

**MINUTES OF THE MEETING OF THE BOARD OF  
ANGMERING COMMUNITY LAND TRUST  
HELD IN THE ANGMERING COMMUNITY CENTRE  
19:00 on 20<sup>th</sup> February 2019**

		<b>ACTION</b>
	<p><b>Present:</b> <b>Board Members:</b> Angela Colliss; Tony Cross (Chairman); Valerie Jerram (Board Secretary); Christine Jones (Admin Secretary); Robin McDonald (Treasurer); Rosemary Terry; Kristina Yates; Anabela Sales; Gareth Cornford</p>	
<b>1.</b>	<p><b>Apologies for absence</b> Steven Mountain; Tom Warder (AirS); Bruce Howse (CLT Land Agent); John Oldfield (post meeting)</p>	
<b>2.</b>	<p><b>New Declarations of Interest</b> None</p>	
<b>3.</b>	<p><b>Minutes of Previous ACLT Board Meeting</b> The minutes of the Board meeting held on 16<sup>th</sup> January 2019 were agreed as a true record and were signed by the Chairman.</p>	
<b>4.</b>	<p><b>Matters Arising (not on the Agenda)</b></p> <ul style="list-style-type: none"> <li>• Examples of lease arrangements outstanding from Tom Warder (will send ASAP)</li> <li>• Rabble Place proposal – no decision yet, carry forward to next meeting</li> <li>• Tender process – on hold, Treasurer has template documents that he is considering</li> <li>• Community Infrastructure Levy (CIL) - Chair contacted Arun District Council (ADC) with concerns over wording implications for CLT, and has sent suggestions for alternative wording to exempt CLT from part of all or part of this levy. Submissions have been made to both the District and Parish councils for support on this issue. Contact has also been sent to Nick Herbert MP but no response from his office to date.</li> <li>• Indemnity Insurance – still outstanding and with insurers – Chairman to chase for update.</li> </ul>	<b>TW</b>
<b>5.</b>	<p><b>New Policies</b> ACLT Policies for Equality &amp; Diversity, Anti-Social Behaviour were presented. There was some minor changes suggested for these two documents and a Board Member requested that all the ACLT's policies be formatted to look exactly the same (CJ and AS to work together on this). The proposed Housing Application Form was also presented and discussion took place over this document. All the documents presented will be brought back to the next meeting for further discussion. The Chairman recommend that all Board Members should undergo diversity and equality training to better understand any issues that may arise in the future. The Treasurer will research options for this training.</p>	<b>CJ/AS</b>  <b>RM</b>
<b>6.</b>	<p><b>Chairman's Report</b> The Chairman reported that he has contacted local companies/land owners with regard to land acquisition for the ACLT, and received a positive response although we would need to wait for the developer to discuss their ideas with ADC. District Councillors have been asked to for their support for any opportunities that emerge with ACLT and developers. A Board Member indicated that her employer may have some land that would be suitable for development and the Chairman asked her to pass over his contact details. The Chairman reported that he has also received a letter from the solicitors of a local land owner and a meeting is to be arranged.</p> <p>The Homes England funding stream is due to finish in March 2019, Board Members should have received an email from Robin to encourage them to contact their local MP and the</p>	

		<b>ACTION</b>
	<p>Government Minister to extend this vital funding. The Chairman, Board Secretary &amp; Treasurer have all submitted responses.</p> <p>The Chairman reported that he had participated in an interview with a housing magazine to discuss the ACLT and the Mayflower Way project.</p>	
<b>7.</b>	<p><b>Mayflower Way Project</b> Robust negotiations continue with CH over the wording of the Collaboration Agreement. The latest draft was sent to solicitors this week however no formal agreement has been reached. Our position is that we want the commuted sum paid upon grant of planning permission for the CH development land.</p>	
<b>8.</b>	<p><b>Finance</b> The Treasurer reported that there had been very little in the way of financial transactions in the past month. He is still awaiting a response from the auditors regarding the £12,000 accrual that had been identified during last year's audit. The Treasurer said he would chase them for a response.</p> <p>Training on the QuickBooks programme for the Deputy Treasurer need to be arranged and will cost approximate £60.00.</p> <p>The Treasurer asked Board Members to try and think of any specific items that may need and likely costs so that he can put them in both the Management Report and cash flow forecast, this will help to ensure that the ACLT is properly funded in the future.</p> <p><b>Funding</b> Homes England grant has not been received yet, there is still some outstanding due diligence to complete. The Treasurer reported that he is still seeking other funding.</p> <p><b>Risk Assessment</b> The Treasurer thanked those who had returned comments regarding the Risk Assessment document and that he was now working to simplify it. CJ offered to monitor social media for comments relating to the ACLT, as no one currently was responsibility for this area. The Chairman stated that all Board Members should be checking these platforms for comments and report back to CJ or himself.</p> <p>Discussion took place over liability insurance for the Company as a whole. The Board felt that there was a need to ensure we are consistent in how we refer to Board Members (i.e. are we Trustees or Directors etc) in all documentation and correspondence. The Chairman said that he would check this.</p> <p><b>Emerging Risks</b> The Treasurer asked Board Members to inform him of any emerging risks that could adversely affect the ACLT they either know of or are aware of.</p>	<b>TC</b>
<b>9.</b>	<p><b>SDNP Opportunity</b> As reported earlier no response to the call for small development sites. However, a small site within the SDNP area just outside Angmering, has been identified that is of interest. The Chairman has contacted the land owner and is awaiting a response.</p>	
<b>10.</b>	<p><b>Parish Assembly</b> This event is being organised to showcase the activities of local associations and charities and what they are working on. The event will take place on 30<sup>th</sup> May in the St. Margaret's Church Hall. The Chairman asked for volunteers to set up and "man" a stall for the ACLT. GC, KY, AC and CJ all volunteered their services.</p>	
<b>11.</b>	<p><b>Deputy Roles</b> The following were nominated: Deputy Treasurer – Christine Jones Deputy Board Secretary – Robin McDonald</p> <p>Board members present all voted in favour of the above nominations. The role of Deputy Chairman will be reviewed following the Annual General Meeting.</p>	

		<b>ACTION</b>
<b>12.</b>	<p><b>Any Other Urgent Business</b></p> <p>The Chairman informed the meeting that Rosemary Terry had resigned. He, and all those present, thanked Rosemary for everything that she had done since joining the Board and wished her well. He added that she would be very welcome to re-join the Board at a later date if she felt she would like to.</p> <p>CJ reported that two new email enquiries have been received in recent weeks and that expression of interest forms have been emailed, however no new applications have been received by the Board Secretary. The Chairman stated that from now on no new applications will be taken.</p>	
<b>13.</b>	<p><b>Date of Next Meeting</b></p> <p>Wednesday 27<sup>th</sup> March @ 19:15 at the Angmering Community Centre</p>	

**The meeting finished at 21:15**

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Chairman

Date.....