

# Uppingham Homes CLT

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**Minutes of the Uppingham Homes Community Land Trust Board Meeting held at 2pm on August 28<sup>th</sup> 2019**

## **1. Participating**

David Ainslie Graham Allison, Edward Baines, Margaret Simpson, Ron Simpson, Geoff Thompson

## **2. Apologies for Absence – Mark Shaw**

**3. Declarations of Interest** – The personal, business and community interests of directors were noted. Agreed that an UHCLT ‘Register of Interests’ and ‘Code of Conduct’ be prepared by the Secretary for completion by directors when ready.

## **3. To Receive the Following Notes of Meetings**

- a) Inaugural Board Meeting held on July 22<sup>nd</sup> 2019 – Received with no matters arising
- b) Notes of GSS Design Team Meeting with UHCLT on July 30<sup>th</sup> 2019 – Received with the following matters arising. Note 5.02 – GA to respond; Note 5.06 – GA to forward photos.

## **4. Activity Update**

Board members reported on the actions taken to date and the next steps required.

### **a) Legal, Membership and Board Matters**

- i. Public Register of Members now prepared. Will be posted on website
- ii. Director Role Description and Acceptance of Office document prepared. Now signed by all directors as required by rule book
- iii. Chair and Secretary Role Descriptions to be prepared as part of Director Induction Pack and posted in directors section of website once reviewed
- iv. New Member Engagement Pack to be prepared and posted in members section of website once reviewed
- v. NCLTN Template Code of Practice for CLTs reviewed. To be amended and put on website.
- vi. Secretary to chase up Anthony Collins ref progress on transfer of land
- vii. Inaugural membership subscriptions received by Secretary to be paid into bank account once opened
- viii. Community Land Trust Handbook reviewed noting the need to prepare a Financial Authority Policy, Data Protection Policy and, at a later date, housing letting policies
- ix. Uppingham First board has indicated it will offer such support as is required and possible to ensure adherence to project timetable and payment targets while awaiting grant funds.

### **b) Technical and Land Clearance**

Badley Orchard Land Clearance – Land cleared over bank holiday weekend. Best practice followed in that:-

- i. Risk Assessment prepared and followed
- ii. Deputy Technical Director’s work programme followed, supported by paid and unpaid volunteer labour. Public alert signage erected. Verge trimmed and checked for hazards in consultation with RCC. Recommendations of Asbestos Survey followed and removal contract issued and completed. 360’ Digger hired and utilised to remove all buildings and waste from site and level site sufficient for ground and habitat surveys to follow. Entrance enlarged and fitted with Harris fencing panel All waste materials, bar tree and shrub timber, moved to edge of site and processed and recycled as follows.....  
Apple wood and Pear wood – to local artisans via social media advert: Glass - to RCC recycling centre: Plastics - to RCC recycling centre: Metals - to specialist collector: General wood – to local community via social media advert: Some remaining general waste to be removed by trailer/skip once all metals removed. Two large piles of shrubbery and timber remain for removal at construction stage. The significant amount of labour (4.5 days) provided by Richard Gilbert was noted.
- iii. Technical Director confirmed signing of GSS contract and arrival of their initial invoice for £8503.94. Geotechnical Survey to be completed on Tuesday September 3<sup>rd</sup> and the Measured/Levels Survey on Wednesday September 4<sup>th</sup> and Thursday September 5<sup>th</sup> 2019. Habitat Survey to be organised once tests completed. GSS draft project timeline received and acknowledged.

### **c) Homes England, Due Diligence and Finance**

Due diligence is still underway. The Finance Director has written to James Mather to see if anything further is required from UHCLT to complete the process. An e-mail from the Housing contract section of Homes England has requested that the UTC contribution or an alternative be confirmed. This should be resolved at a meeting of Uppingham Town Council on Tuesday September 3<sup>rd</sup> 2019. The Finance Director is to submit the Milestone 1 document to Homes England after this meeting. We await the Homes England formal contract to sign. (Note that shortly after the meeting HSBC advised the bank account was now operational). It was confirmed that authorised signatories on the account will be Finance Director Geoff Thompson and Vice Chair David Ainslie. The Secretary will have access to the account on a read only basis.

### **5. Insurance**

The Secretary confirmed that UHCLT was now a full member of the National Community Land Trust Network and had taken up its recommended public liability and director insurance policy.

### **6. Membership Policy and Presentations to Parishes**

The publicity given to, and offers of a presentation on, UHCLT to parishes and community groups by the Secretary was noted. It was agreed that an online membership pack be prepared by the Secretary and publicised when approved. Following debate on the classes of membership to be offered it was agreed that a corporate grade of membership be created that might appeal to parish councils and businesses. It was further agreed that Uppingham Town Council be the first to be offered such corporate membership if it decided at its September meeting to proceed with its planned financial support.

### **7. Registered Housing Provider Status**

It was noted that the Secretary was to attend a legal briefing on RHP status in Birmingham in mid-September. Contact had also been made with the relevant officer of Locality regarding support for the move.

### **8. Next Steps and Any Other Business**

- a) Undertake ground surveys
- b) Progress becoming a Registered Housing Provider
- c) Submit Milestone 1 Claim
- d) Prepare Milestone 2 documentation
- e) Pay outstanding bills as soon as grant arrives
- f) Progress land transfer
- g) Prepare draft welcome packs for review and postings on website
- h) Progress meetings with RCC and Anglian Water
- i) Update GSS on progress
- j) Deliver presentation to UTC.

### **9. Date of Next Meeting**

Board Meeting – Secretary to consult on late September date- provisionally Monday 10am September 30<sup>th</sup>. To be confirmed.

Ron Simpson BEM  
Secretary  
Uppingham Homes CLT  
1.9.2019

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Please address all correspondence to the Secretary of the Uppingham Homes Community Land Trust at

7 Hawthorn Drive Uppingham Rutland LE15 9TA Tel: 01572 823465 Mobile: 07710 328469 E-mail: rons@clara.net