

Dorchester Area Community Land Trust (DACLT) **Minutes of the Board Meeting held on Thursday 23rd November 2017 at 4.30pm**

Board Present: Isobel Aldwinckle
 David Bowen
 Alistair Chisholm
 John Christmas (Treasurer)
 Jan Cosgrove
 Ian Gosling
 Lynda Kiss
 Tricia Mitchell (Chairman)
 Andy Stillman
 Barry Thompson

Also Attending: Rob Aspray - Hastoe Housing Association
 Steve Schofield - Thrings LLP
 Adrian Stuart - Dorchester Town Council
 Alison Ward - Wessex CLT
 Steve Watson - Wessex CLT

Minute Clerk: Paula Harding

For Action

1) Apologies

Apologies were received from Emma Scott (Dorchester Town Council) and Paul Derrien (Dorset Councils Partnership).

2) Declarations of Interest

There were no declarations of interest made at the start of the meeting and members were reminded that they could make them at any point through the meeting if required.

3) Minutes from meeting held on 18th October 2017.

The minutes from this meeting had been circulated. It was agreed that there were no amendments to be made and the Chairman signed them as a true and accurate record of that meeting.

4) Steve Schofield – Messrs Thrings LLP.

Mr Schofield, who is to act on legal matters for the DACLT Board, was introduced to those present. He stated that he is happy with all the documents presented to him so far, including the Heads of Term.

Thrings LLP are still to meet with Hastoe Housing Association to agree the most efficient way of setting up a working structure and a method by which future sales of the properties can be restricted and monitored. Steve did however suggest that a scheme similar to that currently used at Poundbury should be something that is to be explored, as it seems to be working well.

5) Report on the meeting with Reed Watts – 17th November 2017

The notes from the meeting with Reed Watts had been circulated by Andy Stillman. Steve Watson however queried the note which stated that the resale of the properties would be capped at 80%; he felt that the resale percentage has not been agreed and that it may be subject to what can actually be achieved.

Jan Cosgrove reported that she had visited the site earlier today and was concerned that the regulation that any buildings must be more than 5 metres away from other retaining walls would place severe restrictions on the potential options for development. She suggested that the plans should go back to the architects as soon as possible to ensure that this could be accommodated before any decision was made about which of the options to pursue.

Steve Watson stated that he was also waiting for the Engineers report on the site to be forwarded from Craddys. They are being held up as they are waiting for the utility companies to provide the required information. He made it clear to those present that any constraints that the report highlights, including the arrangements for provision of soakaways, will have some impact on the design of the site and that the Board should wait until the advice of the Craddys team had been received before making any further decisions on the site design and layout. Steve is to circulate the report as soon as it is received.

**Steve
Watson**

David Bowen suggested that the group could look at the design options and decide which they were favouring, subject to this report. Steve remained cautious and added that the next phase of grant funding would not be applied for until the new financial year so that this would give a 4 month window to do any feasibility studies if required before a final decision is to be made.

Adrian Stuart proposed that any issues raised on the report from Craddys are sent back to Reed Watts (architects) to solve. Andy Stillman reported that Reed Watts has already requested that DACLT give them a steer as to which Option from those present was preferred. All agreed this would be difficult whilst not knowing if any of them would be removed as Options once the engineers report was received.

6) Decision to rank the 5 options proposed by Reed Watts

The group debated the strengths and weaknesses in each of the layout options whilst viewing the architect's plans on a large screen. There were a variety of views but the consensus was that out of the 5 options the Architects should be informed that the Board preferred Options 1, 3 and 4. Andy Stillman is to forward these preferences to them with clear advice not to do any more detailed work on any of the Options before the report from Craddys has been received and studied.

**Andy
Stillman**

During the discussion about the layout of the properties it was noted that several of the Board have been contacting Reed Watts directly to ask questions about the outline plans. It was agreed that in future all contact with the Architects should be made through Andy Stillman who would act as liaison with Reed Watts for the DACLT.

7) Proposed Meeting with Reed Watts and Pocket Living – London

Andy Stillman reported that this meeting would now take place in January and not December. There is also no mechanism in place to reimburse travel and subsistence expenses, therefore any Board Member wishing to attend would have to fund themselves. It was suggested that a minibus could be hired and the cost divided between those travelling. 9 of those present indicated that they would definitely want to attend pending confirmation of the date.

