

**ANNUAL SHAREHOLDER'S MEETING  
ANGMERING COMMUNITY LAND TRUST  
HELD IN THE KING SUITE, ANGMERING VILLAGE HALL  
ON 24<sup>TH</sup> JULY 2019 AT 19:30**

**ACTION**

**Present:**

**Board Members:** Angela Colliss; Gareth Cornford; Tony Cross (Chairman); Christine Jones (Admin Secretary); Robin McDonald (Treasurer); Steven Mountain; Kristina Yates

**1. Chairman's Welcome**

The Chairman welcomed and thanked all those present for taking the time to attend the AGM. He then introduced those members of the Board who were present.

**2. Apologies for absence**

Apologies were received from the following shareholders: Guy Clinch; Sue Dray; Alan Evans; Elizabeth Johnson; Thomas Johnson; Shirley Lane; Alan Matthews; Guy Partington; John Sharp; Dudley Wensley

**3. Minutes of Previous ACLT Board Meeting**

The minutes of the last Annual General meeting held on 19<sup>th</sup> June 2018 were agreed as a true record and were signed by the Chairman.

**Matters Arising (not on the Agenda)**

It was noted that Lee and Nikki Hamilton-Street were not recorded as being present at the last AGM when in fact they were.

**4. Chairman's Report**

The Chairman's Annual Report was handed to those present.

The Chairman thanked Board members both past and present for their support; it had been a busy year and everyone has had a role to play. The main project, Mayflower Way has now overcome some of the legal complications resulting in the receipt of planning permission for the 12 dwellings. We now await the decision on the planning application submitted by Crayfern Homes for proposed properties on the north side of Mayflower Way, offsetting their affordable homes commitment onto the ACLT site by way of a contribution of around £560,000 to the ACLT. Without this contribution we will struggle to provide truly affordable housing, which we are hoping will be around 60% of current market rental.

As the Trust gathers momentum it is important to have the right people in place, produce policies fit for purpose and finance fit for the job. All the current Board members have stepped up and have been actively involved in achieving this. For the second year running the ACLT's accounts have been professionally audited, and as transactions have increased a new finance/accounting software has been purchased which will set us on track for the next phase.

New opportunities for the CLT;

- Land South of Mayflower Way, currently used for dog training, early stage discussions with the land owner are underway.
- A259 (Old Worthing Road) – already marked on Arun's Strategic Allocations as developable – again early discussions are underway.
- We are exploring other opportunities both for housing and business premises.

We were very disappointed to see that a group of Travellers had descended on the Mayflower Way site in June and I can report that the site has now been cleared of rubbish. A shareholder asked what the Board were going to do to prevent further encroachment on to the site and the Chairman confirmed that boulders have been repositioned to make it harder to move them. The Board have already discussed other more permanent options at the last meeting including the possibility cementing posts across the entrance. We will

continue to work on a more permanent solution to avoid this happening again.

## 5. Treasurer's Report/Accounts of ACLT/Auditor's Report

Our financial position remains much the same as 2018 as there will be no income stream until the Mayflower Way houses are built and we are receiving rental income. Finding money for core expenses is difficult and an ongoing problem. However, the Treasurer reported that he continues to investigate suitable grants that can assist with this. Current grants received can only be used for the specific part of the project for which they were applied, and stringent reporting on what the grant monies are being spent on is required.

We were fortunate to receive a grant from Homes England for professional fees relating to the Mayflower Way project. The total amount will be £30,000 however only half of that has been received to date and has been used to settle outstanding invoices. There will be two more milestone payments to come when professional fees are due, and we will draw down the rest of the grant. We are aware that this needs to be done before the end of March 2020 which is when the Government have indicated that this grant will no longer be available. However, Homes England has been doing some nationwide research into the provision for Affordable Housing and we hope that this will encourage the Government to continue this vital funding.

We have to date received some generous funding from the Angmering Parish Council (APC) for which we are very grateful, and has assisted us greatly with the day to day running costs. New accounting software has been purchased to take us forward to the next stage, and we are also introducing an Asset Register. I have introduced a Risk Assessment programme detailing 30 potential risks to the ACLT and all Board Members have access and are able to monitor and update.

HMRC have confirmed that we are not currently liable for Corporation Tax, and won't be for another 5 years. However, that will change once the properties in Mayflower Way are completed.

Copies of the Auditors Report were made available to those present.

A Shareholder asked if there was a time limit on the Homes England grant. The Treasurer responded that the ACLT would need to have claimed all the milestone payments by March 2020.

