



Seend Community Land & Asset Trust

MINUTES OF THE 1ST SEEND COMMUNITY LAND & ASSET TRUST STEERING GROUP (SG) MEETING HELD ON MONDAY 28TH MAY 2018 AT 7:30 PM IN THE IRENE USHER EMORIAL PAVILION, RUSTY LANE, SEEND

Present: George Clarke (GC), acting Chairman, Councillor Jonathan Seed (JS), acting Vice-Chair, Richard Van Den Broek (RVDB), acting business adviser, Steven Vaux, acting Secretary, John Williams (JW) Seend PC Representative, Georgina A'Bear (GA), Chair Seend Parish Neighbourhood Plan, Carole Vince (CV), Vice-Chair Seend Parish Neighbourhood Plan, Victoria Bodman (VB), Wiltshire Council Community Housing Project Officer, and 20+ CLT members.

ITEM 1. **Introduction by Acting Chairman** - The acting Chairman, George Clarke, introduced himself and sought the assent of the members present to continue as Chairman for the time being. This was unanimously agreed. GC asked the acting SG members to introduce themselves and following this recommended that the current acting members continue as part of the SG. The recommendation was accepted.

ITEM 2. **Conduct and management of the CLT** – GC outlined the principles of conduct and management of the CLT.

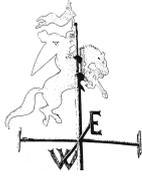
ITEM 3. **Confidentiality** - GC stressed the need for confidentiality where it was required and outlined the example of prospective tenant finances as a case in point.

ITEM 4. **Good Practice for Community Land Trusts** – GC brought the attention of the members to the National CLT Code of Conduct and in particular the requirements contained within it concerning transparency, reputation, behaviour and probity. GC said this had already been published on the CLT web site and was available to all members. [<https://www.seendclt.org/clt-code-of-conduct.html>]

ITEM 5. **Steering Group formation** – SV covered some of the wide range of tasks and expectations that would be required of the SG members to give life to the CLT as a working legal entity, operating solely for the benefit of the Parish of Seend. SV said that if members were intent on becoming part of the CLT SG they should come forward and introduce themselves.

Dr Nigel Knott asked a question about the style of legal entity to be adopted at the formation of the CLT.

GC introduced RVDB, who was advising the start-up CLT SG. RVDB briefly outlined his area of business expertise.



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JS, being well-known amongst the CLT membership, explained his past involvement with CLTs at county level within the Wiltshire Community Land Trust. He gave brief information on the current funding for community housing at £670,000 which was ring-fenced for that purpose and was in part being used to employ additional staff, such as VB, as project officer in support of community-led housing.

VB introduced herself and explained her involvement with other Wiltshire and wider neighbouring county CLTs, such as Wessex Community Assets [<https://wessexca.co.uk>], with whom she was fostering useful relationships. VB explained that £10,000 funding was available for CLT start-up.

JW introduced himself and explained his pre-retirement career history in business.

ITEM 6. Choice of Legal Entity – RVDB detailed the administrative and financial benefits, burdens and flexibilities of each of the three forms of legal entity available to CLTs. RVDB went into the necessary regulation for each legal form and added that he recommended formation of a Community Interest Company (CIC), limited by the guarantee of £1.00 per member as being best suited to Seend's circumstances and also the most open, efficient and democratic. The CIC would be governed by the Memorandum and Articles of Association (M&A) which would be drafted, examined and recommended by the SG.

Mr B McCulloch asked a question concerning community benefit societies in relation to the CIC recommendation. RVDB answered the question and GC picked up the point to further explain the rationale of the choice. RVDB therefore moved that the SG adopt the selection of legal entity as a CIC. The proposal was seconded by JW and was voted 4 for and none against.

Nick Dark (ND) begged the Chair's indulgence to revert to ITEM 5 and offered to join the SG. ND introduced himself and spoke of his recent work history in social housing management. ND's membership of the SG was welcomed.

Kath Steggall (KS) introduced herself and briefly outlined her experience as a primary school teacher and businesswoman and offered to join the SG. KS's membership of the SG was welcomed.

GA said that either she, or CV would attend SG meetings as non-voting and representing the Seend Parish Neighbourhood Plan.

ITEM 7. To agree timing frequency and format of meetings - SV's proposed the 3rd Monday of the month as a suitable meeting date but was



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reminded that this conflicted with some established Parish meeting dates. Alternative dates were discussed, and CV suggested the 2nd Tuesday of the month might be more appropriate. SV was asked to investigate the establishment of this day for future meetings. **(Action: SV)**

ITEM 8. **Question and Answers** – There was a short discussion on the drafting of the M&A and the Chair said this would be investigated as part of setting up the CIC and that the SG would report back during the process. **(Action: SG)**

In response to a question from the members, the Chair explained the likely criteria and necessity for selection of Housing Association (HA) or Registered Provider (RP) partner for the CLT's first housing project. VB detailed the Aster, White Horse Housing Association and Hastoe options which were available from Wiltshire Council's HA/RP approved list. The Chair suggested that all options should be left open at this stage and that the most useful route to selection might be an invitation to HA/RPs through response requests to a CLT brief on project requirements.

The Chair appealed to CLT members to canvass their community contacts for possible sites with the intention of obtaining the widest possible range of site options. **(Action: CLT Members)**

JS explained the benefits of rural exception sites and outlined the case study of Semington, where the community, working together, had successfully influenced development.

There was a further short discussion on available project funding. GA said that the CLTSG had about £440 available from the initial £500 granted by Seend Parish Council. GC pointed out that start-up SG members had already personally funded the project to date. VB said that the start-up funding, previously referred to, [end of ITEM 5.] could be made available via the Seend Parish Council if necessary.

ITEM 9. **AOB** – GA, in her role as Chair of the Seend Parish Neighbourhood Plan (NP), requested that members present engage with the consultation process of the NP and provide feedback on how they viewed and valued the many green spaces of the parish. GA said that this could be done via the NP website [<https://www.seendparishplan.org>] or via the appearances of the NP contact points at future parish events.

ITEM 10. **Date of next meeting** - the date for the next meeting was agreed as 12th June, 7:30 pm, Irene Usher Memorial Pavilion, Rusty Lane.



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There being no further business the meeting closed at 8:50 pm.

Secretary's Note for Member's Information: The updated composition of the CLT Steering Group with effect from 28th May 2018 is as follows:

Voting

George Clarke - Chairman, Richard Van Den Broek - Business Adviser, Steven Vaux - Secretary, Nick Dark - member, Kath Steggall – member, John Williams – member and Seend PC representative.

Non-voting

Councillor Jonathan Seend, Wiltshire Council – Vice-Chairman, Georgina A'Bear or Carole Vince – representing SPNP.