

	<b>Lyvennet Community Trust</b>	<b>Actions</b>
	<p><b>Notes of Annual General Meeting 7.30pm 17<sup>th</sup> May 2012 at Crosby Ravensworth Village Hall, Crosby Ravensworth</b></p> <p><b>Present :</b>  David Graham  Cameron Smith  Joan Raine  Christine Smith  Doug Henderson  Annie Kindleysides  Jill Winder  Susan Ferguson  Roger Bird  Steve Holroyd  Andy Lloyd</p> <p>Brian Bowness  Ruth Tuer  Judith Henderson</p>	
<b>1</b>	<b>Introduction and Apologies</b>	
	<p>The Chair welcomed everyone to the 2nd Annual general meeting of the Lyvennet Community Trust. The LCT was required as a company and charity to hold an annual AGM.</p> <p>Apologies were received from:  David Grayling</p>	
<b>2</b>	<b>Minutes Previous Meeting</b>	
	<p>The minutes of the last AGM were read and taken as an accurate record of the event.  <b>Proposed</b> by Annie Kindleysides, <b>seconded</b> Steve Holroyd.</p>	
<b>3</b>	<b>Chairmans Annual Report</b>	
	<p>The chairman, David Graham gave an comprehensive account of how the LCT had progressed over the last 12 months, and included a series of interesting photographs which showed the progress the LCT has made since it acquired the old stoneworks site in Crosby Ravensworth.</p> <p>He started off his presentation looking at the 3 phases of the site development. Although the LCT is only directly involved in phase 1 (the affordable homes) and phase 2 (the self-build plots), David thought it helpful to everyone to also cover phase 3 which is the site that Marshalls held on to at the Southern end of the site.</p>	

## **Phase 1.**

As part of his presentation the Chair gave an up to the minute account of where the site was currently at in terms of its development. The kerbing for the roadway was now progressing, the sewerage connection has been made into the main on Silver Street, and the individual houses will all be connected up to that shortly. There is still the issue that United Utilities have not, as yet, got the mains sewer connected to anything, but they have fulfilled on their promise to tanker waste away. The central 'green' area of the site has been filled in and is now waiting the laying of top soil, prior to seeding. A completion date of 15th June has been discussed with the contractors, and that is what they are working towards.

### **Build Issues**

The Chair then went on to run through a few of the 'build issues' including the number of slurry pits which were located on the site and the frequent visits required by a specialist vibro-compaction company. This section of his talk was probably best summed up by our surveyor, who has allegedly said that the next time we want to build houses we need to choose a 'more simple less complex' site!

On the construction of the roadway, the Chair pointed out that we had managed to get the road built under 'section 37' instead of 'section 38'. This meant that we had saved ourselves £179,000.00 which Cumbria County Council had wanted paid as a bond to ensure the roadway was constructed to a standard which they could then adopt. It was the 1st time that a roadway has been built in Cumbria under a Section 37 Agreement.

### **Flood Defences**

The flood defences have been undertaken and are intended to protect against a 1 in 700 year flood. As a result the southern end of the site will be lifted by circa 600mm.

### **Eden Housing Association**

The LCT has engaged Eden HA to manage the renting out of the houses on the site. There were a number of potential issues which we, as the LCT, were concerned about. The major one being the fact that the Trustees did not wish to become involved with discussing peoples finances. In a nutshell – the LCT own the houses, EHA manage the housing utilising LCT policies and with the final decision making being retained by the Trust. The Chair also touched on the allocations policy under this section of his presentation. He emphasised that the LCT were interested in local housing for local people, and the policy had been compiled with that in mind. The policy had been signed off by Eden District Council about 2 months ago.

On the issue of letting the houses, 10 rented houses were available and 10 tenants had been allocated.

The shared ownership houses remain un-allocated. The Chair gave a brief summary of the idea behind the shared occupancy houses and the percentage of the house which an occupier could 'own'.

