

Crystal Palace CLT Board minutes

Date: 12th June 2021

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: Lola Barrett (LB)

1. Welcome, apologies, declarations of interest

LB gave her apologies, she is on a community engagement training course. No conflicts of interest were declared.

2. Minutes of last meeting, matters arising

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

TC will produce an organisational diagram now the Board and committee structure is better developed.

3. Finance report

VS presented his reports on the CLT's bank balance, accounts and budget for The Lawns project. The CLT has £48k in the bank.

The second CLH London grant of £75k has been fully drawn down but is not sufficient to complete the work for RIBA Stage 2. The Board noted its previous decision not to begin that work until the £211k GLA grant has been secured. We are waiting on a draft grant agreement and may seek advice from our solicitors.

VS will use Allen Tully accountants again for the end of year accounts to 31st March 2021. The Board agreed to produce a public-facing version with a statement from the Chair and more information on our work and achievements in the year.

The Board discussed the viability model, tenures and grant options for the homes on The Lawns, and the unit mix which will depend on the pre-app feedback. We agreed to develop a preferred tenures and unit mix scenario for the next Board meeting.

The Board agreed to establish a Finance and Audit Committee, with terms of reference to be agreed over email.

4. Organisational Development Working Group report

JC presented the working group's paper on, covering the organisational health check, skills audit, housing management options and registered provider status, and a set of recommendations to the Board.

The Board agreed:

1. To meet more frequently on dates agreed by advance.
2. To rename the Project Board to The Lawns Project Committee.
3. To establish a Housing Management Committee.
4. To adopt the Complaints Policy.
5. To establish a standing Register of Interests which will be publicly available through our annual accounts.
6. To undertake training for Board members on finance, and marketing and communications.
7. To hold an away day for the Board to review our vision and aims and in particular questions around registered provider status and future management arrangements.

TC will do a Doodle poll to check if there is a better date than the 26th June for the away day.

5. Risk register

CA presented the current risk register. The Board agreed:

- Reduce residual impact and probability of risk 1 on site constraints to 3.
- Reduce risk 3 on client leadership likelihood to 3.
- Reassign risks 4 and 5 on construction costs to BHG.
- Split risk 9 into the financial risk arising from poor sales/lettings performance (to stay with VS) and the management risks with the same (to be assigned to LB).
- Reduce risk 12 on onerous developer contributions probability to 4 and residual 2.
- Reduce residual likelihood of risk 13 on regulatory risks relating to affordability to 2.
- Reassign risk 17 on record keeping to TC (Secretary).
- Add a risk on fire safety legislation and CDM, assigned to BHG, with rating to be agreed at the next meeting.
- To revisit meanwhile uses on the site by the end of the calendar year.

6. Register of interests

TC explained the register and asked Directors to submit any relevant potential conflicts.

7. The Lawns Project Committee report

RS presented his paper updating the Board on the project.

The Board agreed to end the Development Management agreement with Brick by Brick and to move forward to interview and appoint a new service provider. RS will lead on procurement and CA will lead on communication with Brick by Brick.

The Board discussed the uncertainty around the date for the start of RIBA Stage 2, dependent on signing the Agreement to Lease with LB Croydon and the grant agreement with the GLA. It was agreed to work on the assumption that the next phase of work will start in August, and that the impact on further delays on grant agreements would be communicated to LB Croydon and the GLA.

10. Agreement to Lease for The Lawns

JC presented her paper. The Board agreed to seek a minor change, providing us with 18 months to commence after securing planning permission, and we agreed to seek clarification on exactly what 'commencement' means.

10. Community engagement

TC presented his paper. It was agreed to aim to complete the housing survey by our AGM in the autumn, and to invite local politicians to hear the results.

11. Future meeting dates

TC will circulate a Doodle poll for dates to the end of the year.

12. AOB

JC noted the Boundary Commission's proposed new boundaries for the local area. TC will mention this to Crystal Palace Transition Town.