

Dorchester Area Community Land Trust

Minutes of the DACLT board meeting held on Tuesday 19th July 2022 at 5.30pm via Zoom call.

Board Present: Alistair Chisholm (AC), Ian Gosling (IG), Lynda Kiss (LK), Felicity McLaren (FM), Tricia Mitchell (Chair) (TM) and Barry Thompson (BT)

Also Present: Steve Watson (SW) – Wessex CLT
Paul Derrien (PD) – Dorset Council Housing Team
Nigel Reed (NR) - East Boro Housing Trust
Emma Scott – Dorchester Town Council

Administration: Paula Harding (PH) – Minute Clerk

1) Apologies

Apologies were received from Theo Hawkins.

2) Declarations of Interest

There were no declarations of interest made.

3) Minutes of the Board meeting held on 17th May 2022

Amendments were proposed as follows:

Item 2) Tony Foot did not send his apologies and Felicity's surname was corrected to McLaren.

Item 8) Para 2 line 3 'here' was amended to 'there'.

Item 9) Para 3 line 1 'UK Archaeology' was amended to 'The Council for British Archaeology'.

Item 10) Vespasian House, 'ID' was amended to 'IG'

These amendments were agreed and the minutes accepted as a true and accurate record of that meeting.

4) Updates from the last minutes (not elsewhere on the agenda)

Software trial

TH was not at the meeting and SW had not received any information on the differences between the LandTech and Nimbus software. It was therefore agreed to postpone this subject to the next agenda until TH can update the board in person.

5) Membership applications

IG reported that he had not received any new membership applications since the last meeting.

6) Treasurers report

FM reported that the bank balance stands at £17,183.

The draft accounts have been circulated to the board in advance of this meeting and no questions had been raised.

Transactions with Directors:

The board considered the legal requirements to disclose loans to officers, loans to directors, contracts with directors and similar arrangements and transactions between the company and directors. ***The directors present confirmed they were not aware of any such company and/or should have been disclosed in the financial statements.***

**Theo
Hawkins/Steve
Watson**

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| <p><u>Letter of representation</u> It was RESOLVED that the draft letter or representation to the accountants be and is hereby approved and that T Mitchell (Chairman) be authorised to sign it.</p> <p><u>Annual Report</u> It was RESOLVED that the financial statements and the directors' report thereon for the year ended 31 March 2022 be and are hereby approved, that T Mitchell (a director) be authorised to sign the balance sheet and that T Mitchell (a director) be authorised to sign the directors report.</p> <p>The accounts are therefore to be signed by the Chairman as agreed above. The required fee and signed accounts are to be forwarded to the accountants by FM as soon as possible.</p> <p>FM asked SW whether he know of any other accountants who understand or specialise in working for CLT's as she is concerned that the current firm do not understand the requirements. SW is to ask Alison Ward whether she has any recommendations and forward these to FM. The DAULT is currently paying around £400 as an annual fixed fee.</p> <p><u>7) Progress report on the S106 Agreement and the planning application for the Tennis Court /West Walks site.</u> SW and Becky Smyth (Excello Law) have been working on the Section 106 agreement and whilst it is not yet signed it is almost complete. There are two items that need to be resolved before permission can be granted:</p> <ul style="list-style-type: none"> i) Dorchester Town Council want a provision to be included in the S106 agreement in case East Boro Housing default on their funding commitments and the property is 'repossessed'. This is known as a pre-emption right and would mean that the property would have to go to another housing association and could not be sold on the open market. All agreed that whilst this is a technicality it is a sensible step to take. ii) The issue surrounding the Poole Harbour run off and nutrient mitigation needs to be agreed with the planning team. PD is in contact with the Planning team to ensure that this is undertaken as soon as possible. <p>The Planning case officer is happy that once the S106 is agreed and signed and the Poole Harbour issues are resolved that the permission will be granted.</p> <p><u>8) Developments in the discussions with East Boro Housing Trust.</u> NR reported that there were currently no concerns from their side and that the lenders have no issue with the proposed S106 agreement.</p> <p>East Boro have been in touch with Steve Wallis, Senior Archaeologist at Dorset Council and he is happy to recommend a 'watching brief' for the site once the ground is broken. He has asked Wessex Archaeology for the report the produced on the test holes and this may influence where the developers need to start on the ground works. This should save a significant amount of money for East Boro, but all are aware that work could stop if anything of significance is found.</p> | <p>Tricia Mitchell & Felicity McLaren</p> <p>Steve Watson</p> <p>Steve Watson</p> <p>Paul Derrien</p> |
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NR is working on the preliminary Heads of Term (HoT), this is to bring into line the HoT document and the S106 to ensure there are no discrepancies following the change of registered provider (RP).

