

<b>Kennett Community Land Trust</b>
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**Trustee Board Meeting – Minutes – 28.06.18**

**Location:** 22 Station Road, Kennett

**Present:**

Robin Swanson (RS)  
Frank Danks (FD)  
Paul Swanson (PS)  
Tim Foddy (TF)  
Lynne McCallum (LMc)  
Hugo Runciman (HR)

**Absent:**

Darren Watson (DW)

The meeting was opened at 1900 by the chair (RS) who welcomed all present and thanked everyone for their attendance.

- The Chair advised the meeting that one of the Trustees, Cheryl Jowett, had resigned from her position of Trustee. He stated that he had replied, thanking her for her valued input and support. This leaves a vacancy on the Board and this would be discussed as a separate agenda item later in the meeting.
- The minutes of the previous Trustee Board meeting on 26.04.18 had been circulated to all trustees prior to this meeting for review. Those minutes were reviewed and accepted as a true record by those present who had attended. The minutes were signed accordingly.
- The Treasurer (HR) presented the Board with the Trust's current financial status. Trust funds stand at £5089.00 on deposit in the bank account and in petty cash. The Trust has debts of £264.99 which will be cleared in the near future.

**Action: HR**

- The Chair presented an overview on the Trust's obligations to comply with the General Data Protection Regulations and the action taken to ensure compliance. This was reported to the membership by e mail on 26.05.18.

A formal Data Protection Impact Assessment had been carried out on 10.06.18 and the resultant report filed in Trust documentation. The Trust also has an obligation to register with the ICO which will cost in the region of £35/annum. The Trustees were requested to check that any records in their possession of membership information be double deleted from electronic sources and all hard copy destroyed. Membership data would be held securely in electronic format under password control by the Secretary and the Chair. This would ensure compliance with the GDPR regulations.

- The chair provided an update on the Outline Planning Application status and the ECDC Local Plan position. It was agreed to update the membership on the Outline Planning Application and provide additional documentation to assist with contact with the planning department in ECDC. The Gladmans / Fordham appeal situation was discussed and it was considered unlikely that a similar situation would occur in Kennett unless the Local Plan was rejected which could lead to further speculative applications. The current applications were discussed briefly.
- Proposed policy document “Declaration of Interest” has been subject to review and two areas of modification agreed. The use of the policy documents was clarified and the need for confidentially stressed. Documentation which fell into this category would be marked as such.

**Action: FD**

- The issue of additional member recruitment was revisited and it was decided to produce both a leaflet/poster and a note which explains the aims and function of the KCLT. These would be utilized to target local businesses to seek further eligible members from employees. Visits to likely sources were planned and the Secretary (FD) requested to produce an employer list.

**Action: FD**

- Following the recent Trustee review of supporting documentation for the Outline Planning Application it has become apparent that additional resource from within the Trustee Board will be necessary in the future as the Trust’s involvement with the development progresses. To enable this and due to the recent Trustee resignation it was agreed that three additional individuals should be co-opted to the Board pending potential election to the Board at the next AGM. The membership would be invited to apply for these roles with emphasis on female members to provide balance on the Board. This would be actioned by e mail which would also include the advice documentation for comment and support of the Outline Planning Application.

**Action: RS**

**AOB**

- (LMc) advised that the Board’s recent query to the developer about Self Build plots had produced a brief response but to date no further communication had been forthcoming. ECDC’s self-build register is sparse compared to other local Districts. It was agreed to maintain the profile in this area as there was a potential source of income for the Trust in the future.
- The subject of Rain Water harvesting was discussed and the Board was advised that the local water supplier, Anglian Water, appear uninterested in this initiative compared with other suppliers. Enquires to Anglian Water had been met with resistance and apparent

indifference. As there are distinct advantages in embracing this environmental initiative, it was agreed that (LMc) should contact Palace Green Homes to request their support.

There being no further business, the meeting was closed at 2024.

Frank Danks – KCLT Secretary.