

Uppingham Homes CLT

www.uppinghamhomes.uk

Minutes of an Inaugural Meeting of the Uppingham Homes Community Land Trust Board held at 1pm on Monday July 22nd 2019.

1. Participating

Graham Allison, Edward Baines, Mark Shaw, Margaret Simpson, Ron Simpson, Geoff Thompson

2. Apologies for Absence - David Ainslie

3. Election of Officers

Agreed as:-

- a) Chair – Edward Baines
- b) Vice Chair – David Ainslie
- c) Secretary – Ron Simpson BEM
- d) Assistant Secretary – Margaret Simpson
- e) Finance Director – Geoff Thompson
- f) Technical Director – Graham Allison
- g) Deputy Technical Director - Mark Shaw

4. Notes of the Inaugural Meeting of the Uppingham Homes CLT Membership held on July 15th 2019

Received, noted and attached as Appendix A.

5. To Receive the Inaugural Schedule of Membership

Received, noted and attached as Appendix B

6. Preamble and Update on Activity To Date

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

a) Legal

The Uppingham Homes Community Land Trust is now a legal entity and registered with the Financial Conduct Authority (FCA) as a Community Benefit Society (CBS). Registration Certificate (Number 8155) is attached as Appendix C. Registered Address is The Falcon Hotel, Uppingham, Rutland LE15 9PY. Administrative Address is 7 Hawthorn Drive, Uppingham Rutland LE15 9TA.

The organisation's rule book is attached as Appendix D. Benefitting parishes are Preston, Wing, Glaston, Bisbrooke, Seaton, Lyddington, Thorpe By Water, Caldecott, Stoke Dry, Belton, Wardley, Ridlington, Ayston and Uppingham. Its objects shall be to carry on for the benefit of the community.....

i) The business of providing and managing housing (including social housing) and providing assistance to help house people and associated facilities, amenities and services for the relief of financial hardship

ii) The promotion for the public benefit of regeneration in areas of social and economic deprivation (and in particular the parishes of Preston, Wing, Glaston, Bisbrooke, Seaton, Lyddington, Thorpe By Water, Caldecott, Stoke Dry, Belton, Wardley, Ridlington, Ayston and Uppingham) by all or any of the following means.....

- The relief of financial hardship (other than the provision of housing) in such ways as may be thought fit
- The advancement of education, training or retraining, particularly amongst unemployed people, and providing unemployed people with work experience
- The provision of workspace buildings and/or land on favourable terms, financial assistance, technical assistance, or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help in setting up their own business; or to existing businesses.

It was agreed that Uppingham Homes CLT pursue becoming a Registered Housing Provider. It was further agreed that Trustee insurance be secured, perhaps through an upgraded membership of the National Community Land Trusts Network if their insurance proved to be good value.

Trustees noted and accepted the offer, with a five year time limit, of Gerald Badley to transfer the Garden Orchard on Seaton Road into the ownership of the Uppingham Homes CLT for the purpose of building affordable homes for younger people; the legal work necessary to be undertaken by Anthony Collins at the agreed price.

b) Membership and Board

Inaugural membership of the Trust (9 members) and the inaugural board membership (7 Trustees) was recognised as shown in Appendix D. It was agreed that the next meeting of the board approve a range of literature including role descriptions, a membership procedure, a Register of Members, Board Member procedures and the Obligations and Conduct of Board Members (to be signed by all board members within one month of appointment). It was noted that all these documents were available in model form from the National Community Land Trust Network.

c) Technical

The Technical Director reported on his actions to date including a site visit, a preliminary meeting with GSS Architects of Northants attended by a number of Trustees and online dialogue with a number land survey firms. Following discussion to agree that some preliminary ground clearance work was necessary (Deputy Technical Director to investigate and action within budget) and dialogue with contractors to adjust pricing in line with the grant to be received, formal quotations for the work covered by the grant had now been received. Trustees debated the need to seek alternative quotations for the architectural element of the project as this was over £5k net. Following extensive consideration of the facts it was agreed by the Trustees to proceed with GSS because.....

- GSS had undertaken the preliminary architectural work in the project's pre-feasibility study funded by Locality with very positive feedback on their work
- GSS staff had already established a dialogue with the area's younger residents as part of the pre-feasibility study
- GSS were an established national practice already undertaking work in the town and therefore knew Uppingham well
- Several Trustees had prior experience of GSS work and felt the practice had relevant knowledge and experience of the type of work being commissioned
- Preliminary enquiries with GSS revealed they were willing to negotiate and collaborate on outcomes
- The professional experience of several Trustees suggested the quoted fee was competitive.

