

**MINUTES OF THE MEETING OF THE BOARD OF
ANGMERING COMMUNITY LAND TRUST
HELD IN THE ANGMERING COMMUNITY CENTRE
16th January 2019 at 19:30**

Present:

Board Members:

Angela Colliss; Tony Cross (Chairman); Valerie Jerram (Board Secretary); Christine Jones (Admin Secretary); Robin McDonald (Treasurer); John Oldfield; Rosemary Terry; Kristina Yates

Also invited/present:

Tom Warder (AirS); Anabela Sales; Gareth Cornford

1. Apologies for absence

Steven Mountain

2. New Declarations of Interest

None received

3. Minutes of Previous ACLT Board Meeting

The minutes of the Board meeting held on 21st November 2018 were agreed as a true record and were signed by the Chairman.

4. Matters Arising (not on the Agenda)

- Anti-social behaviour policy – still in developmental stage
- Rabble Place proposal – discussed by the Projects Team, covered in Chair's Report
- Managing Tenants/Properties – more research required, still in developmental stage. Tom Warder offered to provide some examples of options to the HAT team
- APC Website – SM has worked with APC to ensure correct information on website
- Finance Policy – the Treasurer has stated that the current policy is adequate but that he will review this to ensure suitability
- South Downs National Park proposal – see Item 8

5. Chairman's Report

Rabble Place Proposal

There were still concerns regarding a possible overlap with the services Bruce Howse provides. Bruce has been asked to go through the suggested design intent to ensure there is no overlap of services.

Tender Process

The Chairman reported that Bruce's proposal for this has been broadly accepted; however he has asked RM to review the process to ensure fairness to all participating companies. Meanwhile all Land Agent actions are on hold subject to the satisfactory amendment to the wording of the Collaboration Agreement. This gives time to fully discuss the tendering process and put in place the correct procedure. There are elements of the design that will require particular attention and Bruce will require these to be mentioned specifically to ensure no problems arise in the future.

Meeting with Rustington Parish Council

A meeting was held with RPC to discuss setting up a CLT.

Arun - Community Infrastructure Levy

Arun DC are currently in consultation regarding the wording for the Community Infrastructure Levy – this is allied to and replaces part of the 106 Agreement. There are financial implications for the CLT as they are not specifically mentioned in terms of exemptions, whereas a registered charity is exempt from this levy. TW will check with the

ACTION

TW

TW

National CLT Network to see if there has been a precedent set for CLT exemption from this levy. Meanwhile the Chairman will seek full clarification from Aryan de Jong as to the implications and possible change of wording.

TC

Indemnity Insurance

It has been identified that there is an easement covenant on the Mayflower Way land ensuring it is only used for a specific purpose. Our Solicitors are to pursue indemnity insurance to cover this, which does not seem to have been put in place before. However, there will be a cost for this of around £500.

6. Mayflower Way

Collaboration Agreement

Discussions have taken place with APC regarding CH's wording change in the Collaboration Agreement. APC have gone through all the documentation relating to access rights and the position is quite clear. These documents have now been passed to solicitors who will be returning the Agreement to CH with new wording that should clarify any issues regarding access rights.

Discussion took place regarding the Agreement, access rights and future funding for the project.

7. Finance

RM asked for his appreciation to be noted to Kristina and her husband for their assistance in getting the Homes England's due diligence documentation certified at such short notice.

Treasurer's Report

RM details ACLT's current financial position, and confirmed that QuickBooks is now operational. However, there were still some issues with trial balance but progress was being made. He confirmed that he had undergone initial training but that it would be advisable for someone else to undergo training to assist him and also cover for holidays/absence etc. There have been some minor issues with petty cash transaction but that is being resolved.

Funding

- Homes England have granted funding of just over £30k – we are in the process of completing the due diligence documentation that they have requested.
- Nationwide Building Society Community Grant – application submitted, awaiting decision
- ADC – RM has been talking with ADC to explore additional funding, no feedback received following this conversation. However, ADC have indicated that they would make a contribution to the Mayflower Way project.
- CAF Venturesome – provide dedicated help for CLT's offering loans for pre-planning costs and finance for development. This is a possible source of finance and may be useful to plug a short-term hole, however their annual APR is high.

Risk Assessments

RM thanks Board Members for their response to the Risk Assessments sent out. He demonstrated a risk analysis sheet that he has produced which he will send out to all Board Members, asking them to populate the columns as they think appropriate.

RM

8. South Down National Park Opportunity

The Chairman distributed an email received from the Mike Hughes, Major Planning Projects and Performance Manager for SDNP Authority. In the email SDNPA have shown a willingness to work with the ACLT on the provision of affordable housing within the SDNP area. The Chairman asked if the Board would agree to him moving towards a call for potential sites. Those present agreed and Tom Warder offered to provide TC with templates which will assist him..

TC/TW

9. AOB

The Chairman advised there was a need for deputies for the key roles within the Board (Chairman, Treasurer and Board Secretary). He asked Board Members to consider putting themselves forward as it was key to the sustainability of the Board to ensure continuity. This will be reviewed at the next Board Meeting.

**ALL
BOARD
MEMBERS**

Tom Warder informed the meeting that the Community Housing Fund was at the point of issuing a new funding tranche.

AiRS are looking to recruit for a new role that would provide clerical and administrative help to CLT's and he asked the Board for their opinion on whether they thought this would be of benefit. It was agreed that it would be very helpful for new CLT's setting up and really useful to have that sort of support.

10. Date of Next Meeting:

Wednesday 20th February at 7 p.m.

11. New Members

Anabela and Gareth had been invited to attend the Board Meeting following their response to an ad on Facebook for new Board members. At the end of the meeting and following an informal chat with the Board, the Chairman asked current members to vote on whether to invite them both as co-opted members. Those present voted unanimously to invite them and the Chairman said that he will contact them to confirm this.

TC

The meeting finished at 21:02

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Chairman

Date.....