## **Phase 2**

The LCT was set up as a charity and as such, cannot trade. So the LCT had set up Lyvennet Community Development (LCD) to trade on its behalf (The

	<p>LCD is a company controlled by shares with the LCT the sole shareholder). The LCT then sold 8/20 of the stone works site (the number of self-build plots) to the LCD. This was done shortly before the LCT became a charity. The LCD then sell the plots and donates the surplus income to the LCT.</p> <p>To date 3 self-build plots have been sold via PF &amp; K estate agents (Plots 13, 15 and 17 are sold). All are covered by local occupancy requirements which are covenanted into the title. In addition we have interest expressed in plot 14.</p> <p><b>Phase 3</b> This is the section of the site which Marshalls retained to sell on themselves. The plot is large enough to be used for 2 houses. Marshalls are currently progressing a planning application with Eden DC for a single house.</p> <p>The Chair concluded his presentation by running through some of the various organisations and individuals involved in the LCT journey. These have included:</p> <ul style="list-style-type: none"> <li>• Big Society</li> <li>• Community Land Trust (of which there are about 80 around the country)</li> <li>• Speaking and Networking at various conferences locally, nationally and internationally</li> <li>• Site visits from 8 community groups</li> <li>• Rory Stewart MP and others including Cabinet Ministers and also David Cameron.</li> </ul>	
<b>4</b>	<b>Adoption of Annual Report</b>	
	<p>Annie Kindleysides <b>proposed</b> acceptance of the Chairmans Report and this was <b>seconded</b> by Roger Bird. Attendees <b>AGREED</b> to adoption.</p>	
<b>5</b>	<b>Treasurers Report</b>	
	<p>The Treasurer presented details of the funding received by the LCT, in the form of donations, grants and loans.</p> <p>The Annual Account Balance Sheet was then presented. This forms part of the Annual Accounts (to 31<sup>st</sup> August 2011) about to be submitted to the Charities Commission, Company House and Tennant Services Authority.</p> <p>The full accounts will be accessible via the LCT website.</p> <p>In total £330,000 has been repaid to the Charities Aid Foundation. The loan was utilised for site purchase in December 2010.</p> <p>The money we have on loan from the Charity bank has been increased to £1.475m – as a consequence of slow sales of the self-build plots.</p> <p>On completion of the house build phase there is the 2nd instalment of Homes &amp; Communities Agency funding (£330,000) to be paid to the LCT.</p>	

	<p>Rents are set by the Homes and Communities Association (HCA). It was also pointed out that the running costs for the houses for heating etc are expected to be very low.</p> <p>On completion of the site the LCT housing portfolio will be worth approx. £2.1m</p>	
<b>6</b>	<b>Adoption of Accounts</b>	
	<p>Annie Kindleysides <b>proposed</b> Adoption of Accounts and this was <b>seconded</b> by Stephen Holroyd. Attendees <b>AGREED</b> to adoption</p>	
<b>7</b>	<b>Appointment of accountants and Auditors</b>	
	<p>The Treasurer proposed the continued utilisation of Dodd &amp; Co as they had provided exceptionally good pro-active advice throughout the last year with the LCT company.</p> <p>Annie Kindleysides <b>proposed</b> appointment of Dodd &amp; Co and this was <b>seconded</b> by Stephen Holroyd. Attendees <b>AGREED</b> to adoption</p>	
<b>8</b>	<b>Election of Trustees and Directors</b>	

The Chair explained the main points of the company / charity Articles relating to Trustees / Directors as follows:

- Trustees of the Charity + Directors of the Company
- Executive Committee of between 5 and 11
- 1st AGM - All Executive Committee Members stand down
- Subsequent AGM's 1/3rd stand down
- Retiring Members of Executive eligible for re-appointment
- Executive manages the business of the Charity
- Requirements laid out in
  - Trustee Code of Conduct
  - Trustee Director Role Description
- Only Members eligible to stand and vote

Annie Kindleysides, Joan Raine and Susan Ferguson had stood down from the Committee.

The Chair asked attendees if there were any nominations for Trustees / Directors.

In the absence of any nominations the existing Executive Committee were asked if they would continue in post. All members of the Executive **AGREED** to continue in post.

Nominations were sought for Chair and Treasurer and as none were forthcoming the existing post holders were asked if they would continue. The Chair and Treasurer to continue.

