



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

JAMES PALMER
CAMBRIDGESHIRE &
PETERBOROUGH MAYOR

COMMUNITY LAND TRUST SET-UP GRANT AND APPLICATION FORM

The set-up grant of up to £5,000 is intended to provide steering groups or other appropriate community-based organisations with funding to pay for the professional fees and technical costs that are associated with the legal set-up for a local Community Land Trust (CLT), and contribute toward the costs of the basic community engagement activities that are essential to build local support and towards developing a business plan.

To be considered for a set-up grant the steering group/community based organisation should ideally meet the following key criteria:

1. The applicant group/organisation should have either a bank account or the means to administer the grant funds on their behalf
2. The applicant group/organisation must be representative of the community, with an open democratic membership structure
3. The applicant group/organisation must be clear about the community that it has been established to serve, with a clear vision for the type of CLT they wish to set-up and a description of the project
4. The applicant group/organisation's proposed project must contain an element of affordable housing
5. Any assets that are to be retained by the CLT in the long-term are expected to be permanently affordable for local people on local wages
6. The organisation must intend to provide evidence of meaningful public engagement and that the proposed project that requires funding has general community support
7. The project will need evidence of the backing of the wider community e.g. local planning authority

Supporting documents

All applications will need to be on a CPCA CLT set-up grant application form. Any supporting documentation such as a vision or mission statement, evidence of need, letter of support etc will help the application process.

Application process

Interested applicants should make contact in the first instance with the Community Housing Programme Manager for the Combined Authority who will review the project information and carry out the necessary due diligence to ensure the project is suitable. The Community Housing Programme Manager will then submit the application, with a recommendation, to the Combined Authority Housing & Communities Committee for decision. The decision of the Housing & Communities Committee will be final.

If a grant is approved by the Housing & Communities Committee then a grant offer letter will be issued within 14 days of the decision. Funds will be released to the applicant once any grant offer conditions have been met and the applicant has signed and returned the offer letter.

Reporting

It will be a condition of the grant that applicants report regularly on project performance at least quarterly according to a pre-agreed timetable. Such reporting will include evidence of expenditure.



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ABOUT YOUR ORGANISATION			
Organisation name (if known):	Oakington Retirement Community		
Name of contact:	Geoffrey Butlin	Title: Dr	
Position held:	Trustee (designated)		
Organisation address:		Correspondence address (if different):	
[personal details redacted]			
Oakington			
Postcode:		Postcode:	
Telephone:		Contact telephone:	[personal details redacted]
Email address:	[personal details redacted]		
Does your organisation already have a bank account (delete as applicable)? <i>Note: if there is a bank account, please supply a copy of the latest statement</i>			No
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:			
Council Bank: TBC		Sort Code:	



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

The Parish of Oakington and Westwick

How many people are currently involved? 3

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'):

Geoffrey Butlin	Local resident & Parish Councillor
Sean Moroney	Local Resident (Oakington)
Stephen Thornton	Local resident (Girton)

Signature of person responsible for set-up grant application:

Print name: Geoffrey Butlin

Date: 2 December 2020



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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.

We have a vision to build an active, creative, secure and affordable retirement lifestyle facility for all residents in Oakington & Westwick and surrounding villages.

We want to have this full range of care facilities on one site, to avoid late-in-life relocation or couples having to be split up or residents having to move as their care needs change with aging.

We aim to protect the most vulnerable in a safe, balanced environment that will offer plenty of space for recreation, indoors and out, wheelchair-friendly walkways, open green spaces, providing age-friendly homes to enable people to live independently, stay connected and have choices and control of their lives: all with a sensitivity to mental health issues.

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?

We think a Community Land Trust is the most appropriate legal model for what we want to do as it is important to us that Oakington Retirement Community is owned and run by the local community on a not-for-profit basis.

We want to ensure the community benefits of Oakington Retirement Community are retained and protected in perpetuity. The Community Land Trust model will allow us to meet our objectives and protect community assets forever.

Is the proposal for this organisation an outcome from Neighbourhood Planning?

No.

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, open space etc), and the scale of your project, i.e. how many properties you hope to build in the current scheme?

