

Uppingham Homes CLT

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Minutes of a Special General Meeting of the Members of the Uppingham Homes Community Land Trust (CLT) held at 2pm on Friday February 7th 2020 in The Falcon Hotel and Incorporating a Meeting with Architects GSS at 3pm on the same date

1. Register of Members and Roll Call

David Ainslie BEM; Graham Allison; Edward Baines (Chair); Christine Edwards; Margaret J Simpson; Ron Simpson BEM; Geoff Thompson and Janet Thompson: Member Director Mark Shaw joined the meeting electronically. All CLT members were therefore recorded as present and the register signed accordingly.

2. Apologies for Absence

None

3. Declarations of Interest

The personal, business and community interests of directors and members were acknowledged. The submission of Directors' Declaration of Interests Forms to the Secretary was noted.

4. Health and Wellbeing briefing

Members were briefed on the venue's health and wellbeing facilities and evacuation procedures.

5. Chair's Welcome and Introductions

Chair Edward Baines welcomed all members to the first full member meeting of 2020 and noted that all were known to each other. In the interests of transparency the membership was invited to stay at the close of formal procedures and join the meeting with Architects GSS at 3pm.

6. Uppingham Homes CLT – The story so far

The Membership was provided with a complete update on the progress of the CLT and the work undertaken to date on its first affordable housing project. Mention was made of:-

- a) The offer of a gift of land from Gerald Badley to build affordable homes for local younger people
- b) The Locality funded pre-feasibility study which led to the creation of the CLT
- c) The securing of a Homes England grant to progress the project and form a Community Benefit Society
- d) The issue of nine founding member shares in Uppingham Homes CLT
- e) The financial contribution made by Uppingham Town Council toward the creation of the CLT
- f) The work undertaken to date on the Badley Orchard site including collaborative work with Anglian Water
- g) Design work done to date with appointed architects GSS of Northamptonshire
- h) Legal work done to date to create a rule book, transfer the Badley Orchard into ownership of the CLT and acquire charitable status
- i) The financial modelling and business planning undertaken to create a sustainable and viable first site with 6 affordable homes
- j) The submission of a Stage 1 application to acquire Registered Housing Provider Status
- k) The submission of a grant application to Locality to support the Homes England RHP Stage 2 application and prepare the required business plan and supporting operational policies
- l) Significant work clearing and surveying the Badley Orchard site
- m) Preliminary work undertaken with Rutland County Council to deliver the site and prepare a full planning application
- n) Significant documented public support for the project at the Uppingham Neighbourhood Plan Advisory Group Developers Event
- o) Timely grant claim submissions in line with the requirements of Homes England

It was noted that the project was on track with further design discussions planned for the 3pm meeting with GSS.

6. Financial Statement

Finance Director Geoff Thompson provided members with an up to date analysis of the CLT's financial position. Receipt of the next grant stage payment was awaited.

7. Motions for Debate

Following explanations of the requirements of HMRC regarding charitable recognition and understanding of the rule book with regard to audit, it was unanimously agreed:

- a) To approve a resolution under Section 84 of the Co-operative and Community Benefits Societies Act 2014 to disapply Section 83 (duty to appoint auditors) of the said Act in respect of the year of account 2019 – 2020
- b) To receive notification of the Board's appointed Auditors as Chris Sworn FCA and Russ Garley ACCA. with their use being in the most cost effective form
- c) That Uppingham Homes CLT amend its Rules as follows:
 - i) *Remove section A.2.2.3*
 - ii) *Insert the same wording as section A.2.2.3 into the Powers section as paragraph B2.8 with the amendment that the words "the provision of" be amended to "provide"*

8. To Note the Diary of Meetings for 2020

It was agreed that Board meetings be held quarterly and two member meetings be held each year: Dates to be advised by the Secretary.

9. Next Steps for the Trust and Membership

These were agreed as:-

- a) Receive transfer of Badley Orchard site. The Secretary was authorised to progress this transaction and sign the necessary documentation on behalf of the CLT
- b) Chase up Locality application
- c) Secure remaining Homes England grant
- d) Work with Locality consultants to progress RHP status, prepare policies and list on website
- e) Finalise housing and site design
- f) Approach Housing Developers for additional sites
- g) Prepare detailed planning application for the Badley Orchard site

10. Member Discussion Items

Letter from resident – The membership considered the content of a letter from a resident of Brook Close, off Seaton Road, expressing a number of concerns over developing the site and making suggestions for improvement. The Vice Chair and Secretary's written responses were noted and it was agreed that a number of the resident's suggestions could be incorporated into the final site design.

- a) The membership considered the content of a letter from a resident of Brook Close, off the Seaton Road, expressing a number of concerns over developing the site and making suggestions for improvement. The Vice Chair and Secretary written responses were noted and it was agreed that a number of the resident's suggestions could be incorporated into the final site design.
- b) **Housing Needs Survey** - It was agreed that the CLT help pilot the proposed CPRE Affordable Housing Survey in Uppingham and its hinterland as soon as possible.

There being no other business the formal meeting was closed at 3pm to facilitate joint discussion with GSS Architect Teo Lall and planning colleague Helen Lowe. Key decisions made were:-

- a) Design option 2 is the best way forward. Drawings were retained by the CLT
- b) GSS to provide design illustrations asap
- c) Location of sewer access to be identified GA, RS and MS and GSS notified when cleared
- d) Noting that RCC policy did not entirely align with the NPPF, an Exception Site approach to planning was likely to be the most productive
- e) RCC Highways and Housing contacts to be provided by RS to Helen Lowe
- f) Planning proposal to be completed by the end of March 2020 in line with grant targets
- g) DA to forward the existing Housing Needs Survey to Helen Lowe and RS to engage with the proposed CPRE affordable housing needs survey pilot to generate supporting data on Uppingham housing need.

Meeting closed at 4pm. Minutes dated 10.2.2020

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

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