

**Minutes of a Meeting of the North Horsham Community Land Trust (NHCLT) Steering Group held on Tuesday 3<sup>rd</sup> March 2020 at Roffey Millennium Hall, Crawley Road starting at 6:30pm.**

**In attendance:-**

Mr Paul Tunnell (PT) Secretary  
Mr Peter Beckley (PB)  
Mr James Davidson (JD)  
Mrs Joy Gough (JG) – Chair  
Mrs Carol Grubb (CG)  
Mr Rory Grubb (RG)  
Mr David Hardcastle (DH) membership secretary (joint)  
Mrs Jean Hardcastle  
Mr Philip Machin (PM)  
Mr Stuart Norton (SN) Vice Chair  
Mr Alex Shine (AS) Project manager  
Mr John Smithurst (JS) Treasurer  
Alison Best Dufour (ABD)  
Ms Angie Lowen (AL) Web Manager  
Mr Alan Britain Chair Parish Council, Associate Representative  
Mr Donald Mahon (DM) Legal Affairs

**Apologies for absence**

Mr Tom Warder (TW), Community Led Housing Advisor from the Sussex Community Hub  
Mrs Pauline Whitehead (PW)

**1. Welcome and introductions**

JG opened the meeting at 6:30pm. Welcomed Alan Britain as the associate Parish Councillor Associate Representative. Angie Lowen (AL) is web manager, not Alison Best Dufour (ABD) as previously recorded.

Next meeting 7<sup>th</sup> April – PT will be unavailable. to take the minutes at that meeting. David Hardcastle (DH) kindly volunteered to stand in.

**2. Matters arising from the Meeting held on Monday 20<sup>th</sup> January 2020**

The notes from the meeting had been circulated and are available on the Parish Council website [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk).

JG,SN,PT and JS have worked on the vision statement and have put together a brief statement:

***“to provide high quality genuinely affordable local homes for local people within the Parish of North Horsham. The ownership of which will remain with NHCLT in perpetuity***

Discussion followed.

Questions put as to legality of statement. The word **high** was voted on and even split 7 for, 7 against. JG casting vote to retain it. The word **genuine** was also queried but vote was unanimous to retain the word. It was felt that this implies a less than 80% market rate.

### 3. Updates (chair to report)

JG expressed thanks to DM to take on legal matters and PT to take on secretary role.

JG read L&G letter.

JG read PT draft response.

Comments on letter to change to...."very disappointed"

JG Potential link with a local registered provider may force L&G hand. Another meeting is being arranged with Saxon Weald. We will assess and review our relationship then, as local people and genuinely affordable and in perpetuity is important to us.

SN and JG gave a short report of a North Horsham liaison meeting. A good deal of local support was in evidence.

AGM North Horsham Parish Council will be held on April 20<sup>th</sup> at the Millennium Hall. This is a public meeting – All welcome. JG to give update. (PT Hols)

The steering group continue to work on the FCA registration. The full name for legal purposes will be **North Horsham Community Land Trust Limited**. The reference to limited is used to limit members liability, not as in a limited company context.

JG explained the variables within the standard wording and agreed the following:

- Members to be aged 16 +
- Membership open to everyone with a £1 share. Can purchase as many shares as desired, but only entitled to 1 vote.
- 180 days notice required to withdraw shares.

### 4. Legal Format:

JG passed to DM, who explained the options, the benefits and drawbacks of each in more detail

Options:

**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).

Decision as to which format to take. It has been strongly recommended that we take the CBS route.

DM It is possible to apply for charitable status once we are set up.

Proposal DH, seconded SN that we apply for Community Benefit Society status. Vote was unanimous agreement.

### 5. NHCLT Web Site

Update from AL. Website is live.

The web address is [northhorshamclt.org](http://northhorshamclt.org)

There is not much content or design yet. Can we all think about providing any content.

AL has set up a NHCLT gmail account that officers can use to send/receive emails that will ensure there is a consistent audit trail. Please contact AL for password.

[northhorshamclt@gmail.com](mailto:northhorshamclt@gmail.com)

AL to set up facebook page.

## 6. Homes England Funding

JG and SN sent letter to MP and other members of parliament re continuation of Homes England funding.

## 7. Treasurers Report (JS)

Spent £276.83 so far.

Future payments:

£40 to join FCA

£500 to be paid to Wessex for legal support.

## 8. Discussion groups and feedback - Funding

Breakout into 3 groups

SN Looks like we need a business plan before proceeding to approach organisations.

Local businesses.

JG Start up funds are available once we are up and running.

PM happy to do the basic legwork attached to grant applications.

JG - National CLT network have start up funds available up to £5,000.

The linked spreadsheet below lists sources suggested.



## 9. Date and time of next meeting – Tuesday 7<sup>th</sup> April 2020 6:30pm Roffey Millenium Hall.

Wednesday 6 May 2020

Tuesday 9 June 2020

Tuesday 14 July 2020

Tuesday 1 September 2020

## 10. Meeting closed 8:05pm.