

Minutes of the meeting of the Colerne CLT Board of Trustees Tuesday 15th April 2025		
	<p>Present Paddy Harmen (PH) – Chair; Jane Mellett – Secretary (JM); Hilary Holman – Treasurer (HH); Peter Mellett (PM); Clive Spencer (CS); Anne Nicholas (AN); Peter Gorman (PG).</p> <p>Apologies Ally Minch; Brian Burchfield.</p>	Action
1	<p>Introductions Jane introduced Peter Gorman to the meeting, who has expressed interest in the CLT's work. He trained as a structural engineer and now works in finance (see also Item 9 below).</p>	
2	<p>Minutes of the meeting of 12th March 2025 The minutes were unanimously accepted as a true record of the meeting.</p>	
3	<p>Matters arising not already on the agenda PC funding – Jane will approach the PC in June, by which time they should have settled matters currently occupying their attention.</p>	JM
4	<p>Secretary's report – action points from the previous meeting</p> <ul style="list-style-type: none"> a) Jane reported that the owner has been in touch, asking about surveys required prior to meeting their consultants; she will respond in the light of decisions by this meeting (see Item 8 below). b) Jane has asked Trevor Cherriot and Steve Vaux (who facilitate CLTs) about contracts with owners. They have provided a sample contract from Seend for sale and development with lease-back, which will help us with details about cross-subsidy. c) Housing Needs Survey: PC has agreed to support and WC will cover the cost. d) Jane has set up a free consultation with Karen (accountant in Slaughterford) to make sure we do not fall foul of corporation tax. e) Visit to Marshfield has been arranged for Monday 28th April. Pete, Peter, Clive and Paddy to attend (see Item 9(i) below). f) A meeting with Middlemarch (Jane and Clive on Zoom) took place today – see Item 7 below. 	JM
5	<p>Finance</p> <ul style="list-style-type: none"> a) Hilary reported that she has prepared the end of year accounts and they are now with Ray Barker prior to being uploaded to the FCA site. The £180 National CLT affiliation fee has been paid, leaving £156 in the bank. Renewal of the website will be in October. We advertise in the Parish Magazine every alternate month. b) The CLT is not registered as a charity, which precludes applying to charitable bodies for grants; however, we could contact members with the suggestion / request that they purchase further £1 shares (and multiples thereof). c) Insurance for trustees: We shall need this insurance as soon as the project takes off and we start to make financial decisions. Jane noted that there is 	AN JM
6	<p>Housing Association Partner – whether to approve White Horse Housing Association Jane has asked Steve Vaux if we need to investigate a range of housing associations before choosing. In a separate communication, Middlemarch voiced approval of WH, which clearly fits the requirements of our proposed project. She subsequently asked WH if they would be willing to partner and received a very positive response – providing we settle the outstanding planning issues (and keep them informed of progress). The meeting unanimously agreed on a show of hands to partner with White Horse Housing Association.</p>	

7	<p>Response from Middlemarch (technical support consultants) and Geoff Haslam ('Local Agenda' project management)</p> <p>Commenting on the WC Planning response to our pre-pre-app, MM initially expressed a negative view. Much of the initial MM view changed when Jane introduced facts not allowed for in the pre-pre-app form. Jane acknowledged that rewording is necessary for the cross-subsidy aspect of the project; the financing of the required pavement also needs to be explored.</p> <p>MM suggested that the owner could fund the Ecological Survey – some urgency here because surveys are carried out April to October. MM also suggested that we set up a Zoom session with WC Planner (Adam ???), which MM will attend <i>pro bono</i> to address the outstanding points raised in the WC response to the pre-pre-app. This will prepare the ground for our engagement with White Horse.</p> <p>N.B. MM maximum fee is £10,000 per unit (less if WH covers aspects), taken late in the project.</p> <p>Jane has sent a copy of our pre-pre-app materials to CNL (Cotswold National Landscapes) for an initial appraisal (half hour for online session).</p>	
8	<p>Meeting with landowners – next steps</p> <p>It was agreed that we should meet with the landowner as soon as possible to set up the ecological survey. We also need clarity about the exact nature of the cross-subsidy aspect of the project. Jane will circulate the White Horse and Seend Contract for Sale and Development and explore Middlemarch and WH roles and functions with the owner. Paddy, Clive and Jane to attend; Jane to agree a date – and also to contact WC Planning for an update to take to the meeting.</p>	JM
9	<p>Any other business</p> <p>(i) Site visit to Marshfield – questions that need asking</p> <ol style="list-style-type: none"> Middlemarch is involved – what is Marshfield's experience? What is the cost comparison with Seend (built to full PassivHaus standard)? How close is the building standard to PassivHaus? How is the building process being managed – project management? How did they develop their financial model? What are the selection criteria for residents? How did they raise finance – loans, shares? What architectural input did they use? In hindsight, what would they have done differently? Are the tenants involved in planning and/or management? <p>(ii) Peter M will contact the architect he spoke with during the 2022 Seend visit about ensuring that CLT housing is not vulnerable to 'Right to Buy'.</p> <p>(ii) Peter Gorman made significant contributions to the meeting and confirmed his interest in joining the Board of Trustees. He will be formally co-opted at the next meeting after informal discussion with Jane.</p>	PM
10	<p>Close – date of next meeting</p> <p>The meeting closed at 9:10 p.m.</p> <p>The next meeting will be held as developments require.</p>	