Andy is to contact all Board members once a date is confirmed to see who is available and then cost out transport options.

**Andy
Stillman**

<p><u>11) Market Research</u></p> <p>Jan Cosgrove and the Chairman had discussed putting together a questionnaire for research purposes and subsequently Jan had drafted one. Jan and the Chairman were planning on hosting a stall at the hospital and potentially at Dorset County Council/West Dorset District Council to try and distribute the questionnaire with the aim of establishing what potential purchasers of the properties would want to see included.</p> <p>Izzy Aldwinkle suggested that whilst a paper copy of a survey was good an electronic version may reach a wider audience and can be promoted on social media, the DACLT and Town Council webpages.</p> <p>David Bowen felt that there were some questions which required adjustment he also suggested that the questionnaire should be trialled on a small group first as this would ensure that the answers given were in the style expected and allow small amendments to be made before it was released to the wider community.</p> <p>Andy Stillman also felt it would be useful to establish who is currently buying properties of a similar size and price at Poundbury and agreed to speak to Meyers who are marketing them. Steve Watson agreed to send a copy of the Certification for purchaser used by James homes so that these terms could be used as examples for a Focus group discussion. (This is added to these minutes as Appendix 1)</p> <p>It was agreed that Izzy would amend the questionnaire slightly and adjust the 'agree/disagree' to just 4 options by removing the 'neither' choice. She would then forward a copy to be used as a paper version to Jan, Alistair Chisolm and the Chairman for use on their 'stands' in various locations. A copy using 'Survey Monkey' would also be created to be added to the agreed websites. Izzy would ensure that the paper version and electronic version were the same so the responses could be collated easily.</p> <p><u>12) Website</u></p> <p>All Board members were reminded that any items to be posted on the DACLT website should be send to Izzy Aldwinckle as far in advance as possible. With this in mind Ian Gosling is to forward the details for the Special General Meeting (SGM) as soon as possible. All Board meetings are public and an Agenda should be posted there at least 7 days before a meeting on the website.</p> <p>A copy of the Membership Form and photos of the site presentation from Reed Watts would be the next to be added to the website.</p> <p>Izzy stated that writing content for the web pages was the most time consuming part of her role so if any Board Member has any interesting information or background to the project which they believe should be included then they should forward this to her for inclusion.</p> <p><u>13) Media Relationship</u></p> <p>The Chairman suggested that a Board Member should be appointed as PR spokesman for the DACLT and that all Press and Media queries should be directed to them. It would also allow for a consistent message to be fed back to the local press with positive script about the project. Alistair Chisholm and Barry Thompson agreed to jointly handle this role.</p>	<p>Andy Stillman</p> <p>Steve Watson</p> <p>Izzy Aldwinkle</p> <p>Alistair Chisolm & Barry Thompson</p>
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It was suggested that they also liaise with the Town Council to ensure that outgoing messages from all parties are consistent.

14) List of Members

A list of members of the DACLT needs to be produced 21 days before the Special General Meeting which is due to be held on Wednesday 10th January.

It was proposed to accept the following as new members of the DACLT:

Isobel Aldwinkle
David Bowen
Robert Kiss
Andrew Godfrey
Andrew Stillman
Barry Thompson

It was noted that Directors do not have to be members of the Trust, however this would be encouraged.

15) Any other business

a) Special General Meeting (SGM)

It was proposed by Alison Ward that anyone wishing to stand for election as a Director at the SGM should submit a short biography (around 150 words) so that it can be sent out with the Agenda. This will allow those sending proxy votes to make an informed choice as well as allowing those who will be attending to have prior knowledge of the candidates and the reasons behind them putting themselves forward to the Board. Submissions should be sent to Izzy Aldwinkle for collation and inclusion on the website.

It was noted that the only business at the SGM would be apologies and appointment of the Board. It was therefore decided that the next ordinary Board meeting would be held directly after the closure of the SGM.

16) Dates of Future Meetings

Wednesday 10th January – 6pm Special General Meeting (SGM)
Wednesday 10th January – 6.30pm DACLT Board Meeting

There being no other business the meeting closed at 18.50pm