



24<sup>th</sup> June 2020

Dear Community Land Trust Member,

Please find attached AGM Notice for July 9<sup>th</sup> 2020 at 6 00 pm on Zoom, logging-in details for which will be provided on request to any members who wish to attend.

The requirement to hold an AGM in person is legitimately waived due to COVID 19 lockdown restrictions, together with the normal time limits for resolutions and director applications.

Any member wishing to object to the shortening of these time limits should do so to myself as Secretary to the Burton Bradstock Community Land Trust before July 2<sup>nd</sup> 2020.

Yours sincerely,

Andrew Bailey. BB CLT Secretary  
Graston Farm,  
Burton Bradstock  
BRIDPORT DT6 4NG  
[ab@grastonfarm.co.uk](mailto:ab@grastonfarm.co.uk)

## To the Members of Burton Bradstock Community Land Trust

Registered by the FCA as Community Benefit Society 7838

Please find attached advanced notice of the **Annual General Meeting** for **Burton Bradstock Community Land Trust Limited**, to be held on **9<sup>th</sup> July 2020** at **7.00pm** On Zoom (details will be available for all those wishing to attend).

The only business the society can conduct at this meeting is that which is identified in the final agenda.

The following items are attached:

- Proposed Agenda
- Minutes of Special General Meeting held on 27th February 2019
- **Application Form for those wishing to stand as Director – completed forms must be received by the Secretary by (14 days before AGM) (email to [ab@grastonfarm.co.](mailto:ab@grastonfarm.co.), or hand deliver/ post to Andrew Bailey at Graston Farm, Burton Bradstock, DT6 4NG)**
- Template form for Members' Resolutions – should you wish to propose a Resolution to be tabled at the AGM, this must also be received by the Secretary by **7 days before AGM**

The final agenda will be issued on July 6<sup>th</sup> 2020, to include a list of all applicants standing for election for Director posts, any Members' Resolutions, and a Proxy form with details of all votes to be taken (for Members to complete if unable to attend on the evening in person to vote).

Note: In accordance with Rule 6.8 of the Society, no new membership applications will be considered by the Board during this 14 day notice period before the AGM. Any new membership applications received during this period will be considered at the first Board Meeting following the AGM.



## Burton Bradstock Community Land Trust Annual General Meeting

To be held on

Zoom

at 7.00pm on 9<sup>th</sup> July 2020

### PROPOSED AGENDA

1. Apologies
2. Approval of Minutes of the Special General Meeting held on 27<sup>th</sup> February 2019  
([Paper 1 enc](#))
3. Director's Report ([Paper 2 enc](#))
4. Approval of Accounts ([Paper 3 enc](#))
5. Vote on audit exemption or auditor appointment
6. Resolutions proposed by members
7. Election of Directors
8. Any Other Business

**Note:** Each member has one vote, irrespective of number of shares held.

**Note:** The Board will comprise of up to 7 members.

In accordance with Rules 18.5 and 19.1 of the Society, the following Board Members are standing down:

Dave Dixon  
Andrew Bailey

All are standing for re-election.

There are up **to** 2 vacancies on the Board.



**Please note that all applicants for appointment as a Director of the Society must have a proposer and seconder who are existing Members of the Society and will act as such at the Annual General Meeting.**

**Please indicate below the names of the proposer and seconder.**

**Proposer:** .....

**Secunder:** .....

**Please return completed forms to the Secretary, Andrew Bailey, either via email at [ab@grastonfarm.co.uk](mailto:ab@grastonfarm.co.uk), or hand deliver/ post to Andrew Bailey at Graston Farm, Burton Bradstock, DT6 4NG)**



Burton Bradstock Community Land Trust Limited

Proxy Form

I .....

of (address) .....

being a member of Burton Bradstock Community Land Trust Limited,

appoint .....

of (address) .....

or failing him / her\*

appoint .....

of (address) .....

\* Delete as appropriate.

As my proxy to vote for me on my behalf at the Annual General Meeting of the society, to

be held on 9<sup>th</sup> July 2020, and at any adjournment of it.

Note: Any person appointed as a proxy must be a Member of the Burton Bradstock

Community Land Trust

Signed: .....

Date: .....

Please return to the Secretary by 1pm on July 3<sup>rd</sup> 2020 at the latest, (email to [ab@grastonfarm.co.uk](mailto:ab@grastonfarm.co.uk), or hand deliver/ post to Andrew Bailey, Secretary at Graston Farm, Burton Bradstock, DT6 4NG)

## Paper 1 BURTON BRADSTOCK COMMUNITY LAND TRUST LTD

### Special General Meeting Wednesday 27th February 2019 6-00pm

#### In the Reading Room

#### Minutes.

**1.Present:** Dave Dixon, (Chair), Andrew Bailey, Mike Green, Darren Batten, Anne King, Elaine Crook Roger Ashman, Ian Ibbotson, Peter Tompkins, Pauline Tompkins, Mike Evans, Louise Evans, Chris Green, Geoff Troup, Carl Gulliford. .

**2.Apologies:** John Grantham, Alan Clarke, Rebecca Bryan

**3.**The Chairman Dave Dixon welcomed all to the meeting and explained that the meeting had to be held within 6 months of incorporation of the Burton Bradstock Community Land Trust so that members could formally nominate directors for election to the board. The initial directors forming the board then introduced themselves to the member shareholders present.