Ellis Belk will be acting as the employers' agent for East Boro and are working on the paperwork to ensure that the Tender packs are available as soon as planning is granted.

FM requested that NR ensures that the requirement for 'swift bricks' is definitely incorporated into the design and tender packs. Whilst this wasn't specifically noted in previous minutes it was part of the Biodiversity plan that was created for the site within the planning documents.

It was **RESOLVED** that the DACLT board were in unanimous agreement that 'swift bricks or blocks' must be part of the development at the Tennis Court/West Walks site. NR to ensure that this is included.

Ashfords will be acting as the solicitors for East Boro.

NR has been in touch with the management at Somerleigh Court and they have agreed that the developers can have access to their property to enable connections to the sewerage and water systems.

NR has also been in touch with the Car Parking team at Dorset Council discussing access to the site and the size of the compound. This detail will be finalised once the S106 agreement is in place and signed.

IG reported that the draft easement will also be signed when the S106 agreement is in place and signed.

NR reported that the timeline for the development had now been revised due to the ongoing delays with the issue of planning permission. It is now proposed for the developers to be on site in February 2023 with completion in January 2024.

East Boro are seeking assurances from Home England that they are able to use grant funding on all 15 of the units in this proposed development. PD thinks that the DACLT already have an email confirming this has been agreed under the same rules as a rural exception site which was received during negotiations with our previous RD, but will check and confirm with Home England that this is still the case.

AC asked if it was the case that once the S106 and Heads of Term were agreed then planning permission would be granted at the same time. SW felt that there would still be a delay as until the nitrates development ban was lifted planning permission would not be given.

9) Other potential sites

i) Dorset County Hospital (DCH) redevelopment

TM has the name of the new person in charge of the redevelopment at DCH and will contact them again once they have received planning permission for dwellings on the hospital site.

Nigel Reed

Paul Derrien

Tricia Mitchell

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| <p><u>ii) Garfield Avenue</u> PD reported that the assets team are still looking at the site. TM is to write again to Peter Hopkins the Director of Assets at Dorset Council.</p> <p><u>iii) Z Pod development</u> TM has spoken to Cllr Carr-Jones and he has agreed to look at the Z-Pod developments and consider whether they can be considered for Fairfield car park.</p> <p><u>iv) Dorchester Town Council – Poundbury Cemetery</u> TM has spoken to Steve Newman Dorchester Town Council Clerk and he has informed her that the Cemetery building is still in use for community storage, so they have no intention of letting it be developed for housing.</p> <p><u>v) Potential new site X – Dorchester</u> Some of the DACLT board have been notified that a key site in Dorchester may be available in the near future for development. A meeting of the trustees of site X is to be held in August when a decision will be made as to if, when and how the site will be disposed of. At present the details are confidential so it was agreed to keep this information to DACLT board members only. The DACLT board have however expressed an interest in the site. IG will monitor the situation and act as liaison at this stage.</p> | <p>Tricia Mitchell</p> |
| <p><u>vi) Marks and Spencer site – South Street</u> IG reported that he understands that East Boro Housing are working in partnership to develop this site. PD to speak to NR to establish whether this is the case and whether there is any scope for involvement from the DACLT</p> <p><u>10) Website</u> No update at this meeting.</p> | <p>Paul Derrien & Nigel Reed</p> |
| <p><u>11) Any other business</u></p> <p><u>i) AGM</u> It was proposed that the AGM was moved to the 25th August and that the meeting on the 16th August be cancelled. All Agreed. ES to check whether the Council Chamber at the Corn Exchange is available.</p> <p><u>12) Future Meeting dates</u> Future Meeting dates were scheduled as follows: August 25th 5.00pm – Board Meeting to approve new members since last meeting 6.00pm – Annual General Meeting 6.30pm - Board Meeting September 20th October 18th November 15th December 20th There being no other business the meeting closed at 6.35pm with notice that the next meeting would be held on Thursday August 25th 2022 to follow immediately after the AGM. This meeting would be held in person in the Council Chamber at the Corn Exchange, Dorchester.</p> | <p>Emma Scott</p> |