



Seend Community Land & Asset Trust

MINUTES OF THE 2nd SEEND COMMUNITY LAND & ASSET TRUST STEERING GROUP (SG) MEETING HELD ON MONDAY 10th July 2018 AT 7:30 PM IN THE IRENE USHER MEMORIAL PAVILION, RUSTY LANE, SEEND

Present: George Clarke (GC), Chairman, Richard van den Broek (RVDB), business adviser, Steven Vaux (SV), Secretary, John Williams (JW) Seend PC Representative, Carole Vince (CV), Vice-Chair Seend Parish Neighbourhood Plan, Dr Nigel Knott, CLT Steering Group, Nick Dark, CLT Steering Group, Kath Steggall, CLT Steering Group, Victoria Bodman (VB), Wiltshire Council Community Housing Project Officer, Rebecca Lockwood Norris (RLN), Wiltshire Council Project Enabler and 8 CLT members.

ITEM 1. **Apologies** – were received from Cllr J Seed, Steering Group Vice Chairman, Georgina A’Bear, Chair Seend Parish Neighbourhood Plan, Anne and Phil Ewing, CLT members

ITEM 2. **Minutes of the last meeting** – had been circulated and were accepted as a true record of the last meeting. Minutes are available on the [CLT web site](#).

ITEM 3. **Matters arising from the last minutes** - GC explained that the last meeting had been postponed as the June date had been too ambitious for the conduct of the necessary business that made a meeting worthwhile. Forward meeting dates had been published

ITEM 4. **Incorporation of the Community Interest Company (CIC)** – RVDB explained the forms of legal entity and the application process for incorporation of the CIC, which had been applied for on 29th June 2018 and was in process. NK said that he had contacted Companies House this day and was advised that incorporation should be finalised soon.

RVDB explained the make-up of the Board of Directors (BoD) and the general arrangements for nomination of further directors to provide a maximum of five. A BoD meeting would require a quorum of 3 directors. A post of company secretary would not be created as there was no mandatory requirement to do so.

Steering Group members Kath Steggall, Nick Dark & Dr. Nigel Knott had agreed to take up director positions in the CIC. It was agreed that this would be actioned following receipt of notice of incorporation from Companies House.

(Action BoD)

RVDB provided an explanation of the CIC Articles of Association (AA) which had been published on the web site, [<https://www.seendclt.org/articles-of->



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[association.html](#)]. The AA document was based on the recommended model, which met about 95% of the CIC requirement, and had been amended to fit the aims and purposes of the CLT. The AA could be amended by the CLT membership if it was deemed necessary. RVDB went on to explain the mandatory asset lock, ensuring winding up in favour of the community's benefit, and the logical need to ensure that such an instance was not impeded by nomination in favour of a specific community organisation which might not exist at the point of winding up.

ITEM 5. Initiation of CIC BoD meeting, nomination of additional directors – this item was passed over as the notification of incorporation had not been received.

ITEM 6. Opening of a CLT bank account – SV said he had been in correspondence with the [Nationwide Foundation](#), which had been set up with a range of charitable social aims including “changing the community-led housing landscape”. Nationwide was not yet in a position to offer banking services to CLTs. SV further explained the [Charity Bank's](#) funding and ethical relationship to the National CLT Network. There was a discussion on banking service providers and KS said that [Triodos](#) could be a considered ethical option. SV said that Seend PC was covering CLT expenses from the grant they had provided. VB had advised that further grants could also be channelled through Seend PC if the CLT wished to progress the grant application against a CLT budget submission. The draft budget sheet was provided to VB.

RVDB said that the selection of a banking service provider should depend on cost and that it did not matter who provided the initial service as providers could be changed as required.

GC said he felt that CLT finances should be independent of Seend PC at incorporation. It was decided that a banking service provider would be selected, and an account opened as soon as incorporation was finalised. **(Action: SV)**

ITEM 7. Budget for the forthcoming year - SV said that NCLT advice was that CLTs average operating costs are about £1,600 per year. The CLT formation group had partly financed the setup costs. A quarterly budget forecast was a requirement of the Wiltshire Council grant application process. This had been drafted and projected operating costs were less than the advised annual amount for the next 2 years, though these would rise as the CLT gained momentum and the volume of business increased.

ITEM 8. Report on contacts with Housing Associations (HA) – GC said he had contacted a number of HA. Firstly, Hastoe based in Kingston-upon-Thames, who had an office in Dorchester. GC said he had discussed the site



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identification strategy and there was common agreement across HA that specifically identified sites would be required as a starting point for negotiations.

VB introduced RLN and concurred the strategy and said that the Wiltshire Council community-led planning officer post was in operation and able to assist with advice on site suitability as required.

GC said that Aster Group obviously had a bigger budget than Hastoe and White Horse HA. Although very helpful, GC said that Aster felt sites of less than 10 homes were less economical to build.

