



ECDC CLT SET-UP GRANT APPLICATION FORM

About your organisation:			
Organisation name (if known):	Swaffham Bulbeck CLT		
Name of contact:	Ian Woodroffe	Title: Mr/ Ms/ Other	Mr
Position held:	Trustee		
Organisation address:	Correspondence address (if different):		
4, Station Road			
Swaffham Bulbeck			
Cambridgeshire			
Postcode:	CB25 0NB	Postcode:	
Telephone:	07968836645	Contact telephone:	
Email address:	ian@goldtraining.co.uk		
Does your organisation already have a bank account (delete as applicable)?	No		
<i>Note: if there is a bank account, please supply a copy of the latest statement</i>			
If no bank account, is there another local organisation, such as a Parish or Town Council that could hold and administer the grants funds on your behalf? If so, please give details below:			
Swaffham Bulbeck Parish Council			



In which geographical area do you wish to set-up your organisation?

Swaffham Bulbeck Parish

How many people are currently involved? 7

Please list the names and give brief details of your working group, so far as it is established (e.g. 'local resident', 'Parish Councillor', 'Local Authority Representative', 'Housing Officer'):

David Butler

Retired Architect

Margaret Chadwick

Accountant

Robert Bates

Company director

Diane Bayliss

Clerk to Parish Council

George Ballard

Chartered Surveyor

Ian Woodroffe

Chair Parish Council

Tim Harvey Samuel

Bursar for Cambridge College

Signature of person responsible for set-up grant application:

Print name: Ian Woodroffe

Date: 6/01/2017



What is your vision for your organisation?

The vision will explain the long-term changes that you expect to achieve through the work of your organisation.

Swaffham Bulbeck is a small village in a pleasant setting about 8 miles from Cambridge and 6 miles from Newmarket, incorporating the hamlet Commercial End.

Facilities in the village include a shop and post office, church, public house, primary school, recreation ground with play facilities, & Pavilion and fire station (retained duty service). The village has a regular bus service which runs to Newmarket and Cambridge during working hours.

Our vision is to keep vitality in the village by providing housing for local people on local wages to stay in the place they grew up in or where they have strong local connections. We also want to encourage community activities, for young people particularly, by providing long term assets which can be kept in perpetuity for the benefit of the community. There is already workspace provided in two converted barns on a local farm but the CLT would like to make as many opportunities for home/village working available as possible.

What type of organisation do you want to set-up (e.g. Community Land Trust, Co-operative)?

Community Land Trust

Why do you think this is the most appropriate legal model for what you want to do?

A Community Benefit Society (CBS) is set up for the benefit of the community. It can have a statutory form of asset lock and can be charitable. A CBS offers the unique ability to issue share capital, outside of the Financial Services and Market Act regime.

Membership should be open to anyone, although some Societies plan restricts on membership (e.g. those living and working in a community). All members have one equal vote, regardless of the number and type of shares they hold, and they vote for and are able to stand for the Committee of Management.

A CBS's governing document is its Rules which must be registered with the Financial Conduct Authority (FCA). One of the most cost effective ways to register a CBS is by using Model Rules, which are available from the National CLT Network.

We think our legal entity will be a Community Benefit Society. Establishing this will be part of our consultation with legal experts.



About your project:

Please describe your project.

It would be useful to know what type of community assets you want to create (e.g. houses, workspaces, allotments etc.), and the scale of your project, i.e. how many properties you hope to build in the current scheme?

We have been approached by a landowner/developer who is keen to develop a piece of land in the village and to work with the local CLT. This would produce 15 affordable homes which the CLT could retain should this project gain planning permission.

We would also look at other sites in the village for suitability for CLT homes/amenity assets.

Have you carried out any local needs surveys, such as a housing need survey? What were the results? If you have not carried out any surveys how do you know there is a need for your project?

A survey undertaken by Cambridgeshire ACRE in Sept 2015 showed that 23 households were in need of affordable housing, who either live in or have a local connection to Swaffham Bulbeck.

Other than the surveys have you directly engaged or informed your local community about your plans? If yes, how did you do this?