#### **Members of the Executive Committee**

David Graham – Chair  
Cameron Smith – Treasurer  
Christine Smith  
Joan Raine  
Annie Kindleysides  
Susan Ferguson  
Douglas Henderson  
Steve Holroyd  
Roger Bird  
Jill Winder

There were no volunteers for the position of Secretary.

### **9 The next 12 months**

The Chair summarised the various issues that the LCT face in the next 12 months.

The House build needs to be completed. The Chair reported that there was a further monthly site meeting tomorrow when completion date will be confirmed.

It is anticipated that tenants will take up occupancy immediately on build completion.

	<p>There is a further open day planned for Sunday 10th June 2012, by which time houses and roads will be complete. This will be the last opportunity to view properties before tenants move in.</p> <p>An official opening will be planned at some point during the Summer.</p> <p>The Self-build properties need to be progressed along with the remaining self-build plots.</p> <p>Steve Holroyd proposed that we minute our thanks to David and Cameron for their hard work over the past few months.</p>	
<b>9</b>	<b>AOB</b>	
	<p>Any Other Business A question was asked about the relationship between the housing project and the pub in the village.</p> <p>The chairman explained that they remain as 2 separate businesses. It was suggested that we put an explanation into The Link magazine to clarify the relationship.</p> <p>It was suggested that we approach Eden District Council (EDC) about the loan element of the money which they advanced to us. In total they advanced the LCT £30,000. They then converted half into a grant and the remainder is still a loan. The treasurer commented that EDC had been approached about that issue already and that they were not minded to convert the remaining loan balance into a grant. There is government money available (The new Homes Bonus pays approx. £750 per house/ yr for 5 years) but EDC do not see the benefit of allocating such money to the areas which have built the houses, as they feel that other areas will miss out on funding. The Chair said he was happy to pursue the issues with EDC once again. Joan Raine pointed out that Eden had considered it recently and were, therefore unlikely to consider it again in less than 12 months.</p> <p>Andy Lloyd added that South Lakeland District Council (SLDC) have recognised the difference between community built schemes as against commercial. They had responded by voting through the idea that the Governments New Homes bonus should remain with the community where the community had built the houses.</p> <p>AK <b>proposed</b> that we re-open discussions with EDC about the grant aspect. SH <b>seconded</b> the motion.</p> <p>David Graham built on the above discussion by commenting that there was money available to convert homes and renovate empty houses. The house in the latter example remains the property of the person who owns it, but they need to let the property for a number of years as an affordable home in return for Government investment.</p> <p>David Graham and Steve Holroyd are attending the National CLT conference this next week. David had just been given sight of a film which was prepared recently about the housing scheme here in the village. The film is the 3<sup>rd</sup> produced for the annual conference and has followed the</p>	

	<p>progress of the LCT.</p> <p>The LCT has also been nominated for an award at the conference.</p> <p>It was pointed out that the role of the LCT and LCD needs to be clarified as a number of people living in the village are unsure about the two organisations. The chair went on to say that knowing what we now know we probably would not set out to do the same things with the LCT. Setting it up as a charity has, actually, been a bigger handicap than it has an asset. The various relationships which exist between the 2 businesses work but have also created substantial work.</p> <p>It was requested that copies of the annual report of the LCT be lodged in the parish archive, as they represent something which has been happening in the community and it is a significant event. The time capsule, due to be placed beneath the 'village green' on the housing site was also mentioned. Kitty Smith clarified the process that we have in place for that to happen. It was pointed out that the best method of saving things for the future was to place material into the capsule in written form – as opposed to putting items such as floppy discs or CD ROM into the time capsule.</p> <p>Cameron Smith was keen that the LCT expressed their thanks to Brian Bowness for his help with issues such as access and the like on the stone-works site.</p> <p>Andy Lloyd commented that Crosby Ravensworth was a special community, which had achieved a significant amount in a very short time.</p> <p>The meeting closed at 20.53.</p>	
<b>10</b>	<b>Next meeting</b>	
	Members and the community will be notified of next AGM nearer the date	ALL

Agreed as an accurate record

Chairman – David Graham .....

Dated ...../...../.....