

**Draft at 17<sup>th</sup> Dec. 2013**

**NOTES of the FIRST MEETING OF THE NAILSWORTH COMMUNITY LAND TRUST STEERING GROUP 7 pm Wednesday 11<sup>th</sup> December 2013 Council Chamber, Nailsworth Town Hall.**

**Present:** NTC Cllrs – Jonathan Duckworth, Steve Robinson, Paul Carter.

SDC Cllrs - Paul Carter, Emma Sims (part)

GLP – Ian Crawley

Julian Baker, Keith Angus, Jonathan Burfitt, Will Duckworth, Heather Davis, Elizabeth Francis, Dai Francis.

**Apologies:** Liz Green, Ian Potts, Wendy Gerard, Robert Burford, Shahedur Rohman.

1. **Jonathan Duckworth agreed as the Chairman** for the meeting

2. **Status of the CLT Steering Group.**

Agreed that :

a) The CLT Steering Group is a voluntary association of individuals who share a common purpose to set up a Nailsworth CLT and agree to be bound by the following good practice:

- \* Being open and honest at all times, respecting others views and their right to share them.
- \* Always acting in the interests of the Group and the future Nailsworth CLT as you consider it to be in any given situation, i.e. not in a personal interest or that of another company or organisation. If you consider that you or another company or organisation of which you are a shareholder, member or representative, could benefit financially from a decision being considered by the Steering Group, you should say so, and then no longer participate in that particular decision. NB: A Register of Interests will be kept.
- \* Making decisions in a timely manner, on the basis of the best information available, including seeking further information, if necessary.
- \* Only seeking expenses (from the Town Council) that are reasonably incurred on Steering Group business.

b) The Group exists under the auspices of the Nailsworth Town Council : agreed by NTC resolution 19<sup>th</sup> November. Until a Nailsworth CLT is legally in existence, the Town Council is the accountable body for any decisions, applications for funding, receipt of funds or expenditure, on behalf of the CLT Steering Group

3. **Confidentiality.**

Agreed that to ensure openness, and the credibility of this project in the community, from the outset:

- a) All meetings are open for the public to attend and observe.
- b) Members of the public can ask questions of the Group at the beginning of the meeting.
- c) The Papers considered and the notes of the meetings, agreed with those present, will be published on the CLT's website.
- d) The only confidential matters will be those that relate to the personal circumstances of an individual, if they ask for that to be confidential; and where Steering Group members are party to commercially sensitive information through being involved in a competitive process for goods or services for the CLT.

4. **Advisor(s)** : Pro-bono at this stage.
- a) Agreed that Ian Crawley, resident, NCLT member, Director of Gloucestershire Land For People, the county's umbrella CLT, a member of the National CLT Network Board, a national CLT Technical Advisor and a Chartered Town Planner, will be CLT advisor to the Group, with a fee payable to GLP for his services, subject to the availability of funds and the need for and nature of advice at that time and a potential competitive process.
  - b) Agreed that Keith Angus, Chartered Architect, will undertake concept studies on possible development sites, in the context that if funds are available to employ an architect to consult, design, obtain planning consent and oversee the development there will be a competitive process .

**5. Good Practice for Community Land Trusts (circulated with the agenda and on the national CLT Network website [www.communitylandtrusts.org.uk](http://www.communitylandtrusts.org.uk).)**

The meeting considered the Code, provided by the National CLT Network, and its implications for the actions required in setting up the Nailsworth CLT and agreed to use it as a guide to how the CLT should serve its community, be well governed and be a viable business.

**6. Setting up a Nailsworth CLT (Re: paper 3 circulated with the agenda)**

The meeting considered and agreed the actions required, as follows:

- Oversee concept studies of possible sites.
- Agree publicity to develop the profile of the CLT in the community and recruit members. A sub group comprising Jonathan Duckworth, Jonathan Burfitt and Julian Baker was agreed. **Action; Jonathan** to arrange.
- Seek start up funding. **Action: Ian** to provide a note on the options and arrange for a Homes & Communities Agency speaker to the next meeting to talk specifically about the Community Right To Build funding and the HCA Community Led Housing Programme grant.
- Decide whether to partner with a Housing Association or develop homes independently. **Action: Ian** to arrange speakers on both options.
- Agree legal status
- Agree Board structure
- Agree process for moving from a Steering Group to a formal Board.
- Establish a Memorandum of Understanding with Stroud District Council and a HA partner, if chosen.
- Agree outline Business Plan
- Establish bank account
- Launch the formal CLT. NB: in approx 6 to 9 months.

**7. Possible Developments.**

Agreed the way forward on possible development sites within and adjacent to the Nailsworth settlement boundary in respect of those owned by:

- a) Stroud District Council – to produce concept studies, as requested by SDC, on the two sites offered for exploration. **Action:** a site meeting would be held at 10 am on Monday 16 Dec. involving Paul Carter, Elizabeth Francis, Keith Angus and Ian Crawley, comprising the Sites Sub-group.
- b) Private landowners – to make known the CLT's interest in any site for exploration via publicity and contacting local agents. **Action: Publicity Sub-group.**

## **8. Funding**

Noted that the Town Council had agreed to make available up to £500 to meet CLT Steering Group costs and that approx £200 had been spent to date on the banner and hiring the Arkell Centre for one of the public meetings.

Agreed :

- a) to receive a paper from Ian on the options for funding the three stages, i.e. start -up, obtaining planning consent, undertaking a developments.
- b) seek a presentation from an HCA rep. See item 6 above.

## **9. Schedule of Meetings**

Location – Nailsworth Town Hall, Council Chamber or main hall as required and available. Mortimer Rooms otherwise.

Time- 7 pm

Preferred Day – Mondays

Agreed dates – 27 January, 24 February, 24 March.

Ian Crawley  
Gloucestershire Land For People  
17<sup>th</sup> December 2013

## **Draft notes from the initial meeting of the Publicity Sub-Group**

Jon Burfit, Julian Baker and Jonathan Duckworth met on the 13<sup>th</sup> Dec to discuss publicity for the CLT.

This was a wide ranging and free-form discussion, with details to be firmed up at subsequent meetings.

Headings discussed:

- Methods of communicating
- Soundbites – simple answers to questions that members can use for recruitment etc.
- Data protection
- Branding/Identity of CLT
- Other CLTs publicity
- How best to communicate internally
- Who will be using our buildings and how best to engage with them so we are providing what Nailsworth needs

Key points for immediate actions are:

**Recruitment** – Target new members with an aim to have over 100 members by the January Meeting

**Recruitment of Steering Group** members for key roles

**Monthly Nailsworth Market** – JB, JB and JD to attend the market on 21<sup>st</sup> December and publicise the CLT, with the intention of attracting members

**Leaflet** – the sub group to design an information and recruitment leaflet for the CLT

**Membership Form** – amended to include an opt-in for electronic storage of Members' details

Jonathan Duckworth  
20<sup>th</sup> Dec 2013