2016 Activities

12th Jan – Presentation to PC on CLTs: **17th March** – Walkabout to look at likely sites: **17th**

May Public Meeting – presentation on CLTs: **28th June** Extraordinary PC Meeting **1st Sept**

2nd Public Meeting on local plan including CLTs: **1st Dec** **1st** Trustees meeting

About the project beneficiaries:

Who will directly benefit from your project (e.g. who will use or occupy the assets / properties)?

From the recent housing needs survey we know there is a need for affordable housing in Swaffham Bulbeck. House prices have risen sharply and the private rented market is tiny, changes hands infrequently and in any case is beyond affordability for young people in the village.



How will you select the occupants of any housing that you plan to build?

Swaffham Bulbeck is keen to see more affordable housing in the village and we feel confident that together with the existing housing register of eligible tenants once the CLT announces its intention to provide affordable housing in the village there will be people who will come forward who are eligible but have not registered (too low down on the priority list, didn't realise that they have to register etc).

Will the properties you intend to build be constructed using local materials or sustainable building techniques?

Answering no to this question will not necessarily affect our decision to offer you a grant

We feel it is important to use local tradespeople and site staff wherever possible and the ability to do this would be part of our strategy of negotiating with the land owner/developer.

*What do you want to achieve in the **short-term** (i.e. within next 6 months)?*

We wish to establish and constitute the CLT to provide a legal entity with whom partners can communicate. We wish to evaluate and work on a feasibility study to establish the viability of the proposed scheme and to be part of the planning application and to be included in the design process.

*What are your plans for the **medium-term** (i.e. 6 months to 3 years)?*

We would hope to achieve a joint planning application and to start to informally find people who would be interested in affordable housing in the village and involve them as soon as possible in the development process. We want to establish a partnership between the landowner/property developer and the community to keep everyone fully informed and involved in the project. We would also want to make sure the Council is fully informed and consulted at each stage of the process.

*What are your plans for the **long-term** (i.e. once the current project has been completed)?*

We would wish to have the allocation rights to the affordable properties (written with the Council's strategic housing enabler) and thereafter to have management responsibilities for the homes.

What do you hope to achieve in your community through this project? How will it contribute to your vision?

The Parish Council and the people of Swaffham Bulbeck wish to sustain the village and its facilities in a controlled and balanced way.



About you:

Why are you the right people to lead this project?

The prospective steering group include those with influence and extensive knowledge of the village including serving Councillors at Parish level.
In time we would wish one of the new residents to sit on the committee to represent the CLT tenants

What skills do you have?

Extensive experience of land management, finance, architecture and business. Various voluntary work, fundraising, communication, organising, form filling. Clerking duties, administrative tasks along with website and marketing literature. Local knowledge and project management skills.

What skills are you missing and how will you acquire them?

We will use CLT East to advise on the set-up of the CLT and seek professional advisers e.g. planning consultant, viability assessor etc. as required.
We have joined the National CLT Network as a Start Up Affiliate for £49 which will provide support and help to our CLT.

Do you have the support of other individuals or organisations? If so, please outline (e.g. 'local authority', 'parish council', 'regional CLT Umbrella'):

East Cambs District Council, Swaffham Bulbeck Parish Council and CLT East are all supportive of our project to set up a CLT.

Our funding:

How will you spend the ECDC Fund grant?

Please provide a brief explanation of each activity for example 'to complete the set-up of the organisation', 'to conduct community engagement activities', or 'to develop our business plan'. Please ensure that you provide a breakdown of the number of days/cost of each activity and who will be paid for their input.

Note: If your accounts or bank statement show a healthy balance you will be expected to explain why you are unable to pay for this work from your own funds

We require a grant of £5,000.