Following further dialogue on quote content and value for money it was agreed that the following contracts be approved and the Technical Director authorised to progress matters.....

- **Architects** – GSS of Northants £69066.00 inc. VAT
- **Ground Investigations** – Soiltechnics £ 5679.60 inc. VAT
- **Topographical Survey** – Global Surveys £ 1248.00 inc. VAT **Total** £75993.60

d) Homes England and Due Diligence

The Finance Director reported on a very positive dialogue with John Mather, East Midlands representative of Homes England. John was very happy with all the due diligence and other paperwork submitted and this had now been forwarded to the Homes England Compliance Team. Outcomes should take about 2 weeks. A contract with Homes England would then be forwarded for signature. Once signed, grant drawdown could begin in stages as the agreed milestones are achieved.

Milestone 1 - 25% of the grant is payable on receipt of evidence of the creation of the legal entity
Milestone 2 - 25% of the grant is payable on receipt of an outline plan (Technical Director to put together a Gantt chart of our plan up to but not including plan submission)
Milestone 3 - 40% of the grant is payable on receipt of all of the technical studies and the complete feasibility study - this can be drawn down in part
Milestone 4 - Final 10% of the grant is payable with proof that the Trust is in a position to submit its application for DPP

i) The Board noted with pleasure the offer of a grant to form the Uppingham Homes CLT and undertake Stage 1 of the Badley Orchard Housing Project and formally resolved that it be accepted.

ii) The Board noted the quotations for legal work from Anthony Collins and formally resolved to accept them.

iii) The Board considered a written communication from the Vice Chair suggesting an incremental approach to the construction phase of the project. Following consideration of the perceived implication for costs, it was agreed that no action be taken at this time

iv) The Board formally authorised the opening of an HSBC bank account. Any two signators to sign or authorise payments drawn from Graham Allison, Geoff Thompson, David Ainslie, Edward Baines, Ron Simpson and Mark Shaw

v) Invoice for the legal work to form Uppingham Homes has now been received from Anthony Collins and awaits receipt of the Trust's Milestone 1 grant to enable payment

vi) It was agreed that the minimum £1 membership share fee be paid into the bank account (when open) in respect of the 9 inaugural members.

f) Community Land Trust Network Membership

The Secretary's action in taking up membership of the Network was approved. Receipt of its Community Land Trust Handbook, 2018 Annual Report and Website (www.communitylandtrusts.org.uk) Access Code was noted.

g) Sustainable Land Trust Meeting

The Secretary reported on a very positive meeting with Kate Wiseman of the Leicestershire based Sustainable Land Trust.

7. New Membership Arrangements

It was agreed the next Board meeting establish the procedure and paperwork for recruiting new members to the Trust.

8. Presentations to Parishes

It was agreed that a presentation on the Trust and its objectives be offered to beneficiary parishes

9. Introductory Meetings with RCC and Anglian Water

It was agreed that the Secretary and Chair organise introductory meetings with RCC and Anglian Water making a specific mention of the infrastructure funding available for complex sites

10. Project Character and Preliminary Briefing of GSS Architects

It was agreed that a preliminary meeting with GSS be arranged for Wednesday July 31st 2019 at 10.30am in The Falcon Hotel. All Trustees are invited.

11. Next Steps and Any Other Business

- a) Secure paperwork necessary to become a Registered Housing Provider
- b) Seek an Investment Partner as required by Homes England for Registered Housing Providers
- c) Claim Milestone 1 grant when bank account open
- d) Pay legal invoice when grant in bank
- e) Sign Homes England contract when received
- f) Organise Trustee Insurance
- g) Facilitate part clearance of site during August to enable ground survey work in September
- h) Bring role documentation, member register, etc. to August Board meeting
- i) Create basic website and e-mail addresses for Trust
- j) Produce SOAP Programme for Homes England

12. Dates of Next Meetings

- a) Meeting with GSS Architects - Wednesday July 31st 2019 at 10.30am in The Falcon Hotel
- b) Board Meeting – Wednesday August 28th 2019 at 2pm in The Falcon Hotel

Ron Simpson BEM
Secretary
Uppingham Homes CLT
27.7.2019

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

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