

**MINUTES OF THE MEETING OF THE BOARD OF
ANGMERING COMMUNITY LAND TRUST
HELD IN THE ANGMERING COMMUNITY CENTRE
AT 7 P.M. ON WEDNESDAY 18TH JULY 2018**

Action

Present Board Members:

Tony Cross (Chairman); Robin McDonald (Treasurer); Angela Colliss; Kristina Yates; Rob Martin; John Oldfield; Val Jerram; Christine Jones; Steve Mountain

Also present:

Will Anderson (Rabble Place); Tom Warder (AirS); Bruce Howse (CLT Land Agent)

1. Apologies for absence

Received from Rosemary Terry

2. Minutes of Previous ACLT Board Meeting

The minutes of the Board meeting held on 10th April 2018 were agreed as a true record and were signed by the Chairman.

3. Matters Arising (not on the Agenda)

Community fund grant application – Tom Warder explained that this year's round of funding had only just opened, and that an application would be made.

Mayflower Way Allocations Policy – discussion took place as to what the Allocations Policy would look like and how closely the ACLT would need to work with Arun District Council (ADC). Tom had provided some example policies for reference and noted that eligibility for housing would feature within the 106 Agreement. It was strongly felt by Board Members that applicants from Angmering should be considered first, and only after this list had been exhausted should applicants via ADC be looked at. It was felt that the subject of the Allocations Policy was too large to be dealt with within normal Board meetings and that this should take place at a separate meeting. (See point 18/013 (g).

4. Election of Officers: Roles and Responsibilities

New Members had been invited to join the Board at the AGM held on 19th June 2018, and officers were appointed at that time. However it was pointed out that the ACLT own rules must be followed which dictate that these officers should be elected at the next Board meeting following the AGM. Election of the following officers took place:

(a) Chairman: Tony Cross

(Proposed: Steve Mountain; Second: Val Jerram)

Secretary – following Rob Martin's resignation a split role was proposed separating the Company Secretary duties from the administrative duties (job descriptions were distributed). There were no objections in principle to this division of duties and as a result the following were elected:

(b) Board Secretary: Val Jerram

(Proposed: Tony Cross; Second: Steve Mountain)

At this point the Chairman asked that the grateful thanks of the ACLT were noted and passed to Rob Martin for the great work and progress achieved during his tenure as Secretary and Treasurer. It is hoped that Rob will be able to continue advising the ACLT in the future.

(c) Admin Secretary: Chris Jones

(Proposed John Oldfield; Second: Steve Mountain)

(d) Treasurer: Robin McDonald

(Proposed: Tony Cross; Second: Val Jerram)

(e) Website/Newsletters

Chairman announced that a new independent website is in the process of being set up using a company called Clear Computing – www.angmeringclt.org.uk He invited one of the Board members to volunteer to liaise with Clear Computing and to be the focal point through which all items posted on the website should go, i.e. announcements, newsletters etc. Angela Colliss agreed to take this on, Chris Jones offered to assist her if required.

(f) Project Team

The Chairman felt that the current Project Team should be widened to include more Board members. John Oldfield, Steve Mountain and Tony Cross will join the current team consisting of: Tom Warder, Will Anderson, Bruce Howse and Rob Martin.

(g) Housing Allocation Policy

As stated earlier in these minutes it was felt that this was too large a subject to be discussed at Board Meetings a Housing Allocations Policy team was formed consisting of Rosemary Terry, Angela Colliss and Kristina Yates. They will look at the examples given by Tom Warder and report back at the next Board Meeting. Rob Martin suggested liaising with the Parish Council as they could advise and ensure that the policy ran in conjunction with the Neighbourhood Plan.

It was felt that the ACLT's legal position with regard to allocations must be secure before being put in place and consultation with ADC on this point might be helpful.

It was agreed that the subject of tenant rules would be dealt with separately from the allocations policy, and thought also needs to be put into the management of the scheme and likely costs.

