</p> <p>17. Homes allocation – Ongoing discussion with SLH/LCC on: how to cover the issues of allocating IT/SO homes, and getting this into the Lease as appendix the Management Plan.</p> <p>22. Possible S106 Education contribution. LCC Planning did not require this. No longer a risk.</p>	<p>DECISIONS AGREED</p>
<p>Chris Coates gave a brief update on the Senior Cohousing - they have Planning Permission and are progressing land purchase which the 20% deposit should cover. They are appointing M&E consultants and QS has gone bankrupt. They hope to start on site in summer.</p> <p>Chris then left the meeting.</p>	<p>INFO</p>
<p><u>2. Declaration of interests</u></p> <p>All confirmed that their Declaration of Interests have not changed. The website has been updated.</p>	<p>INFO</p>
<p><u>3. Previous Minutes of 26/11/20 were proposed by Ann and seconded by Adele</u></p>	<p>DECISION</p>
<p><u>4 . Matters arising from the previous minutes</u></p> <p>We have not sent the anonymous Expressions of Interest list to LCC and SLH. Adele and Ann will contact all and update them with progress, reminding them of the need to register with LCC as soon as possible.</p> <p>Charles has not progressed Wray</p> <p>All other actions are completed or dealt with elsewhere on the agenda</p>	<p>Adele and Ann to contact applicants</p>
<p><u>5. Publicity and Engagement</u></p> <p>Ann has submitted a Prattle article and drafted a winter newsletter for members. She will circulate to the board for comments by 26th.</p> <p>We need to start planning communicating with possible residents to cover Community and Sustainability Policy, and possible community roles. This early action on site will require us to issue a ‘we are about to start’ message to all LVCLT members, and also to start a regular ‘contractor to neighbours’ communications process. We also need to communicate with local residents as work starts and foliage removed etc. CA will come back to Adele with the message.</p> <p>Adele has a report showing our web pages lack readability. Since public engagement is core all to have a look and send any comments to Adele.</p>	<p>All to report back any comments on website or newsletter</p> <p>Ann, Adele and Jane to meet to consider a drop-in session for applicants etc.</p>
<p><u>Finance and Management</u></p> <p><u>Banking</u> - Paul and Jane now have authority at the bank and invoices will go to Jane. She will get authorisation from Charles and Paul will confirm.</p> <p>Paul will reconcile existing Finance docs and agree any new procedures with Jane and Charles. He will start preparing the accounts for the AGM in May.</p>	<p>INFO</p>

Charles will agree the pre-development costs with SLH to produce a report. <u>Google docs</u> - All documents have been moved by Adele and all can access. This gives us 15Gb for free rather than 2Gb.	
AOB Paul suggested that a Whatsapp group be trialled for Finance.	Agreed
8. Next meeting will be Thursday 18 th February 2021, 7.30pm.	