



## **MINUTES OF THE STEERING GROUP MEETING WED 25 MAY 2016**

Present. Christine Eden (Chair), Oliver Shirley (Vice Chair), Simon Turner (Treasurer), David Dodd (Secretary), Jim Brookes, Ian Dawes, Ian Jones, Colin Trask, Alison Ward and Steve Watson Wessex CLTP.

Apologies. Sharon Patella, Janet Aiken, Robin Eastman, Mike Krohn, Peter Frankland and Sally Flint

1. The notes of the previous meeting were approved.

2. A number of issues were dealt with under 'matters arising: The Model Rules were agreed and would be available for signature by the end of the week prior to forwarding to the Financial Conduct Authority for approval, thus incorporating Marshfield CLT as a Community Benefit Society. In addition she asked that a Vote of Thanks be given to Fay Shirley for the design of the logo and was pleased that the first leaflet had been produced and delivered throughout the village. The response to it had been very positive.

Christine Eden also reported that Mike Krohn had registered the domain for the CLT website – marshfieldclt.org and that Howard Finnegan had accepted an invitation to become a Director.

A membership drive would start by the end of June and would include presentations to local clubs and societies, a stall would be taken for the Village Day. In addition a "clinic" would be arranged so as to engage more closely with those who would be eligible and interested in affordable housing within the village. It was also agreed that a representative of the South Glos Housing Department should be enlisted so as to explain the system of registration etc.

3. The Marshfield CLT Project Plan was unchanged

4. A draft Code of Conduct and Observer guidelines were presented. After discussion it was agreed a revised code would be presented at the next meeting.

5. Steve Watson clarified the role of the Board of Directors, in that broadly it is responsible for governance issues. As the CLT becomes an incorporated and elected body a separate project team, with representatives from both the Board and Steering Group, could be appointed to take forward site investigation and development.

6. Steve Watson then outlined the site selection process, which he emphasised must be explicit and transparent because of the need to explain the process to the public. The process needs to be defensible, with something akin to an audit trail, so that recommendations, both positive and negative can clearly be displayed for all to see.

7. The South Gloucestershire Council guidelines were discussed and it was emphasised that any sites to be investigated and reviewed should be adjacent to the settlement boundary. All sites will be subject to close scrutiny because of sensitivities regarding both the Marshfield Conservation Area as well as being sited in an Area of Outstanding Natural Beauty. Other issues will include, accessibility,

road safety, ease of building, i.e. flat land as opposed to sloping or marshy etc. An initial identification of sites was undertaken and the results of this are recorded in a separate paper.

It was agreed that the site selection and evaluation would be lengthy but the steering group was hopeful that with the process being exhaustive as well as transparent it should be possible to present the recommended site for approval by the end of the year.

8. The Chair reminded the meeting of the sensitivity of its discussions and the need for confidentiality at this stage.

9. The next meeting will be held on Wednesday 15 June at 16.30