



MINUTES OF CHAGFORD COMMUNITY TRUST STEERING GROUP MEETING

7.00PM ON WEDNESDAY JANUARY 29TH – CRANLEY GARDENS

Present: Roger Stokes, Gay Hill, Christine Burke, Denise Gatley, Susan Spencer, Julia Darby, Tom Glastonbury

Apologies: None

1. Incorporation update

Chagford Community Trust Ltd is now incorporated and registered with the FCA.

Roger has informed DNPA and CG Fry and plans to inform all other parties.

ACTION: Roger

2. Post incorporation plan

- Post incorporation rule changes need progressing.

ACTION: Tom

- Application for charitable status. It could take up to 16 weeks.

ACTION: Roger/Alison

- Bank Accounts: JD proposed that CCT open a bank account with Unity Bank. Seconded by Susan and Tom.

ACTION: Roger to progress

- o **Timetable**

- Masterplan due at DNPA for April meeting. Planning now likely to go back from June to August. We can reasonably expect to be discussing Heads of Terms on the 106 from June.

After discussion of the points below, the following draft timetable for action was agreed.

CLT Programme Plan	
February	Develop materials and plan public meetings.
March	Community Engagement PR/Publicity - focus on [community survey,] Rent policy, tenure mix. FIRST PUBLIC MEETING. (Early to mid March?) general introduction to the Trust, present the information, recruit members. [Rules and membership packs need to go out before our first meeting.]
April	Feasibility / consultants reports due?
May	Feasibility / consultants reports due? SECOND PUBLIC MEETING with updates, results of consultancy. (We want reports 2 months before the planning application is due to be submitted - dates can slip.)
June	106 negotiations??

- **Public meetings/publicity materials**

- Due process is required going forward. We need to review the Rules in order to properly plan the process of engagement with the community, recruitment of members and content of publicity and other materials, such as membership forms etc.

ACTION: Tom to review rules and précis info

- News about incorporation also needs to go on website as a news item, along with our CBS number.
- News pieces need writing for Whiddon Parishes and Chagford Bulletin. News about incorporation also needs to go on website as a news item, along with our CBS number.

ACTION: Roger/Simon

ACTION: Roger

- **Recruiting members**

- Leaflet for people to register interest and general publicity material needs producing. A membership pack needs to be produced in the light of Tom's feedback. Engagement sub group to meet.

ACTION: Julia to send out a date.

- **General meeting:** election of Board Members – what roles?

ACTION: Roger to seek advice on this from Alison Ward at WCA and check what Christow do.

3. Business planning for non housing assets

- Possible grants. HCA grant has been applied for to pay for feasibility reports across all assets. Consultants are being chased for quotes.
- Car park: As per previous point.
- Workspace, toilets, open space: As above.

4. Working with the Parish Council

Some discussion about the benefits of working closely and transparently with the Parish Council. Can they be members / Directors / non-voting officers etc

ACTION: Tom to check if organisations can join as members etc (E.g. Chagford PC and Business Association.)

If membership isn't possible we need to talk further about how we can work with the PC

5. AOB

- Covered under General meeting election of Board members above.