

**MINUTES OF THE MEETING OF THE BOARD OF  
ANGMERING COMMUNITY LAND TRUST  
HELD IN THE ANGMERING COMMUNITY CENTRE  
16<sup>th</sup> October 2019 @ 19:15**

Present: Tony Cross (Chairman); Robin McDonald (Treasurer); Gareth Cornford (Board Secretary); John Oldfield; Angela Colliss; Kristina Yates

**ACTION**

**1. Apologies for absence:**

Christine Jones, Steven Mountain

**2. Minutes of Previous ACLT Board Meeting (accuracy)**

There being no amendments the minutes of the last ACLT Board meeting held on 18<sup>th</sup> September 2019 were agreed as a true record and signed by the Chairman.

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

- Land south of Mayflower Way – (SM) current discussions appear unrealistic and are unlikely to receive support of ACLT or APC.
- Information on Littlehampton & Rustington Housing Society (LHRS) re-sent to Board members who did not receive the information previously sent out.
- Angmering Library – no decision by WSCC on small rural libraries at present.
- Details of ADC Section 106 officer forwarded to Treasurer.

**4. New Declarations of Pecuniary / Non-Pecuniary Interests**

There were no new declarations of interest made

**5. Chairman's Report**

Meetings attended by the Chairman:

8<sup>th</sup> October – with Gareth met the team from Henry Adams to discuss land South of A259. Further details under item 11.

11<sup>th</sup> October - with Robin and Angela met the ADC Interim Housing and Strategy Member Arjan de Jong to discuss Finance applications to Homes England and the ACLT Tenancy strategy. Further details under item 7 & 10.

12<sup>th</sup> October - attended a training session on Community Organising in Brighton with Robin. Further details under item 11.

The Chairman has written a short piece for the All About Angmering Magazine. Details to be circulated to Board.

**Chairman**

**6. Mayflower Way**

New date for resolution of the Crayfern Homes planning application is 15<sup>th</sup> November. CH has been in discussion with APC regarding the landscaping issues raised by ADC. It is hoped that CH can add value to Mayflower Park by a £30,000 grant. Additionally, the Management company set up to manage the open spaces of their development will also have to ensure trees planted across the site will be protected. ADC will probably insist upon covenants protecting all the trees. The outstanding drainage issues also appear to have been agreed by ADC and it is envisaged that a delegated decision from the planning officer will be forthcoming.

The issue of Public Liability Insurance was raised in respect of our site in MW. Although the ACLT and Individual Members are covered for Liability in their capacity of Board Members, it is unlikely that this extends to PL in respect of an incident on our land at MW. Further enquiries and a specific quotation are required. The Board also has 'Defective Title' insurance in respect of our Title Deeds.

**Chairman  
/  
Gareth**

The question of site security was raised. It is hoped that CCTV can be incorporated into the development and that images of the build can be captured for the record and publicity.

**7. Finance**

- Current balance £12,851.09
- Creditors £101; Debtors; £120

The Treasurer has put together a bid for infrastructure costs to be submitted to Homes England. This totals approximately £155k and must be submitted before 31<sup>st</sup> December. This bid must be processed through ADC and the meeting with Arjan de Jong proved useful in this respect. Arjan will liaise with Tom Warder and his own legal department on the process and protocols required with Arun submitting this bid on our behalf.

Treasurer

The Treasurer has also prepared a bid for Revenue funding to Homes England which totals about £31,400, which again must be submitted before 31<sup>st</sup> December.

Following the training at Brighton, the Treasurer will also look for funds that allow for general running costs, which Homes England don't appear to accept, including that of financial modelling to assist us in determining budgets.

**8. Housing Needs Survey**

ACLT requires evidence of 'need' in order to successfully negotiate with ADC / developers for a share of the Affordable Homes being built in Angmering. APC has indicated they would like to jointly fund the HNS with us but it requires a decision by the full council. This will hopefully take place in November. We are still liaising with AiRS in respect of some minor adjustments we are suggesting to their questionnaire.

Chairman

**9. Policy Reviews**

The following policies were reviewed:

- Conflicts of Interest (Board Members)
- Privacy Notice
- Membership Policy

A minor change was made to the Privacy Notice under 'Why do we collect your information' on Page1. Delete 'Maintain and manage the Arun housing register' and replace with 'advise Arun of met housing needs'.

**10. Tenancy Strategy**

A meeting took place at Arun with Arjan de Jong regarding his views on tenancies. Whilst not his main role, he had some experience in respect of council tenancies. He felt there would be difficulties should we endeavour drafting a tenancy clause where tenants were encouraged to move out at the end of the tenancy period. Whilst some natural movement could be expected in the 1 Bed properties, a family in a 3 Bed property were unlikely to want to move at the end of their term. ACLT would not then wish to engage in legal proceedings.

With a longer lease, undoubtedly some element of rent review could take place along the way. This may / may not be seen as an incentive to move. (*Note – our Title Deeds prevent us charging more than 80% of open market rental rates*)

Whether it was possible or advisable to build in an element of savings for the tenant from the rent paid was discussed. This would be like an incentive to move to other premises at the end of their tenancy. The Board was unsure whether this idea had sufficient merit. However, it is a standard feature of many council leases that should a property become too big for the occupants such as where children had moved on etc, then they can be required to move to a smaller property should one be available.

Feedback from the Littlehampton & Rustington Housing Society indicated their preference for a short Starter Tenancy (6 months – 1 year) followed by a longer period (5 years) which was renewable. When funding becomes available, tenancy agreements will be drafted by a solicitor.

**11. Any Other Business**

**Training**

Board members attended two training courses in Brighton on 9<sup>th</sup> October. Developing the Case for Support (Gareth and Angela) and Developing your Fundraising Strategy (Kristina and Robin) were both felt to be extremely beneficial and prompted more thought. Kristina had already circulated her notes about the course.

Board members also attended a training in Brighton on 12<sup>th</sup> October in relation to Community Organising (Robin & Tony) including communication and listening. The Chair will circulate his notes of the training.

There was a need for a plan in respect of communication and funding including budgeting. It was also suggested that ACLT would benefit from more clarity on its identity such as a vision and mission statement.

Two informal sub-groups will be formed in order to progress these ideas outside of Board meetings. Funding – Robin, Gareth & Kristina) and Communication – Angela, Gareth & Tony.

**Roundgate**

Land South of A259. The Henry Adams team had previously met with the Landowner to discuss the terms in principle where they would like to work with ACLT. The development is intended to comprise 66 units of which 20 would be Affordable Homes. Of that, 10 would be offered to a Registered Provider for sale / shared equity. The remaining 10 would be offered to ACLT at a 20% discount in price and that the land would be free.

The Land is currently farm land but is marked on the HELAA for ADC as deliverable for housing within the next 5 years. It is also outside the Built-Up Area Boundary and as such is not supported by Angmering Parish Council in the Neighbourhood Plan.

The Board recognised the importance of maintaining our green fields but also the reality that sites such as this, appear to be approved regardless of community objections. Should the development not gain planning permission, we have not lost anything. Should it receive planning permission, we gain 10 houses which otherwise would have gone to another provider outside of Angmering.

The Board voted 4 in favour with 1 abstention in proceeding with a Heads of Term Agreement with the Landowner to advance the project.

**Date of the next meeting:**

20<sup>th</sup> November 2019

**Chairman**

The meeting finished at 21:15

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Chairman

Date.....