

# Crystal Palace CLT Board minutes

**Date:** 3rd October 2020

**Present:** Chris Axon (CA, Chair), Tom Chance (TC, Secretary), Janet Cooke (JC), Bernard Humphrey-Gaskin (BHG), Vishal Shah (VS, Treasurer), Rob Shaw (RS, Project Board Chair).

**Apologies:** None

## 1. Minutes of previous meeting

The Board agreed the minutes were an accurate record of the meeting.

## 2. Terms of Reference for the Project Board

JC presented the draft Terms of Reference and explained the outstanding questions about the size of the Project Board, and the relationship between the CPCLT Board, the Project Board and the Resident Design Group.

The Board agreed the revised Terms of Reference for the Project Board, and to revisit them at the point of planning determination.

## 3. Report from the Project Board

The Board noted RS's verbal report on the work of the Project Board.

## 4. Budget for The Lawns

VS presented the revised budget, including bringing forward the intrusive ground condition survey to be undertaken ASAP.

The Board noted that the CLT currently has secure funding to complete RIBA Stages 0 and 1, and an application to the GLA to take us through RIBA Stages 2 and 3. The Board is also awaiting a decision from our ward councillors, and TC planning to submit an application to the GLA's Grow Back Greener Fund.

The Board agreed the budget, and authorised the Project Board Chair to spend money in RIBA Stage 1, and to continue to RIBA Stage 2 when sufficient funding is secured.

## 5. Annual accounts for 2019/20

The Board agreed the accounts with the addition of a note on the final page clarifying that the funds are carried forward to 2020/21 for committed activities.

## 6. Registered Provider status

TC introduced some of the considerations around the CLT becoming a Registered Provider. The Board discussed the implications for The Lawns project and the longer-term aspirations of the CLT.

The Board agreed to revisit this at its next meeting and possibly with an away day discussion. TC will circulate reading materials in advance.

## 7. Co-opting more Board members

The Board agreed to complete a skills audit to identify gaps and to look to co-opt more members to fill them. TC will design and circulate this.

JC proposed the Board co-opt Lola Barrett. The Board agreed.

The Board agreed to advertise for an assistant Treasurer to support VS. VS will draft an ad and TC will publicise.

## 8. AGM

The Board agreed to hold an AGM online later in the autumn, to present co-opted Board members for election and to present our accounts and annual report.

## 9. Future meetings

The Board agreed to meet in January. TC will circulate a poll for dates.

## 10. AOB

TC presented the request from Brick by Brick that CPCLT undertake the management of a small community garden at Auckland Rise, and explained the discussions he had with BxB and the local residents on the estate. The Board agreed that TC would clarify the proposals from BxB and the council, and the aspirations of the residents, before proceeding further.

CA raised the need to clarify responsibility for different areas of The Lawns project. We agreed to review the Risk Register which identifies lead Project Board members for different areas.

JC fed back on a meeting with other CLH groups in London, and the volunteer session we held with Verizon to explore our social media profile.

CA fed back on the meeting with CLH London and Dichewa (from the Project Board's Design Group) producing a short film on The Lawns project.