

Crystal Palace CLT Board minutes

Date: 2nd October 2021

Present: Chris Axon (CA, Chair), Vishal Shah (VS, Treasurer), Rob Shaw (RS, Project Board Chair), Lola Barrett (LB)

Apologies: Bernard Humphrey-Gaskin (BHG), Tom Chance (TC, Secretary), Janet Cooke (JC).

1. Welcome, apologies, declarations of interest

Agreed that the meeting was quorate.

No conflicts of interest were declared.

ACTION:

- All to update their entry in the register of interests

2. Minutes of last meeting, matters arising

The Board agreed the minutes were an accurate record of the meeting other than to remove Vishal from attendees list.

ACTIONS:

- CA to split risk register into Board and CLT risks.
- RS and TC will discuss rationalising the filing system with the new Project Manager, and to locate the Risk Register centrally with worksheets for CLT and project risks.

3. Finance report (including GLA funding)

- Vishal reported that Chioma is no longer part of the finance team, but he is approaching a local person to help. No experience but keen.
- Vishal happy with draft GLA contract.
 - Board AGREED to approve subject to Schedule 8 on revenue expenditure plan to reflect the agreement reached with the GLA on Sept 30th and to delegate signing to 2 directors (one being Vishal).
- Dan Kujawski (LBCC) provided an email of comfort to Michael Payton (GLA) on 22/9, confirming that all cabinet and senior agreements are in place to release the land and the land was formally advertised for disposal in the local press with no objections. They are at the final stages of

preparing the agreement for lease and heads of terms which we are hoping to be with CPCLT in early October.

- £42,000 currently in the bank. Vishal questioned whether to continue with current plan not to spend month on Stage 2 until GLA funding agreed:
 - Risk that energy in the project committee a bit low because of delay.
 - Could progress with intrusive contamination survey - do we have right to do this ahead of agreement to lease? ACTION - Janet and Vishal
 - See item 9 for more detail.

4. Organisational Development Working Group report

JC was not in attendance but provided a written report. Agreed to defer discussion to the next meeting.

5. Risk register

No major changes to risks since the last meeting other than winding up of Brick by Brick. Instructing Cheryl as Lawns project manager addresses this.

6. Business Plan process

JC provided a structure of business plan and presented the vision, mission, aims and values:

- The vision, mission, aims and values were AGREED to reflect us well and were agreed.
- AGREED that the final bullet in section 2.1 would be better written as “*Young people who are poorly served by the private rented sector.*”
- Strategic objectives -
 - 1. Complete The Lawns project by 2024 - AGREED
 - 2. Develop up to five more opportunities by 2025 - noted this was about more than just housing; suitably aspirations; “develop” needs defining - the following alternative wording was AGREED. “*identify, appraise, confirm resources, programme, and begin to develop up to five more opportunities by 2025*”
- LB raised scope of training. ACTION - VS to discuss with Andrew what should be included.

7. AGM planning

TC provided a paper and requested help with organising and hosting the AGM at Salvation Army on Thurs 11th Nov 7-8.30pm.

AGREED to present the scheme and encourage feedback to use in next pre-app and application, get pledges to write in to support the application once submitted, and ask them to write to ward councillors to build support.

Draft agenda AGREED:

- Welcome and apologies
- AGM business - agree minutes from last meeting

- Locally known person to speak about value of the project and RDG - Mother Joyce is an option or Steve Reed, but key is to choose someone impactful. ACTION - LB to discuss with Janet, Tim and Tom and Tim to encourage RDG to attend and publicise.
- Lawns presentation on the proposal.
- Housing survey feedback?
- Accounts
- Election of directors

Catering - proposal is to provide tea and biscuits. ACTION - CA to discuss logistics with Tom, and LB to organise buying tea, coffee, etc. and to help on the evening.

Publicity - VS confirmed £1,000 was available in budget to do some marketing. ACTION: Tom and Janet to progress with finding paid support.

Other ACTIONS:

- CA to finalise the agenda, including confirming that all legal requirements are covered
- RS to prepare/give presentation and draft a questionnaire
- CA to print some visual Lawns materials to put up in the room, plus will print questionnaire
- CA to bring a projector and liaise with venue
- LB and CA to welcome people and oversee getting people to complete the forms.
- Tom to chase headline invitees
- All to tell everyone we know about the AGM

8. Accounts 2020-21

VS confirmed accounts had been submitted to the FCA..

9. The Lawns Project Committee report

Verbal report from RS:

- Limited update since last Board as we are still awaiting the Agreement to Lease.
- Planning - Key challenge for RIBA Stage 2 is that planners think mass is too large - Cheryl and CLH reviewing viability model.
- Archio has confirmed 8 units can be achieved by reducing height but replacing mass elsewhere which may have daylight risk; or reduce massing and deliver 7 units by losing a 1 bed scheme.
 - 7 unit scheme will probably require additional funding but Cheryl, VS and CLH need more time to finalise viability model. ACTION - VS to do this ASAP
 - Project Committee to discuss next steps at next PC meeting. ACTION - RS to add to agenda and agree next steps before and after GLA funding received (see also Item 3.)
- Consultation - strategy to be worked up under Stage 2. Needs to focus on local benefits, e.g. apprenticeships, new footpath, community garden. Scheme is 100% affordable in perpetuity. Agreed two strands:
 - Immediate locality - public event on Lawns or inside venue targeted at residents pre-application.
 - Wider area - see AGM agreement.

- Procurement - Cheryl recommends she discusses on going at risk input until planning consent from Alastair (Ian Sayer and Co) as Employers Agent (EAs manage and administer build contracts). Agreed that she would discuss with Tom and Lola first.

11. Future meeting dates

The next meeting is 4th December and 5th February 2022.

12. AOB

The Board thanks all those who prepared reports..