The Treasurer proposed the adoption of the Auditor's Report and the appointment of the Auditors for the coming year. It was seconded by the Chairman. Proposal agreed by all present.

## 6. Election of New Board Members

A proposal had been received for Gareth Cornford to become a Board Member;  
Proposed: Tony Cross;  
Seconded: Robin McDonald.  
Agreed by all present.

The Chairman updated the meeting as to the current Board Members and their status: Anabela Sales – co-opted in April 2019 did not wish to stand. Valerie Jerram, current Board Secretary will be standing down. This leaves spaces on the Board, which ideally should be between 5-12 members. He invited anyone who was interested in joining to give their name to Christine Jones, Admin Secretary, or email [enquiries@aclt.org.uk](mailto:enquiries@aclt.org.uk) and Christine will send an invitation to the next Board meeting. A shareholder asked if there were any specific skills that the Board was looking for, and the Chairman responded that we are all learning as we go along, so the most valuable attributes were common sense and commitment.

## 7. Questions:

**Q.** When will you tender for the supply & build for Mayflower Way?

**A.** There is a meeting with the Employers Agent and our Technical Advisor on Friday (26 July 2019) to identify the trigger points of when the ACLT will be able to commit resources. The Treasurer is also sending out invitations to tender for a mortgage of £1.2million to assist with the funding – however the ACLT would be hesitant to commit to this unless and until

the developers have received planning permission and signed the 106 Agreement. An analysis of the current expressions of interest list has identified the need for 57 Affordable Houses in the Parish – we are only building 12.

**Q.** Will it be a whole system build?  
**A.** The tender will be for a whole build and builders (including Crayfern Homes) will be invited. We are also currently looking at the best options of managing the properties post build. Currently there seem to be only two options 1) to contract a Housing Association, however the fee charged will affect rental costs or 2) To manage them ourselves – which introduces questions such as experience and expertise in the relevant areas.

**Q.** Have you looked at the Littlehampton and Rustington Housing Society Ltd?  
**A.** No we have not. It has not always been clear if Housing Association/Societies provide this service for other companies, but we will certainly look at this one.

**Q.** Where are you with the Architects?  
**A.** Rabble Place are still on board and there may be the opportunity for them to be employed to ensure the architectural integrity of the project, however we are still in the process of determining that. The Employers Agent (Bruce Howse) will oversee both the project and the tender process.

**Q.** Is this something that could be offered to architecture students to work on?  
**A.** No, the project is at too late a stage for this, but certainly well worth considering this option for future projects.

**Q.** Is the land you referred to for future projects accessible from your development in Mayflower Way?  
**A.** No this would need to be completely separate otherwise it would mean we would have to go back to planning as this land requires access rights.

**Q.** Have you considered the use of domestic sprinklers in the properties? There is currently a big campaign to change building regulations to include this in the future. Hot topic so could be good for publicity.  
**A.** This is not something that we have considered but will bring this up with the Employers Agent when we meet him.

**Q.** Has the Board considered the wildlife, in particular hedgehogs, when the site is cleared? I would like to request that the Board consider this and agree to checking the land prior to clearance.  
**A.** We will need to develop a Construction Management Plan for Arun prior to starting any works and we will of course consider the wildlife currently incumbent on the site.

**Q.** Are you aware of any funding/grant monies that might assist you with any amendments to the properties for those with specific needs?  
**A.** No, we are not aware specifically. However, our Housing Allocation policy has captured specific questions relating to this and we are committed to being sympathetic to any such requests.  
 The Treasurer commented that the basic design of the houses would ensure that consideration for a wide range of needs is given.

**8. AOB**  
 There being no other business declared, the Chairman thanked everyone for attending and the meeting closed.

**The meeting finished at 20:15**

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 Chairman

Date.....

**List of those present at the ACLT AGM – 24 July 2019**

Name	Member/Other
Jenny Blake	Member
Angela Collis	Board member
Michael Collis	Member
Gareth Cornford	Board Member
Tony Cross	Board Member
Judith Cross	Member
Sally Dickens	Member
Rhys Evans	Member
Nikki Hamilton-Street	Member
Lee Hamilton-Street	Member
Norma Harris	Member
Christine Jones	Board Member
Carol McDonald	Member
Robin McDonald	Board Member
Steven Mountain	Board Member
Gillian Partington	Member
Alison Reigate	
Neil Rogers-Davis	Member
Rita Rogers-Davis	Member
Rosemary Terry	Member
Peter Thompson	Member
Kristina Yates	Board Member