

Uppingham Homes CLT

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Minutes of the Uppingham Homes CLT Board Meeting held at 1.30pm on November 15th 2019

1. Participating Directors

David Ainslie, Graham Allison, Edward Baines (Chair), Mark Shaw, Margaret J Simpson, Ron Simpson, Geoff Thompson

2. Apologies for Absence

None

3. Declarations of Interest

The personal, business and community interests of directors were noted.

4. To Receive the Notes of the Following Meetings

Board Meeting held on August 28th 2019 – Received with no matters arising.

5. Activity Update

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

a) Legal

- i. Home England Contract now signed
- ii. Formation of Trust now has written support of Uppingham Town Council
- iii. Membership status with National CLT Network upgraded including liability insurance package
- iv. Exempt Charity status with HMRC – Applied for, but query from processing HMRC officer over one object clause (in the national model rules) has required an explanatory letter from Anthony Collins to be sent to HMRC. A reply is awaited
- v. Member Register prepared and on file
- vi. UHCLT Operating Policies under preparation
- vii. Orchard Site gate now carries Trust contact details
- viii. Site now ready for land transfer to be effected. Agreed that 3 quotations be sought asap by RS.

b) Technical, Infrastructure and Planning

- i. Successful meeting with Anglian Water and Rotary sponsored Water Engineer on October 8th 2019. AW has agreed to collaborate with the project. Outline thinking/quote for air quality improvement work at Waste Treatment Plant now received as follows.....

*“I have had some initial feedback on costs for the very basic and small area approach of covering the inlet area and an odour control unit. Please bear in mind that this is an outline proposal and it has not been modelled with regard to the actual odour potential from the WRC
CAPEX – circa £30K OPEX ongoing at £17K per annum
At least it can give you an outline – I have other figures close to circa £300K CAPEX for covering a larger area along the main inlet channel to the aeration area. Let me know how this fits with infrastructure bid thinking.”*
- ii. Revised timeline/project plan now received from GSS and accepted. Agreed that GA seek early December meeting with GSS to progress work. RS to ask Anglian Water for access to Wayleave documentation for sewer crossing site
- iii. RS to progress Habitat Survey with quote from Rutland CLT
- iv. Preliminary communication with RCC Lead Member and Deputy Director of Places effected. Board is being encouraged to make early contact with RCC Development Control to initiate pre app. planning discussions to support Infrastructure grant bid. GSS to be asked to progress this asap by GA.
- v. Locality Affordable Housing Network Meeting attended in London by RS to explore potential further support

- vi. Housing Needs Survey Reports undertaken as part of the UNP update were noted as relevant. Updated public consultation on housing need and community briefing to be integrated with the Uppingham Neighbourhood Plan Developer Event in December 2019. Uppingham Homes CLT to mount a display.

c) Homes England and Financial

- i. Significant problems with Homes England grant claim procedure paperwork eventually overcome following a sterling effort by GT
- ii. Current financial position and cash flow forecast tabled and noted
- iii. Milestone 1 grant claim now received allowing repayment of Uppingham First Loan (helped to pay early bills) and all invoices received to date
- iv. Draft Milestone 2 submission prepared by GT and DA for next tranche of funding discussed, amended and agreed. GT to submit updated version to Homes England
- v. Draft Business Plan to accompany Milestone 2 submission discussed, amended and agreed.

d) Website

- i. Attractive website under preparation by MS and awaiting further data (initial budget of £500 for design agreed)
- ii. Website design to be funded by member donations.

e) Design

Directors briefly discussed need for innovation in design. Agreed that GA incorporate the topic in forthcoming meeting with GSS

6. Policy Document Update

RS has commenced the preparation of operational policies prior to their being placed on the website. Following consideration of drafts by the board it was agreed that

- a) The draft Protection and Safeguarding Policy be approved
- b) The draft Data Management Policy be deferred for further work to be done.

7. Registered Housing Provider Status

It was noted that MJS and RS had attended a legal briefing on RHP status in Birmingham mid-September. MJS was complimented on her detailed report on the event. Following further discussion it was agreed that.....

- i. RS contact Locality to ascertain the synchrony required between the preparation of the bid for RHP status, the payment of the relevant fee and the submission of an RHP grant application. Also the precise support available
- ii. GT submit an RHP grant application

8. Any Other Business

Directors were delighted to learn that Uppingham Homes CLT Director Geoff Thompson has been selected as High Sheriff of Rutland in Nomination for 2022.

9. Dates of Next Meetings

Board Meeting - Secretary to consult on early January date. To be confirmed by e-mail.

Members Meeting - Target date of mid- February agreed

Ron Simpson BEM
Secretary
Uppingham Homes CLT
17.11.2019

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

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