

**MINUTES OF THE MEETING OF
ANGMERING COMMUNITY LAND TRUST BOARD
HELD IN ANGMERING COMMUNITY CENTRE
ON 21st NOVEMBER 2018 @ 19:00**

Present: Board Members

Tony Cross (Chairman); Val Jerram (Board Secretary); Robin McDonald (Treasurer); Steven Mountain; Kristina Yates; Rosemary Terry; Angela Colliss

Tom Warder, Action in Rural Sussex

ACTION

1. APOLOGIES FOR ABSENCE

Apologies received from John Oldfield, Christine Jones

2. DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

None received.

3. MINUTES OF PREVIOUS BOARD MEETING HELD ON 24TH October 2018.

There were no amendments noted and the minutes of the meeting were agreed as a true record and for signing by the Chairman.

4. MATTERS ARISING

Item 5 – ASB policy still being developed

HAT / VJ

Item 6 – Meeting with ADC, see Chair’s Report

Item 6 – Proposals with SDNPA, see Chair’s Report

Item 7 – Proposal from WA still outstanding

TC

Item 7 – Meeting with CH, see Chair’s Report

Item 7 – Managing Tenants / Properties – the HAT will review the challenges and constraints of In-house management; outsourcing to a Housing Association; and also selective use of a commercial rental company.

HAT

Item 8 – Software, see Finance Report

Item 8 – Fundraising , see Finance Report

5. ADMINISTRATIVE MATTERS

APC Website

It was pointed out that the APC website contains details of ACLT which is factually incorrect and needed revising / updating. It should contain the minimum content and act as a signpost to the official ACLT website.

SM

Meetings

Discussion on the most appropriate evening to hold Board Meetings to ensure full attendance by Members. Wednesday evenings agreed as best.

Policy Review

The need for a Financial Policy was highlighted by the Board Secretary as part of our Governance requirements.

RM

6. CHAIR’S REPORT

ADC Meeting (13/11/18)

Board Members VJ, TC, RM and TW met with Aryan de Jong from ADC. He is the replacement for Andy Elder and our contact point for anything CLT

related. His position as Housing Strategy Enabling Manager is temporary but confirmed that CLTs are an important aspect of the ADC housing strategy. On a personal level he is very supportive of CLTs and attended the recent seminar on CLTs at Billingshurst. Two questions were put in relation to the MW project which have subsequently been validated: 1 - that payment of a commuted sum by a developer instead of building offset properties as a first option was an acceptable outcome to ADC; 2 – that in calculating the commuted sum payable in an offset arrangement, a fraction or part of a house can be included in the 30% obligation. This recognises the current situation at MW where the number of houses has increased from 24 to 25.

SDNPA Proposal

There are limited opportunities for ACLT to develop Rural Exception Sites within the SDNP and these would need to benefit existing communities / workers. The problem for ACLT is funding. Without a sufficient cash injection, our ability to borrow is limited to 70% of the costs of development. I have written to the SDNP Project Team in order to understand their position and the level of flexibility they may have in supporting small limited developments. We would not wish to proceed to a 'call for sites' until we were certain of the funding model to underpin such an initiative.

Meeting with CH (6/11/18)

The Project Team met with CH at their request in response to the latest iteration of the Collaboration Agreement (a legal document) which was the product of the Heads of Term document (an aspirational document) indicating willingness of all parties to work together. Throughout the many months of the development of these documents CH had given the impression of a willingness to build our 7 homes of an as yet undisclosed floor area at nil cost. This is no longer the case and they are now only prepared to pay the commuted sum. There is nothing that ACLT can do about this situation other than agree. The CA must now be re-drafted for agreement and signing. Once this has been done, CH will apply for planning permission.

Mayflower Way

7. As per Chair's Report.

The next stage is ensuring the Collaboration Agreement contains the necessary legal clauses to protect ACLT together with the mechanisms / easements to ensure access foul sewer points. CH has agreed to refund the legal costs of ACLT of this redrafting. ACLT borrowing costs will increase as a result but we remain confident that our scheme remains viable and can still progress to completion.

TC

FINANCE Report

8.

The Treasurer produced a report (circulated) indicating the solvency of ACLT with all invoices settled to date and none due within 30 days. The software recommended by our auditors will be purchased and some Members trained to ensure sufficient resilience in the Treasurer role.

Risk Analysis

The Treasurer highlighted the need to assess the risks associated with different aspects of ACLT business and produced an explanatory chart. (attached).

All Board Members are to examine their areas of work and assess whether any failure to deliver the work as intended will have a negative impact on ACLT. They should focus on the Commercial, Technical & Social issues that are likely to arise in such circumstances and their probability together with any mitigation measures required. Returns are required by the next Board meeting.

ALL

Fundraising

The application for about £33000 in Grants from Home England has been submitted and if approved, will cover some of the fees due for our legal and technical advisers.

RM

Nationwide Building Society

A community grant scheme has recently been announced by the Nationwide. It contains about £550k and has a national remit. Organisations are invited to submit bids up to £50k for ideas / innovations which will benefit communities. The provision of PV roof panels for MW was generally thought to be valid but the Treasurer invited further ideas which may qualify for the scheme. The deadline for submission is 7th December.

RM

9. **ANY OTHER BUSINESS**

New Board Members

The need for new Board Members to help share the responsibilities and workload was raised together with the need for attracting persons with particular skill areas that will prove useful to ACLT. It was agreed that an advert will be prepared for Board Members to approve and then circulated via media outlets in Angmering.

TC

10. **DATE OF NEXT MEETING**

Wednesday 16th January 2019 at 7.30pm.

Meeting closed at 20:30

Signed:
Chairman

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Date