

**MINUTES OF THE MEETING OF THE BOARD OF
ANGMERING COMMUNITY LAND TRUST
HELD IN THE ANGMERING COMMUNITY CENTRE
WEDNESDAY 10TH JULY 2019 @ 7:15 p.m.**

Present:

Board Members:

Angela Colliss (AC); Gareth Cornford (GC); Tony Cross (Chairman); Christine Jones (CJ/Admin Secretary); Robin McDonald (RM/Treasurer); Steven Mountain (SM); Kristina Yates (KY)/(arrived @ 7.50 pm)

Also invited/present:

1. Apologies for absence

Apologies received from Val Jerran and Anabella Sales

2. New Declarations of Interest

No new declarations were declared

3. Minutes of Previous ACLT Board Meeting

The minutes of the Board meeting held on 22nd May 2019 were agreed as a true record and were signed by the Chairman.

4. Matters Arising (not on the Agenda)

- Equality and Diversity Training – VAAC not doing anything at the current time. GC will bring back to the Agenda once he has completed the training course he is doing at work.
- AC has been nominated as the ACLT representative on the Angmering Community Centre Association Board.
- Tenancy Agreements – The Chairman has received a quotation from a local solicitor – so as to avoid any unnecessary costs no further action will be taken on this subject until a clear path forward has been confirmed.
- Property Maintenance – Green Oak Housing have sent over a model agreement, the Chairman will review this and report back
- Parish Assembly – the Chairman noted his thanks to AC, GC and KY for manning the stall at the Assembly. A lot of positive feedback has been received following this and three new members were signed up
- Angmering Community Centre – the Chair's request to continue using the ACC for Board meetings is to be discussed at their next Board meeting.

5. Housing Application Form

Small adjustments were agreed and CJ will update the form.

6. Chairman's Report

Land South of Mayflower Way – SM reported that due to the updating of the Neighbourhood Plan Angmering Parish Council (APC) will not promote or deny any new request for development. The updated Neighbourhood Plan is not envisaged until the end of 2020, however SM stated that there was no financial risk to the ACLT for him to continue discussions with Cooper Adams. Those present agreed for discussions to continue.

Land South of A259 – The Chairman met with Henry Adams and APC at the end of June to discuss the potential development of this land. APC once again have not expressed a view either way on this proposal. Henry Adams remain happy to continue discussions with ACLT and are currently in the process of putting together a proposal for the ACLT on the likely cost for the land.

(7:50 p.m. KY joined the meeting)

ACTION

CJ

The Chairman and Treasurer have a meeting planned with Arjan de Jong, ADC's Housing Strategy Enabling Manager, to discuss what contribution from the ADC could be expected for Mayflower Way from the community housing fund.

Val Jerram will be standing down from the ACLT Board at the AGM. Anabella Sales will not be standing for election to the Board and will also stand down at the AGM.

7. **Mayflower Way**

Huge thanks for GC and SM for their efforts in clearing up following the group of travellers that arrived and stayed on the site at the end of June – the Chairman and all of the Board stated their appreciation of their prompt actions. GC proposed a further measure to try and secure the site by placing concreted-in posts at the entrance. This was welcomed by the Board. Other options such as CCTV monitoring were briefly discussed and would probably be utilised once the development had commenced.

CH's planning application was due for consideration on 9th July, at the time of the meeting this had not taken place. Discussion took place over comments made regarding their application by the Tree Officer but no new information was available. The Chair said that he would circulate any new information as and when received.

The Chairman and Treasurer are to meet with the Land Agent, Bruce Howse and Advisor Tom Warder to work out a plan to move forward, identifying the trigger points in order to be prepared for future needs and to avoid any unnecessary costs in the meantime.

CJ undertook an analysis of the current EOI list and has identified that this translates into a need for 57 properties – the majority being for 3-bedroom properties (23), 9 x 1 bed properties).

8. **Finance**

- Homes England Grant – 50% has now been received (£15,165) enabling the payment of the AiRS invoice for £9,000.
- Account balance at £16,900 and currently we have no creditors
- Annual Audit has been completed – and confirmed that at the present time the ACLT is not liable for Corporation Tax
- Draft audit papers will be ready for the AGM
- Treasurer is preparing draft letters to issue to potential lenders (6-8 different companies) to request expressions of interest to fund the Mayflower Way project. The letter will include details of the project, costing and timescales. The Treasurer plans to send this out next week.
- Still looking at different ways for funding core costs
- CJ reported that there is little information to be found about training for charities in respect of successful grant applications. One company continues to email the ACLT with options and CJ will try and research feedback as to the content of their sessions.
- Treasurer advised that Unity Bank cheques can now be cashed at the Rustington branch of Nat West

9. **AGM**

24th July 2019 @ 7:30 p.m. – Board to arrive at 7 p.m. It was decided to offer tea/coffee/water/biscuits – AC, KY, CJ and TC to supply. An accurate record of who attends is required so CJ will print out a list of Shareholders which will be held at the entrance – there will also be space to note other attendees. Two shareholders were missed off the attendance list from 2018 and CJ has had to send apologies for the omission. Reports will be submitted from the Chairman and Treasurer – along with the Agenda CJ will print 30 copies for distribution. It was agreed that there will be 4 copies of the Annual Audit available at the AGM.

10. **Safeguarding Policy**

The Policy was accepted by all those present and will be reviewed annually.

11. AOB

A list of the ACLT Board Officers roles and responsibilities were distributed and agreed by those present. It was agreed that the responsibilities of the role of Board Member also needs to be added.

The Chairman put forward the following proposal: To make provision for a nominee of Angmering Parish Council to become a non-voting Board Member of ACLT.

Existing members of ACLT Board who may also be a Parish Councillor, inevitably find themselves in conflict when it comes to Planning matters which involve the ACLT. By creating a Nominee position on the ACLT Board, we will embed a permanent link between the APC and ACLT, benefitting from their advice and guidance whilst not inhibiting discussion and openness on matters of conflict.

Proposal

To cancel the membership of John Oldfield and that John Oldfield will be the new nominee of APC. Agreed by all those present.

Chair

The meeting finished at 20:20

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Chairman

Date.....