

Toller Porcorum Community Land Trust Ltd

General Meeting

Held at the Village Hall on 13<sup>th</sup> May 2013

Present: Steve Watson, Somerset, Devon and Dorset CLT Project. Paul Derrien, Rural Housing Development Officer WDDC. Karl Hine, Aster Homes/Synergy Housing Association. Andrew Robinson, Lettings Manager at Synergy Housing Association. George Sartin, SUSTRANS.

Colin Baker, Chairman. Barry Rutherford, Treasurer. Jill Bacchus, Director. Rorie Geddes, Secretary. Shareholders: Jeremy Stavenhagen, Peggy Denty, Janet Knowles, Mick and Jennifer Rolfe, Debbie Billen. Evelyn Whitcombe

Apologies: Alex Carstairs, Simon Thompson, Patrick Woodford.

1. Colin Baker welcomed everyone to the Meeting, and introduced Andrew Robinson.
2. Minutes of the meeting of 26<sup>th</sup> March: A letter had been received from Satish Hereward giving the family's consent to the removal of the willow tree. No other matters arising.
3. Section 106 Agreement and Allocations Plan;
  - Andrew Robinson outlined the process of choosing tenants.
  - Six months before completion there would be an open meeting to promote and advertise the development.
  - Two months before completion the properties would be advertised.
  - Potential tenants express interest and are given one week to bid.
  - Aster/Synergy then apply the lettings criteria to all those bidding for the properties, identifying the most eligible applicants for each property.
  - The CLT is asked to verify the stated local connection of these applicants.
  - Tenants are given a 12 month probationary tenancy and then a fixed five year agreement, renewable after review for further five year terms.
  - Rents are set at 80% of market value at the time of the tenancy, with rent increases of RPI +  $\frac{1}{2}$  % on the first of April each year.
  - Paul Derrien said that he would forward a report on those currently qualifying in terms of local connection and housing need.
  - *Subsequently he reported that there are seven households on the register with a connection to Toller and Hooke. In the secondary group of parishes there are a further five and a further ten from Powerstock.*
  - The test for affordability that is applied by Aster/Synergy is that rents should comprise no more than 35% of an applicant's net income; allowing for any Housing Benefits entitlement.
  - The proposed Bedroom Tax is more a push for full occupation, however a strong local connection might allow some under-occupation.

- Paul Derrien said that he thought local connection would be prioritised over full occupancy by Dorset Home Choice but he would check and report back. If correct, this would potentially allow people to under-occupy by up to one bedroom. **Action: PD**
4. The post office will be deemed to have been funded by WDDC rather than the HCA and will be considered as a retail unit. There will be a sublease from Aster/Synergy to the CLT and subject to any planning requirements and lease restrictions the CLT will be responsible for its use. The sublease will be drafted by DWF, The CLT's solicitor, and will be in line with the relevant clauses of the partnership heads of terms.<sup>1</sup> **Action: CLT**
  5. Updates:
    - Probate has been granted on Vanora's land, the Village Hall Trustees have not heard from the Executors.
    - Longley's land, see below.
    - HCA (homes and Communities Agency) approval, see below.
    - No. 21 agreement has been reached in principle, Karl to carry this forward.
    - Surveys: Now all completed and forwarded along with the 'Planning Pack'. Still work to do on the ground for ecology and archaeology.
    - A further meeting was held on the 20<sup>th</sup> May to consider the Planning pack. Separate minutes prepared.
  6. Legals:
    - *Subsequently: Colin Baker, Alex Carstairs, and Rorie Geddes joined Steve Watson in Exeter on the 23<sup>rd</sup> May to meet our new solicitor Julie Cowan-Clark.*
    - *All legal matters were discussed; the priority items are the option Agreements on both land parcels. Julie is to write to the Executors, she also requires confirmation of the extent of the land being transferred. Julie will prepare the sublease for the PO.*
    - *Steve confirmed that the HCA have approved Funding subject to assurances that the relatively high grant rate is justified. Matt Dodd and Karl Hine have provided these assurances.*
  7. AOB: Karl confirmed that Aster Housing will build the properties and Synergy will be responsible for the letting.
  8. Date of next meeting, Now changed to 17<sup>th</sup> June, 2.30pm in the Village Hall.

Meeting closed at 4pm

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<sup>1</sup> "The post office/shop will be let on a long-term sub-lease to the CLT, with structural repair and maintenance being Synergy's responsibility as the head-lessee. Maintenance of the shop elements, not directly related to flat(s) above, shall be the responsibility of the CLT by virtue of a full repairing lease. This is because Synergy will not have any rental income (or other revenue stream) to be able to use to meet the 'day to day' or cyclical maintenance costs."