

North Horsham Parish Council

Notes from a Meeting of the North Horsham Community Land Trust (NHCLT) Working Party held on Tuesday 8th January 2020 at Roffey Millennium Hall, Crawley Road starting at 6pm.

The aim of the meeting was to establish the NHCLT Steering Committee and become a separate entity to North Horsham Parish Council.

In attendance:-

Mr P Beckley – resident

Mr J Davidson – North Horsham Parish Councillor

Mrs J Gough (JG) – North Horsham Parish Councillor

Mrs C Grubb – resident

Mr R Grubb – resident

Mr D Hardcastle – resident

Mrs J Hardcastle – resident

Ms A Lowen – resident

Mr P Machin – resident

Mr D Mahon (DM) – North Horsham Parish Councillor

Mr S Norton (SN) – resident

Mr A Shine (AS) – North Horsham Parish Councillor

Mr J Smithurst (JS) – North Horsham Parish Councillor

Mr T Warder (TW), Community Led Housing Advisor from the Sussex Community Hub

Mrs P Whitehead (PW) – Parish Clerk - note taker

1. Welcome and introductions

JG welcomed all in attendance.

Apologies were extended from, Ms A Best Dufour, Ms S Nestor, Mr and Mrs Rumney Mr P Tunnell and Mr R Turner.

The order of the agenda was changed around to suit the needs of those in attendance.

2. Matters arising from the Public Meeting on 10th December 2019.

The notes from the meeting had been circulated and were available on the Parish Council website www.northhorsham-pc.gov.uk. No comments were raised.

3. Formation of a Steering Committee

The NHCLT Steering Committee was formed as followed:-

Following nomination by AS and SN, **Mrs Joy Gough** was elected **Chairman**.

Following nomination by JD and PB, **Mr Stuart Norton** was elected **Vice Chairman**.

Mr Donald Mahon volunteered to take the post of **Secretary** and was duly elected AS and JS volunteered to take the post of **Treasurer**, but they mutually agreed that **Mr John Smithurst** would take the post as he had accountancy experience.

Ms Angie Lowen volunteered to take the post of **Web Manager** and was duly elected.

Mr Alex Shine volunteered to take the post of **Project Manager** and was duly elected.

Mr David and Mrs Jean Hardcastle volunteered to be jointly responsible for the post of **Membership secretary** and were duly elected.

The posts for publicity, legal matters and advice and fund raising and events organiser weren't filled at this meeting but would be considered at a future meeting.

It was agreed that the thirteen people in attendance would form the North Horsham CLT Steering Committee.

It was observed that the extent of skills and time commitment required for all of the posts wasn't fully clear at this stage and that it would be a steep learning curve for all. TW offered support with information about what each role entailed, and individual members expressed their hope that members of the Steering Committee would help and encourage each other as the NHCLT moved forward so that everyone could learn together.

The Chairman suggested that the Steering Committee would meet once a month at Roffey Millennium Hall using a room offered free of charge by North Horsham Parish Council. Whilst there were Parish Councillors serving on the Steering Committee, they were taking that role as individuals and residents of North Horsham parish. The Chairman thanked everyone for volunteering for the Steering Committee, for giving their time and commitment and looked forward to everyone working together to provide genuinely affordable housing in North Horsham.

4. Update on letter of intent from Legal and General

At a meeting on 11th September 2019, Legal and General had indicated that they were willing to produce a letter of intent to work with the NHCLT in order to move the CLT initiative forward on land on the development north of Horsham. As no letter had been forthcoming, TW had been authorised to pursue the matter with Legal and General. Whilst there is a record of the pledge in minutes from the meeting on 11th September 2019, Legal and General state that they have no internal records of this. The current project manager for the north of Horsham development has suggested that it is unlikely that Legal and General will vary the Section 106 agreement in relation to affordable housing and highly recommends that the NHCLT sends a letter to the CEO of Legal and General as a matter of urgency to make him aware of what the NHCLT hopes to achieve and how critical providing genuinely affordable housing for North Horsham is. Legal and General will initiate decisions on how the affordable

housing will be delivered at the end of January 2020. TW offered to assist with writing a letter as did DM. It was hoped that the letter could be endorsed by North Horsham Parish Council.

Action:- TW/ DM and JG to write a letter to the CEO of Legal and General to explain what the aim of the NHCLT is and to try to get them to offer land to allow the NHCLT to build genuinely affordable housing.

PW to ask the Chairman of North Horsham Parish Council to raise this at the Parish Council Meeting on 9th January 2020 with a view to endorsing the letter written by the NHCLT.

5. Outline of the next steps to becoming a legal entity

TW explained the next steps that the NHCLT would need to follow.

Any emerging CLT must choose a legal format that enables it to meet the legal definition of a CLT as legislated in the Housing and Regeneration Act 2008. The legal formats are :-

Community Benefit Society which can be charitable or non-charitable.

A Community Interest Company Limited by Guarantee.

A Company Limited by Guarantee which can be charitable or non-charitable.

The Sussex Housing Hub recommends forming a **Community Benefit Society** which has open membership, one member one vote, flexible trading, unrestricted beneficiary representation on the Board (except where it is a charity), raising share capital at affordable cost by using withdrawable shares, a legally enforceable asset lock and reporting to the Financial Services Authority (FCA).

Model rules can be purchased from the National CLT Network at a cost of £375 or from Wessex Community Assets at a cost of £500. NHCLT is advised to look at the ongoing support element offered by both organisations when making their decision on where to obtain the model rules.

The model rules will be tailored to the requirements of the NHCLT and the final version registered with the FCA. The Company Benefit Society works on the basis of having a board of three or four directors. Once the Community Benefit Society has been set up, the NHCLT must consider its governance and set up a code of conduct and policies.

The Parish Council granted up to £1,000 to help set up the NHCLT. To date £199 has been spent on leaflets, printing and a banner. NHCLT must set up a bank account in its own right in due course.

Action:- Agenda items for discussion at the next meeting on 20th January 2020.

6. Meeting with representatives of Saxon Weald

Following a unanimous vote, it was agreed that one or two members of the NHCLT and TW would meet with Saxon Weald to find out more about their role as a Registered Provider and if there were any synergy between them and NHCLT. After an initial meeting it was suggested that Saxon Weald be invited to talk to the full Steering Committee. It was also suggested that the NHCLT should approach other Registered Providers such as the Guinness Trust and Stonewater.

Action:- TW to arrange meeting with Saxon Weald.

7. Thanks to members of the Parish Council CLT Working Party and inviting a Parish Council Associate Member.

The Chairman thanked all members of the Parish Council CLT Working Party for their time and commitment. She also thanked the Clerk for her support. It was agreed to invite an associate member from the Parish Council to maintain a link between the two organisations. It was felt that an independent member would be best but accepted that this may not be practical.

Action:- disbanding the CLT working party and appointing an 'associate' member were agenda items for the Parish Council Meeting on 9th January 2020.

8. Time and Date of next meeting

The next meeting was scheduled for Monday 20th January 2020 at 6.30pm at Roffey Millennium Hall. DM gave his apologies in advance for the meeting and therefore a note taker would be required for that meeting.