Steve Warran of White Horse HA had been very constructive and a relationship with the owner of the Seend Cleeve Park Farm site had already been developed prior to the CLT's existence. The CLT start-up members had also had discussions with White Horse and some site owners in the early days of canvassing CLT possibilities.

GC said that no doors should be closed on HA partners, or sites, and that for HA selection the "beauty parade" option previously discussed was still the best strategy.

KS thought that the staged building of small numbers of houses on a range of sites might be an option that caused less impact. It was commented however that this would probably be a more expensive option.

ITEM 9. Review possible sites and agree next steps – GC said the next steps required a list of possible sites to be defined and that in accordance with the code of conduct [<https://www.seendclt.org/clt-code-of-conduct.html>] site selection needed to be publicly open and transparent and that all notified site options should be considered and any future offers resulting from a necessary call for sites must be also considered.

Park Farm, was the site of a previous housing development. NK said that plans from a lapsed planning application were in existence and that White Horse HA had discussed development with the owners. There was a short discussion on the Park Farm site and GC asked NK to reopen contact with the owners to obtain permission for a joint site visit with a planning officer and VB.

Rew Farm, was a site that had been discussed with the owners during CLT canvassing. NK said that White Horse had also discussed options with the site owners. NK was asked to include this site in the planning officer and VB visit arrangements with the permission of the owners.



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Land at Sells Green, was discussed and GC agreed to contact the owner to arrange a site visit.

Land at Sells Green opposite Three Magpies, was considered and discussed.

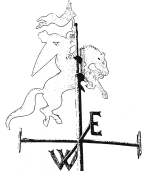
GC said that the CLT would have to mount further appeals for sites so that no options were overlooked and that an appeal for more CLT members was also needed.

GC said that Cllr J Seed has also asked that existing sites, notified to Wiltshire Council, located North of The Lye, owned by the MacDonald family, the land at the north end of School Road, owned by Mr Cottle and the WI site should be considered. SV briefly detailed the planning history of Mr Cottle's site. VB said that funds for land remediation on this site could be an option worth consideration. SV was asked to contact Mr Cottle to discuss options for this site.

CV explained the concept of green spaces within the Neighbourhood Plan (NP) and said that the WI site was identified in the NP as a green space that had community amenity value which should protect it from development.

The site on land to the North of The Lye promoted considerable discussion. The SG and CLT members were well aware of considerable opposition to the development of this site and it was felt there could be a loss of landscape character and visual and public footpath amenity if it was developed. GC said that perhaps development would be more acceptable if only a small part of the site on the eastern edge with reduced housing numbers was considered. CLT members present unanimously felt that this was not an option. GC said that if members felt so strongly opposed to development of this site they should be sure to let the Neighbourhood Plan Steering Group know as part of the ongoing green spaces consultation.

[Secretary's Note: Following the meeting a discussion took place with the Neighbourhood Plan Group. It was decided that before any site visits took place, or contact made with the land owners, a letter would be sent from VB to ask if they would like their land to be considered for Community Led Housing. This will be approved by the CLT and Neighbourhood Plan Group before being sent. To ensure there was a joined-up approach there will also be a Neighbourhood Plan workshop to discuss sites on the 18th September which the CLT will be invited to.]



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ITEMS 10 & 11. It was decided to roll both items 10 and 11 together.

Wadworth & Co and The Bell Inn - NK raised the issue of the complicated and ambiguous nature of the Wadworth & Co landholding and the development and change of use of the former Bell Inn, which is subject to listed building consent. It was felt that, within the Wadworth landholding, land disposal could have an impact on the future amenity value and character of the area of Weavers Cottages and the future of the Wesley Chapel (Seend Methodist Chapel); all three structures being listed buildings and considered community heritage assets. As the Wesley Chapel was a highly valued local and national heritage asset it fell within the remit of the CLT to try to influence, if not secure, its future if the members so wished. RVDB cautioned members that they should focus and concentrate on the main business of community-led housing. Others felt that whilst the CLT was at its start-up point it was important to establish care for important community assets from the outset. KS said she would be happy to organise a viewing of the Chapel if anyone wished. SV recommended that members use the open invitation on 1st September to visit and enjoy the Chapel and coffee (details in July Spotlight). NK agreed to contact Wadworth & Co to explore intentions and possibilities. **(Action: NK)**

Membership drive and publicity – there was an inconclusive discussion on a membership drive and further publicity, and also a suggestion that the CLT should team up with the NP at the Seend Fete. GC said that members should continue to recruit those parishioners who had not already joined. It was agreed that more time might be devoted to this at a future meeting. **(Action: Members)**

ITEM 12. Date of next meeting will be 14th August 2018 at 7:30pm in the Pavilion.

There being no further business, the meeting closed at 9:00pm