



## **Steering Group Meeting Notes Tolzey Hall, Marshfield, 10.30am, 5th May 2016**

Attending: Oliver Shirley; Peter Ballard; Sharon Petela; Jim Brookes; Ian Dawes; Ian Jones; David Dodd; Christine Eden (chair); Felix Page; Simon Turner; Colin Trask; Peter Frankland; Mike Krohn; Janet Aiken; Alison Ward (WCLTP) Steve Watson (WCLTP)

Apologies: Steve Reade; Howard Finnegan

### **1. Welcome and Introductions**

The Chair of the meeting, Christine Eden informed the meeting that there were two observers present who had been asked not to attend this morning's meeting. They both declined to leave and the Chair, with them still present, felt she had no option but to declare the meeting closed. Alison Ward (WCLTP) then talked through the function and legality of a CLT and confirmed it is not a public body such as a Parish Council and closer to a business model of governance. Following limited discussion, the two observers agreed to leave the meeting. The Chair then commenced the meeting.

### **2. Notes of the last meeting**

Notes from meeting on 14<sup>th</sup> April 2016 agreed as a true record  
Notes from meeting on 18<sup>th</sup> March 2016 agreed as a true record

#### **Matters arising not on the agenda**

David Dodd has indicated he is willing to act as Secretary of the CLT– approved by all present

#### **Observer status**

SW – Only 1 other CLT has had observers attending their meetings. The Chair indicated there are three potential options:

- Observers permitted as of next meeting
- Observers never permitted
- Observers permitted to attend meetings once the CLT has been incorporated

Discussion took place on the desirability of transparency and openness. Currently there are two strands to the CLT, one to set up the CLT and the other to look at potential sites. These two strands are now coming together as in the current meeting.

Following further discussion it was agreed that the steering group would explore option 3. At its next meeting it will discuss a paper on observers being permitted to attend meetings once the CLT has been incorporated and consider a model code of conduct.

#### **Steering group composition**

The Chair reported that checks have been made to ensure all those who wanted to join the Steering group have done so. Should anyone on the steering group know of others who want to join, the chair asked she be informed and she will contact them.

### **3. Setting up the CLT**

## **Finalising Rules**

CLT Officers & WCLTP have looked through documentation. Once finalised, the draft documentation will be circulated to all Steering Group members for comments. Once this is agreed WCLTP will then apply through the Financial Conduct Authority for the CLT to be incorporated. Once this is done, a bank account can then be opened and members of the CLT can be recruited. A Special General Meeting must be held within 6 months and all members of the CLT will then elect a new board of directors for the CLT. It is anticipated that this meeting will take place in November 2016.

A Money Laundering Detection Officer will need to be appointed

## **Inaugural Board & Founding Members**

The following people have indicated that they would like to be the Founding Members on the Board of Directors: Christine Eden, Oliver Shirley, Ian Dawes, Jim Brookes, Ian Jones, Mike Krohn, David Dodd and Simon Turner – all agreed by meeting.

### **4. Marshfield CLT Project Plan**

Marshfield CLT Project Plan circulated – to be reviewed at each CLT meeting. Coming up over the next few months: site search over the next 3 months with Public Meeting scheduled for October 2016 to announce potential site.

### **5. The Housing Project**

#### **Number & Types of Homes**

Housing needs survey from 2013 was discussed at the CLT meeting on 2<sup>nd</sup> March 2016 although it was acknowledged that at that point not everyone had sight of the original survey (it has since been circulated). It was acknowledged that the data from the Housing Register was not perfect as more information needed. It is suggested that a local clinic be set up to encourage local people to sign up to the Local Housing register which would help to give a clearer picture of local housing need. It was agreed that it may be beneficial for the CLT to compile its own list of local housing need. It was agreed that the local clinic needs to be carried out before the end of the year which will be good for transparency and also raise awareness within the community. It could be linked with the CLT membership drive. Steering Group members to think about how this can be done and come to the next meeting with ideas.

The Chair commented that the initial starting point is for example, possibly 10 affordable houses or flats (at least 8 rented and up to 2 shared ownership). This can be amended. If public subsidy is unavailable, the addition of some homes for open market sale will also need to be considered; the proportions depending on financial viability and whether the homes are located within or outside the settlement boundary. The availability of public subsidy is still unknown – the Department of Communities and Local Government is still considering how to invest up to £300m over 5 years in community-led affordable housing.

#### **Site Selection Process**

WCLTP – starting point is usually looking at a plan of the village – invariably looking at rural exception sites (i.e. fields adjacent to settlement with the potential to build houses on – obviously steep gradients and areas prone to flooding are not appropriate). There may be sites within the village boundary which the CLT could be successful in applying for planning permission, where the landowners would be unsuccessful. Concerns were raised that any presumption is that it will inevitably be a rural exception site that is used. This relates to financial differentials for sale of land. Sites both within and outside the village settlement boundary need to be considered. Recommendation of potential site(s) is reported to the public meeting with a clear and transparent rationale as to how the final site recommendation has been made.

Much discussion then took place on the process to be followed with regard to identifying potential sites and approaching individual landowners etc. to ascertain their interest in possible use of land. WCLTP commented that the same letter would need to be sent to all prospective landowners to ensure that everyone receives the same information. Their experience indicates that up to £7,000 per plot is available for a rural exception site (subject to gaining the necessary planning permission). The purchase cost for a site within the village settlement boundary is a completely different matter. It was agreed that, at the next meeting, Steering Group members will focus on potential development sites in the village.

It was noted that the SGC – Call for Sites report is due out in the next few weeks and this will include some sites in Marshfield.

It was agreed that a Marshfield CLT leaflet is to be distributed to all residents and needs to detail what is happening (including a general reference to potential site selection) but final details of the leaflet need clarification. Draft leaflet will be circulated to Steering Group members for comments before publication.

## **6. Communications with the wider community**

It was agreed that all communication needs to be open and transparent – a collective voice with an identity. Three potential logos have been designed and circulated. Following discussion a vote was taken: 8 votes for logo 1, 2 each for logos 2 & 3, so logo 1 was agreed (with the inclusion of house window).

- Leaflet to be distributed next week
- Article in AAM at end of May
- Noticeboard – old RBL one on Tolzey Hall wall
- Website to be set up – simple blogsite using WordPress- action Mike Krohn

## **7. Next Steps**

Marshfield CLT will need to appoint an Auditor and a Solicitor – WCLTP have contacts, but there may also be local people who could be used.

AW to circulate a ‘doodlepoll’ to find the best date for the next meeting. Later afternoon meetings are preferred.