**4.**Andrew Bailey, Secretary then requested all directors step down and nominations were then invited from the membership from anyone wishing to stand for election.

Proposed by Roger Ashman,

Seconded by Peter Tompkins,

That the following previous directors be elected en-block to the board,namely

Dave Dixon, Andrew Bailey, Mike Green, Anne King, Elaine Crooke, Darren Batten.

As there were no further nominations there was a unanimous vote that the proposal be carried..

**5.:** Dave Dixon then gave an update on progress so far. It was explained that a **Housing Needs Survey** is to be carried out by West Dorset District Council within the Parish. This will be primarily an online process with paper survey forms available on request. Flyers will be delivered to every household in the village explaining the survey and the importance of participation. It is hoped that this will be carried out during March with results analysed and published in April.

To bring the members up to date with the **site search**, Dave Dixon presented a plan and list of the eleven potential sites around the village and explained the criteria which will be used to produce a shortlist with ultimately a preferred site, which will then be presented to the community at an open meeting. Sustainability in respect of safe pedestrian access to village amenities was of paramount importance with building costs, availability of mains services and of course willingness of a land owner to sell. A feasibility study will be carried out once a suitable site has been identified which should be funded by a grant from WDDC (or the new unitary authority), money which has been made available by Homes England for the facilitating the provision of affordable housing.

**6.** Mike Green explained that so far the Trust has 29 shareholders who have purchased 62 shares.

It was proposed that a membership application form be delivered to every household alongside the Housing Need Survey flyer and that we continue to promote membership on an ongoing basis ideally to achieve 100 members.

It was agreed that progress reports would continue to be published in the Bride Valley News and on the CLT Facebook page.

**7.**The meeting closed at 7-05 pm.



## **Paper 2**

### **Burton Bradstock Community Land Trust**

### **AGM 9th July 2020**

## **Chairmans Report**

2019/20 has effectively been the first full year of operation for the Burton Bradstock Community Land Trust (BB CLT). In this report I would like to draw attention to the key activities of the BB CLT and conclude with my observations of the challenges that lie ahead in a post Covid 19 world.

### **Some Success**

First I'd like to recognise the support BB CLT has received during the year from Wessex Community Assets and Dorset Council through their Housing team. The expertise and guidance provided by Wessex has been most useful in this first year, in particular the excellent series of training workshops provided in the autumn exploring the options open to CLTs in driving a community led response to our affordable homes crisis.

A membership drive in summer 2019 resulted in a mini flood of shareholder applications - our membership currently stands at 88 which has resulted in the issuing of shares in BB CLT to the value of £254. We were also successful in securing grant aid from Dorset Council for technical and legal costs of site investigations. Overall BB CLT is now well placed to undertake the necessary feasibility and technical assessments should a suitable housing site become available.

With help from BB CLT Dorset Council undertook a Housing Needs Survey for the Parish in 2019. Whilst housing need is never static we can draw on the survey findings to support the work of BB CLT to secure between 10 -15 affordable homes with a clear need for homes for families with 2 or 3 bedrooms.

During 2019/20 BB CLT working with members have appraised some 15 sites around the village based on a set of criteria which took into account issues such as site preparation costs, existing infrastructure and access to services. BB CLT has made a number of informal approaches to owners of land that best meet the criteria. As yet only one landowner has shown interest in meeting with BB CLT to discuss our requirement for a small housing scheme of 10 units.

It is not unusual for land acquisition by a CLT to take a long time. Experience from other CLTs in Dorset show that this can make anything between three and six years. Given the real need for affordable family housing that we have identified in the parish BB CLT is committed to deliver a housing scheme in the shortest time possible.

### **Future Challenges**

As residents will be aware, development around the village is heavily constrained; large areas are within the Environment Agency Flood Zone and the National Trust hold 'inalienable' land along the coast which also has a number of environmental protections.

The key lever available to BB CLT to secure a community led housing scheme is the current Local Plan policy allowing for Affordable Housing Exception sites. Our new unitary Dorset Council are looking to develop of a new joint Local Plan by 2024. Dorset Council recently consulted on a new approach to housing development that would see large villages, close to Market Towns, like Burton Bradstock, finding sites for up to 50 new homes during the plan period.

Landowners with sites around the village will be alive to the opportunity value of their land under these new policy frames. This makes any movement toward releasing land for community led housing highly problematic until the new Local Plan policies are defined and development options more certain.

BB CLT planned to hold a housing event in the Village Hall in April to share our experiences over the last year and hear from residents about housing issues. At the meeting we would have encouraged:

- Resident in housing need to register with Dorset Council. From the Housing Needs Survey we know that people in need of affordable homes in the parish are not currently registered and would therefore not be eligible for CLT homes,
- Anyone with land in or near the village to consider how they might help BB CLT address the real affordable homes needs faced by local families.

**David Dixon**  
**Chair**  
**Burton Bradstock CLT**

### Paper 3

## Accounts of Burton Bradstock Community Land Trust April 2019 / March 2020

	Income	Expenditure
Brought forward	371.50	
Share Certificates	250.10	
Grant	10,000.00	
Hire of Hall		25.00
Griffin Accountants		300.00
Corporation Tax		70.49
<b>Totals</b>	<b>10,621.60</b>	<b>395.49</b>
Carried forward	10,226.11	