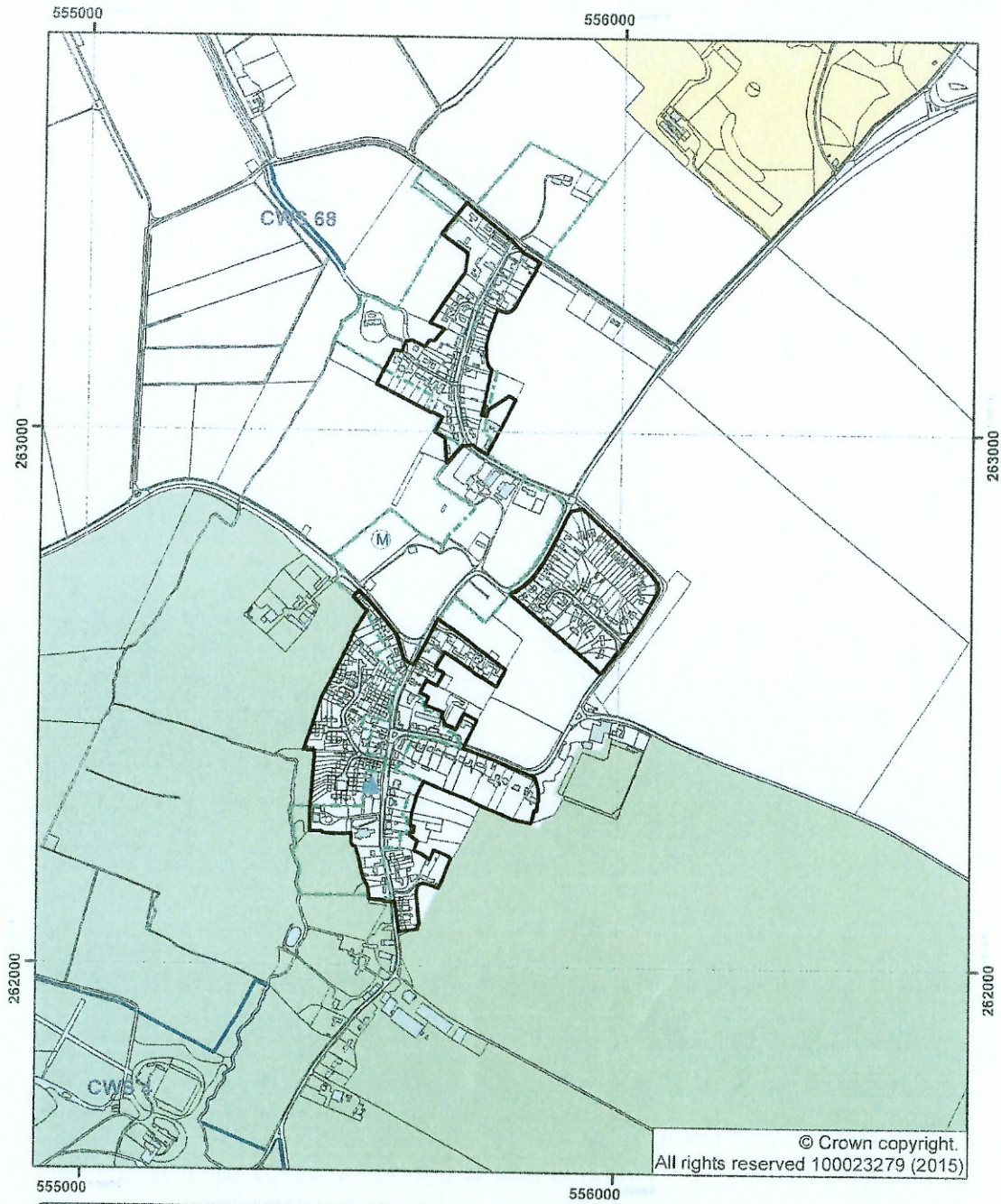
There is no further funding being sought from any other source at this stage and the committee



are all unpaid volunteers and there are no funds available to start the project.
It is intended that the ECDC grant will be used to fund public meetings (hire of hall, printing and circulation of leaflets), pay for legal advice, purchase a set of model rules, register with the FCA and prepare the constitution.

We will need to draft a range of bespoke policies for Swaffham Bulbeck to ensure good governance (e.g. membership policy, conflict of interest policy, code of conduct for members and trustees, trustees' role description etc.) and an allocations policy in conjunction with the Strategic Housing Enabler for ECDC.

How did you hear about the ECDC Set-up grant fund? Via Debbie Wildridge, CLT East



© Crown copyright.
All rights reserved 100023279 (2015)

- Policies Map (April 2015) Swaffham Bulbeck (Insert Map 8.40)**
- Development Envelope
 - Conservation Area
 - Scheduled Ancient Monument
 - County Wildlife Site
 - Green Belt
 - Historic Parks & Gardens



East Cambridgeshire
District Council



Not to scale