



Brent CLT Board Meeting

Tuesday 18 May 2021, 4pm – 5.30pm

Minutes

In attendance: Nkechi Okeke-Aru (NO), Paul Anders (PA), Ioana Lupas (IL), Rick Gibbs (RG), Gemma Holyoak (GH), Paul Bragman (PB) and Nazra Zuhyle (NZ)

Absent: Atara Fridler (AF)

The meeting was chaired by Nkechi Okeke-Aru

Item	Minutes	Action
Welcome		
Minutes & actions from the previous board meeting	Minutes of the last meeting were agreed.	NZ - risk assessment - send out updated version by PA and AF to trustees for comments and feedback before the next board meeting. NZ – add to the next board meeting agenda
Site update	<p>RG – since last board meeting a site visit was organised. Some of the trustees, Lev, Gemma and representatives from the Council were present. Site constraints were discussed during the visit.</p> <p>RG – update on the follow up with Lev and Gemma – a financial model has been sent to Lev and Gemma with various outcomes e.g. at what level target rents can be sent at, have a self-funding model - on the basis of social rent. Discussions are being held around what kind rent we can have.</p> <p>IL and RG had discussion around viability and how it leads into design.</p>	RG – to provide update around the land transfer.

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	<p>RG – has been in contact with the Council for clarity around the transfer of land. Following the site visit Council representatives are taking up issues with other colleagues at the Council.</p>	
Workshops	<p>GH and RG to present the next workshop on development and viability.</p> <p>PB reiterated that the trustees need to use these workshops to help develop the Brent CLT site and brief.</p> <p>PB provided a few key points from Housing Needs workshops: Who should the housing be for?</p> <ul style="list-style-type: none"> • People in precarious accommodation • Low paid work • Housing should be a steppingstone for something else <p>He also suggested asking key questions that will help develop the brief at the end of each workshop.</p> <p>Design workshop – IL and PB have met to plan the workshop.</p> <p>Challenge – how to narrow down the information discussed at the workshops to help develop the brief.</p>	<p>IL – requested trustees email in any information that needs to be shared before the design workshop.</p> <p>Following the three workshops PB and NZ to draft the brief and share on the 15th of June with the board for feedback and comments.</p>

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	<p>NO – suggested that the trustees think about the process of writing the brief.</p> <p>PB – queried if the briefs were targeting architects or different professionals?</p> <p>GH – mentioned they had templates of briefs for a design team that can be shared and adapted by Brent CLT.</p> <p>NO – mentioned the priority would be the brief to the architects. Have a draft to be presented at the June board meeting.</p>	
Communications and Engagement	<p>Website - demo by the next board meeting. Community panel profiles and pictures to be added to the website.</p> <p>The milestone tracker was reviewed. It was decided to prioritise the workshops, website and brief over the next few months. Targeted engagement will now begin from September.</p>	<p>Board to send profile pictures to PA or NZ</p> <p>NZ to collate Panel profiles and pictures</p> <p>Demo of website to be presented at the June board Meeting</p>
Organisational Update	<p>PA - Brent CLT email address has been set up.</p> <p>Policies – share at the next meeting share with leads first and sign off at the next meeting and the meeting after.</p>	<p>NZ share policies with policy leads to be signed off at the next Board meeting.</p>

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AOB	<p>PA – Confirmed that a bank account has been set up. Cheques can be issued and payments can be made into the account. Limited online functionality at the moment.</p> <p>This will help set up the membership fee payment via the website.</p>	<p>PA to send NZ bank details.</p> <p>NZ to share membership form and details with trustees and panel to officially sign up as members.</p>