5. Administrative Matters

The Chairman suggested that the registered address for the ACLT be changed from the Parish Council Offices to the Angmering Community Centre and that the venue becomes the regular meeting place for the ACLT. No objections to this were raised and the Chairman asked Val Jerram to continue discussions with the Community Centre Trustees to ensure that this could happen.

Val Jerram

6. Mayflower Way Project

The Chairman stated that moving forward closer attention needs to be given to following the ACLT governing rules, i.e. appointing consultants, officer and annual audit. Whilst he accepted that previous decisions had been made for expediency the correct procedures would be followed from now on.

Project Update

Attention was brought to the comments from the ADC Environmental Officer with regard to fire risks within the flats in terrace C. Will Anderson confirmed that he had checked the layouts and they were fully compliant with fire regulations and that there was more than one fire escape window in each premises. Discussion took place regarding the EO's comments on wood burning stoves, visual car parking and electric car charging points, and whilst no response had been requested, the Board felt it might be beneficial to go back to the Planning Officer and ask if, pursuant to the EO's comments, she wanted any changes made. Will Anderson said he would contact the Planning Officer and ask the question. The Board agreed the need for a Class 2 flue and chimney in each of the premises and that wood-burning stoves would not be installed. A suggestion was made that Air Source Heating be explored as an alternative renewable energy.

Will Anderson

Discussion took place on the following:

- Heads of Terms Agreement and how they will be converted into a sale agreement
- Schedule of unacceptable conditions – a list of any condition that challenges the viability of the scheme

- How the two 106 agreements running alongside each other (Crayfern & ACLT)
- Sewerage options – with and without Crayfern
- Parish Council Heads of Terms with Peter Taylor (on behalf of Crayfern)

7. Finance

The Treasurer is meeting with Tom Warder to look at costs and potential revenue in terms of grants available. Tom will also demonstrate the costing tool he has been using to confirm the ongoing viability of the scheme. Planned income and expenditure will need to be factored into grant applications along with other considerations.

Signatories

Susan Francis needs to be removed as a signatory and Val Jerram added, to ensure there are sufficient signatories available (each transaction needs two signatories). Transactions will be actioned as and when the Treasurer advises.

Robin McDonald

Audit

The Chairman requested that a full audit of the accounts for 2017-2018 take place and is planning to look to Angmering Parish Council (APC) for a donation towards this. Full details of costs need to be submitted to APC.

The outgoing secretary (RM) said that for any donation to be considered by the PC, they would need to know what type of audit was required and how much it would cost. Treasurer to identify suitably qualified auditors and provide costings for a suitable audit for consideration by the PC.

Robin McDonald

8. Governance Procedures

These procedures require updated to ensure that they are fit for purpose. Val Jerram offered to go through them to ensure there is no ambiguity.

Val Jerram

9. AOB

Rob Martin has been contacted by a company wishing to build ecological housing in Angmering, the scheme is supported by ADC. Details passed to the Chairman.

Rob will pass on the current list of applicants for Mayflower Way to Val Jerram.

Rob Martin

Heads of Terms Agreement: Bruce Howse asked the Board if they were happy with the Heads of Terms agreement and suggested that if yes this needs to be officially confirmed to Corrine Vincent, Solicitor. The Board agreed the Terms.

Lines of communication for non-Board members confirmed: anything to do with finance contact Robin McDonald all other issues contact Tony Cross.

GDPR – continued vigilance must be maintained to ensure all sensitive data is protected (in particular applicants for Mayflower Way).

Tom Warder advised that it was important for the CLT to demonstrate community engagement and that it would be advisable to keep this topic on the agenda, along with evidence of governance, code of conduct and conflict of interest.

10. Date of the next meeting

Wednesday 22nd August at 7 p.m. in the Angmering Community Centre.

The meeting finished at 21:40.

Tony Cross

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Chairman

22/8/2018

Date.....