Whilst we are in the early planning stages and do not know exactly the number of properties we wish to develop, we see this facility offering all residents a full range of retirement care, from initial, warden-supported, independent housing for couples and singles to greater levels of care as needed, right through to full nursing care.



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We plan on building the retirement facility in a countryside, park-like setting, in easy reach of the village community, for younger residents to benefit from the setting, and for retirement residents to access the village, and thus build and maintain an integrated community. We want to build an inclusive retirement community that enables residents to remain active in village life.

Approximately how many affordable homes are you looking to deliver? Are there any other types of homes you are looking to deliver (eg. market housing, homes for older people, starter homes)?

We are unsure of the number of homes, however, we are intending to provide affordable housing elements for the elderly, care workers and young people. We are also planning a mix of houses and apartments for rent and purchase. In addition we would like to provide on-site accommodation for visiting families.

Are there any other community assets or amenities (eg. open space, workspaces, community facilities) that you are looking to deliver? If so, please give details.

The vision is for a facility offering all residents a full range of retirement care:

- Day care centre
- Warden supported homes and apartments
- Accommodation for couples where only one needs care
- Variable care support
- Full nursing care
- Dementia wing

This wide range of facilities will all be on one site, to avoid late-in-life moves, and couples having to be split up.

We will also provide significant open green space in a park-like setting, offering open-air recreation and socialising to support the mental health well-being of residents.

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?

We are currently in discussions with Cambridgeshire ACRE to undertake a local needs assessment.



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

Yes, we have established a website at <https://www.oakingtonretirementcommunity.org/> to allow the fellow villagers to understand our vision and how they can be involved by becoming part of the CLT and by participating in the planning and design of an inclusive community.

We are currently also working on our membership policy and local communications. We will be able to start building a formal membership base once we are legally incorporated and hope that in 2021 (COVID allowing) we will be able to undertake community engagement events such as public meetings.

Do you have any land identified? Is this land secured in any way?

Yes, we are looking at several land opportunities and are currently in discussions with a local landowner. The land is not yet secured.

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

Local people in need of secure and affordable retirement care, whether this be independent living or with full nursing care.

Local people will also benefit from employment opportunities within the retirement community, and affordable housing for care workers on site.

Everyone in the local area will be able to benefit from access to the countryside and park-like setting. This will help to build and maintain an integrated community, and allow the retirement community residents to fully integrate into wider village life.

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



We will select occupants via an Allocations/ Eligibility Policy. We are in the early stages so this policy is not yet developed but we envisage that people with strong local connections to the area will be prioritised.

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

Unsure.

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

- Become legally incorporated
- Undertake more community engagement
- Begin to build a membership base
- Continue conversations with the landowner and other stakeholders

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

- Secure the land
- Have a strong membership base and programme of community engagement
- Collaborate with the wider community to design the inclusive retirement community
- Build the partnerships required to ensure this project is successful
- Obtain planning permission

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

To ensure that the needs of the older local community are met, and that everyone is offered the opportunity to stay near family with an appropriate level of care and facilities that enable them to continue to live a full life.

ABOUT YOU

Why are you the right people to lead this project?



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We are the right people to lead this project because we are all retirees or near retirees who want to design a retirement facility that meets the needs of our community as well as ourselves. The lead contact has lived in the parish for 41 years and has been engaged in community life for most of that time. We are all experienced in business/financial management, community organisation and service and social development.

What skills do you have?

We have skills in business management, communications, health services

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

The skills we are missing are experience in managing a retirement facility and property management.

We will acquire missing skills via:

- Expanding our Trustee board with regards to any gaps in knowledge/ skill
- Obtaining pro-bono advice where possible
- Working with technical advisers at Cambridgeshire & Peterborough Combined Authority
- Working with partnership organisations to bring the project forward
- Obtaining professional/ consultancy support where necessary

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

Yes, we have the support of:

- Cambridgeshire & Peterborough Combined Authority
- Hill Group who are likely to be our development partner
- South Cambridgeshire District Council

How did you hear about the Community-Led Housing grant fund?

Emily Mulvaney at the Cambridgeshire & Peterborough Combined Authority



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Please let us know if there is anything else you would like us to know about your project:



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