

# Crystal Palace CLT Board minutes

**Date:** 4th December 2021

**Present:** Chris Axon(CA, Chair), Vishal Shah (VS, Treasurer), Janet Cooke (JC), Bernard Humphrey-Gaskin (BHG) from minute 9.

**Apologies:** Lola Barrett (LB), Tom Chance (TC, Secretary), Rob Shaw (RS, Project Committee Chair)

## 1. Welcome, apologies, declarations of interest

Agreed that the meeting was quorate.

No conflicts of interest were declared.

## 2. Minutes of last meeting, matters arising

The minutes of the last meeting were agreed as accurate although it was noted that the meeting date was incorrectly shown as 2nd September rather than 2nd October 2021.

JC had checked with LB Croydon whether we could progress intrusive surveys in advance of signing the Agreement to Lease, they would not give permission for this.

Business plan process - the proposed strategic objectives had not been discussed at the AGM. VS had discussed with our trainer what should be included regarding finance.

**ACTIONS:**

- **RS** and **TC** still to discuss rationalising the filing system with our new Project Manager, and to locate the risk register centrally with worksheets for CLT and project risks.

## 3. Finance report

The Board agreed with VS's recommendation that no other expense incurring activity be conducted until the GLA Revenue Grant is under contract and received.

VS confirmed that the audited accounts for 2020-21 had been approved at the AGM.

VS confirmed that he and CA had met with the GLA in order to prove their bona fide as Directors of the Board qualified to administer public funds. TC was completing a related form.

The Board agreed the list of authorised signatories for CPCLT with CA, TC, BHG, VS & RS as 'A' signatories and LB & JC as 'B' signatories.

VS reported that the GLA had agreed that £50k per unit was the upper limit of what they would provide as capital grant for our homes at The Lawns. This meant that rented units would definitely not be viable. We would be providing homes for sale at a discount against market value, carried forward for future resales. It would be important that our financial modelling showed that we made a reasonable surplus on the homes to get private lenders willing to lend to us. Some of that surplus would be repayable to the GLA. We could not be sure what discount we could sell at until all of these factors had been identified.

Cheryl Scott (Development Manager) and Colin Archer (Community Led Housing London) had comprehensively updated and reviewed all of our costs in order to generate the current viability models. The Board commended the work they had done on this.

**ACTIONS:**

- **Everyone** was asked to send VS an electronic copy of their signature.
- **VS** will circulate a poll to the best options for the outstanding Board finance training.

## 4. Organisational Development Working Group report

JC spoke to her report dated 25.9.21. Competing pressures meant the working group had not made the progress it had planned. Accordingly it would continue to meet until the end of March rather than wind up in December as previously discussed.

Similarly it had been difficult to progress work on allocations and future management arrangements without knowing what the tenure mix at The Lawns would be. The Housing Management Committee would be established before April and the ODWG would pick up related matters in the meanwhile.

Adrian Ashton had agreed to have the third and final communications training session with us when we had prepared the draft business plan. Although an advert for marketing had been placed on local social media sites we had not had any applications. TC to advise on next steps.

**ACTIONS:**

- **LB** to organise first meeting of the Housing Management Committee.
- **TC** to advise on next steps re comms.
- **JC/BHG** to update and circulate the key milestones document.

## 5. Risk register

CA has split the risk register into two. The majority of current risks relate to The Lawns project and he has sent this part to RS to maintain in future. There are now only three risks at Board level and he is working with LB to better define these.

## 6. AGM report

Deferred until next meeting as TC not in attendance. However it was noted we'd not met our target of having 50 people present.

## 7. The Lawns Project Committee report

RS' progress report was noted.

## 8. Agreement to Lease

JC confirmed that our solicitor had incorporated Board members' comments and that the draft Agreement to Lease had been sent back to LB Croydon's solicitors. However the proposed Lease would form a Schedule to this Agreement and we have not had any comments on this from our solicitor. JC will chase.

It was noted that CPCLT was in the process of changing its registered address.

### ACTIONS:

- JC to chase solicitors for comments on the proposed lease.

## 11. Future meeting dates

These were agreed as 5th February, 2nd April, 11th June, 6th August, 8th October and 3rd December. These were all Saturdays and meetings would continue to be held 10:00-12:00. The AGM will be held in November, exact date to be agreed.

## 12. AOB

Steve Reed MP had been unable to attend the AGM but was very interested to learn more about CPCLT and The Lawns project. A meeting has been arranged to brief him.

The Board agreed that we should aim to train future occupants of The Lawns to finish off fixtures and fittings in our homes and to provide help and support to residents unable to participate. This will be added to the business plan.

CA drew attention to the speed at which local people had shared their opposition to what was proposed in a new planning application in SE19. We needed to take every opportunity to publicise how our scheme at The Lawns was different because:

- the Resident Design Group ensured local people had input into the design
- all the homes would be affordable and a discount would be permanently locked in so future owners would also benefit
- the scheme would include a community garden

