

**MINUTES OF THE ANNUAL GENERAL MEETING OF  
ANGMERING COMMUNITY LAND TRUST  
HELD IN ANGMERING VILLAGE HALL  
ON TUESDAY 19<sup>TH</sup> JUNE 2018 @ 7 P.M**

**Present:** See attached attendance list

**ACTION**

1

**APOLOGIES FOR ABSENCE**

Received from the following:

Nigel Allen; Penny Allen; Corrie Brown; Elizabeth Johnson; Thomas Johnson;  
David Silver; Sue Unsted; Trevor Unsted.

2.

**Secretary & Treasurer's Report**

The minutes of the first Annual General Meeting were agreed as a true record and signed by the Secretary/Treasurer.

In the absence of the Chairman (who had been delayed) the Secretary/ Treasurer welcomed everyone and thanked them for attending. He made apologies for the slight procedural error that had occurred when sending out the notice for the meeting. He informed the meeting that it was his intention to retire and that he would be moving out of the area in August, so there would be the need to appoint a new Secretary and Treasurer. He told the meeting that he had been working on the project since its original conception in 2011/2012, and that moving forward he would be happy to offer his skills and experience on a consultancy basis as and when required. The Secretary also informed the meeting that the current Chairman, Susan Francis, would also be stepping down as Chairman and Board member from this meeting. Chris Dingle had also resigned due to moving away from the area.

The remaining Board Members present introduced themselves.

The Treasurer reported that the Mayflower Way Project was almost there, and everyone is hopeful that planning permission will be granted very soon. Once this is in place then the project will move from hypothetical to a real life housing development. This is the first Community Land Trust (CLT) in Sussex to get as far as it has. The good relationship with the Parish Council has helped and is part of the reason why it has been so successful. However as the project moves on the CLT will have to move away from the Parish Council to become a more independent body. At this point it will be important for the CLT Board to have the right skill set to help move the project forward.

The financial position of the CLT is very finely balanced, because until there are properties providing rental income, the organisation does not have any money of its own. The Mayflower Way project, which is shortly to obtain planning permission, has been fully financed to date from grants. In order to get to the planning application stage there have been grants from

Locality (two grants of £10,000 and £40,000); Arun District Council (£30,000); National Community Land Trust Network (£4,000) and Angmering Parish Council (£4,000). There has been very little cost falling on the community to date. It is important to now look at future funding to take the project forward.

3. **Election of Board of Directors**

Under the CLT's Rules the Board can be from 5 to 12 members, and it currently has 10. The current Directors are:

Susan Francis (Chairman) – standing down  
Rob Martin (Secretary-Treasurer) – standing down in August  
Steven Mountain  
John Old field  
Kristina Yates  
Rosemary Terry  
Val Jerram  
Chris Dingle – standing down  
Angela Colliss  
Christine Jones

With the exception of the Chairman (and Secretary/Treasurer) the rest of the current Board wish to put themselves forward again. Those Board members present were asked to state their skills and what expertise they bring to the Board.

Angela Colliss informed the meeting that she had not received any correspondence from the Secretary, or any other Board member, since her election to the Board in 2017, and as a result had not attended any of the meetings to date. The Secretary apologised and said he would check the contact information held for her.

Two people were nominated as being added to the current Board, Tony Cross and Robin McDonald. The new Board was duly elected by those present.

Their term of office shall be for three years, starting from the date of this meeting.

4. **Election of Officers**

Tony Cross indicated that he would be happy to take over as Chairman, and was duly elected.

Robin McDonald indicated that he would be happy to take over as Treasurer, he was duly elected.

No nominees came forward to take over the role of Secretary; the current Secretary will retain in post until a successor is appointed.

5. **Mayflower Way Progress  
Planning Application**

The project is on course currently, although a little delayed from the original timescale.

The full planning application was made on 31<sup>st</sup> December 2017 and was validated in January 2018. The original end-date for the consideration of the application was given as 20<sup>th</sup> April 2018, but it is not on the agenda for July 2018 Development Control Committee, which means it will not be considered until August, at the earliest. The application number on the ADC system is A/219/17/PL should Board members want to look at the detail. It can be seen on this system that there are no objections to the scheme, just minor comments from the various organisations that have responded, which it is expected will be dealt with by conditions on the acceptance.

**Legal agreements**

The legal agreements between the CLT and Crayfern are ready to be prepared as the Heads of Terms have been agreed. This is the point at which Crayfern should be able to put the application in for the other site, as it will lay down the financial and other commitments being entered into.

**Future Work Programme**

Once planning permission is granted, the work for us really starts. There will be a need to:

- Agree a price with Crayfern for the overall commitment
- Build this into an agreement
- Work with bank on financing overall and drawdown arrangements
- Sort out the legals for this.
- Arrange with ADC for its capital contribution
- Decide upon a final allocations procedure
- Agree this with ADC
- Invite applications
- Use allocations procedure to allocate housing
- Sort out management arrangements (collection of income, insurance, maintenance etc)
- Arrange publicity
- Ensure compliance with the **General Data Protection Regulations (GDPR)** in all we do.

- Liaise with Crayfern over the build programme.

Once these tasks, along with many others, are done we can then and only then look to put people in the properties.

6. **Questions**

The Secretary answered a number of questions on the details of the current project.

A particular question was asked querying the Mayflower Way project’s dependence on the Crayfern development and the success of its planning application. The Secretary confirmed that the Mayflower Way project was not dependant on the Crayfern development and could, if necessary, be a standalone development.

A request was made for a short CV to be produced by each of the Board members to identify any shortfall in skills. This request had originally been made at the 2017 AGM Meeting.

The Chairman stated that he was very pro-transparency, openness and communication, and welcomed any opportunity to communicate more with shareholders. He proposed a standalone website for the CLT to move away from its current perceived connection to the Parish Council. He further said that he felt the CLT needed a social media presence and more publicity.

7. **Any Other Business**

The CLT gave their thanks to Susan Francis for her efforts as past Chairman over the last two years.

The Secretary informed the meeting that he has been approached by two developers who are interested in working with the CLT.

The Chairman asked those present to put forward any other ideas or projects that they feel the CLT should be championing. Val Jerram spoke of the proposed project to provide a youth club in Palmer Road recreation field, and that this has been part of the Neighbourhood Plan.

Steve Mountain also suggested the building of business starter units as a potential project. A similar project has been a success for Hastings CLT.

8. **Date of Next Annual General Meeting**

Date to be agreed

The meeting concluded at 20:34

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**Chairman**

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**Date**

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List of attendees

John Beckenham  
Mike Colliss  
Angela Colliss  
Rob Coney  
Judith Cross  
Tony Cross  
Sally Dickens  
Sue Dray  
Alan Evans  
Susan Francis (part meeting only)  
Mike Hill-Smith  
Val Jerram  
Christine Jones  
Mike Jones  
Robin McDonald  
Rob Martin  
Alan Matthews  
Steve Mountain  
John Oldfield  
Gill Partington  
Guy Partington  
Alison Sommerford  
Lily Street  
Rosemary Terry  
Peter Thompson  
Denise Whitson