

**MINUTES OF THE MEETING OF THE BOARD OF
ANGMERING COMMUNITY LAND TRUST
HELD IN THE ANGMERING COMMUNITY CENTRE
18th September 2019 @ 19:15**

Present: Tony Cross (Chairman); Robin McDonald (Treasurer); Gareth Cornford (Board Secretary); John Oldfield; Angela Colliss; Christine Jones (Admin Secretary); Steven Mountain (late arrival)

ACTION

1. Apologies for absence:

Kristina Yates

2. Minutes of Previous ACLT Board Meeting (accuracy)

There being no amendments the minutes of the last ACLT Board meeting held on 21st August 2019 were agreed as a true record and signed by the Chairman.

3. Matters Arising (not on the Agenda)

- The Chairman confirmed that he had distributed the list of ACLT Board meeting dates to the Board members
- Land south of Mayflower Way – SM to update
- Land south of A259 – the Chairman confirmed that he had spoken to the Landowner's representative (Henry Adams) who is currently running the numbers. The Chairman also confirmed that if land purchase was to be considered for affordable housing the ACLT would wish to the purchase price to be calculated as farm land and not post-planning land value. The Chairman will update once he has received a response from Henry Adams. Discussion took place as to the viability of this site and JO commented that Angmering Parish Council (APC) will shortly be sending out a call for sights as part of the current review of Arun's Neighbourhood Plan.
- Rubbish has now been removed from the Mayflower Way site
- No further discussions or contact has been made following the Chairman's meeting with Littlehampton & Rustington Housing Society (LHRS). Two Board members commented that they had not received the information sent out by the Chairman on the LHRS and he confirmed that he will email it again to them.
- Angmering Library – nothing new to report. However, a recent comment from WSCC Counsellor Russell stated that she was adamant that WSCC were not going to close any library and that the Council preferred to see them used as a community hub wherever possible.

4. New Declaration of Interest

There were no new declarations of interest made

5. Chairman's Report

The Chairman had nothing new to report so opened the floor for questions from fellow Board Members. Discussion took place over the suggestion by one Member of the possible purchase of a community sports area. However, the area in question is owned by the club members who are not permitted to sell. In addition, the potential cost would be prohibitive without an income stream to pay the mortgage. Discussion also took place relating to the ring-fenced monies, within Section 106 Agreements, for the Library. The Treasurer had requested APC Cllr Bicknell to find out exactly how much would be available but had not heard back from him. The Treasurer said that he would send a reminder to Cllr Bicknell, however the Chairman said that he could pass over the email address of the 106 Officer so that she can be contacted directly.

Chairman

6. Mayflower Way

Still no improvement on the situation regarding CH's Planning Application, landscaping issues still remain and problems have now been identified with the drainage system which

needs to be overcome. Letters in support of the Application have been sent to Arun District Council from both the Chairman of both APC and the ACLT. Concerns were raised over the continued delay in moving the Mayflower Way project forward, and what potential impact this could have on existing grant monies.

7. Finance

- Current balance £12,862.21
- £3,800 spent settling the Auditors bill and other additional costs

Training

The Treasurer confirmed that he had booked two training courses with the FSI taking place in Brighton on 9th October. The two courses were Developing the Case for Support (to be attended by Gareth Cornford and Angela Colliss) and Developing your Fundraising Strategy (to be attended by Kristina Yates and Robin McDonald). Kristina has indicated that she may not be available to attend this due to family reasons and Christine said that she may be able to stand in at short notice.

Funding Applications

- Homes England infrastructure costs application (earmarked specifically for potential cost of drainage system in Mayflower Way – Bruce Howse to advise). The application must be submitted via Arun District Council. The exact mechanics of how this application is made is not fully understood so the Chairman will contact Aryan de Jong to see if he could advise what the process is.
- Homes England have given the OK for ACLT to apply for additional money for revenue funding. There is no cap on how much can be requested but the application must show that 10% of the requested amount has already been raised. The Treasurer was congratulated on his tenacity in this matter.

Chairman

(19:45 Steven Mountain joined the meeting)

Mortgage Providers

The Treasurer has written to those who expressed an interest in working with us. The National CLT Network are currently working on a funding evaluation tool and Tom Warder has been pressing them for a decision on the final formulae. This will assist CLT's in the financial modelling required to present to prospective mortgage providers.

8. Policy Reviews

The following policies were due for review:

- Governance
- GDPR (Data Protection)
- Statement of Responsibilities
- Anti-Social Behaviour
- Equality and Diversity
- Safeguarding
- Petty Cash

Minor amendments were made following which all of the above were approved. The Admin Secretary will update them.

CJ

The following policies will be reviewed at the next Board meeting:

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

9. Tenancy Strategy

It was agreed that this was an integral part of the ACLT's Housing Policy. Discussion took place on the content of the document and it was decided that more guidance was needed from existing housing providers. The Chairman will arrange a meeting and/or contact ADC and also LRHS to discuss the practical application of this strategy and what potential pitfalls there may be.

Chairman

10. Any Other Urgent Business

SM updated the Board on the latest discussions regarding the Land South of Mayflower Way. He had received a letter from the Agent, Cooper Adams, enclosing a set of drawings setting out a potential site for consideration. SM reported that it did not meet the criteria discussed and has responded with an alternative suggestion. Response is awaited.

Following AC's recent appointment to the Angmering Community Centre committee she reported that they were in need of additional Trustees and asked if any member of the ACLT Board would be interested in joining, or new of anyone who might.

Housing Need Survey – AiRS quotation circulated and discussion took place around the possibility of collaboration with the APC, who will be sending out their own survey relating to the review of Angmering's Neighbourhood Plan. It was decided that ACLT will try to commission our own survey and a request for funding for this will be made to APC. There will be an opportunity to share data from this survey with APC, and the Treasurer will forward a copy of the questions from the AiRS survey to JO.

Treasurer

The Treasurer requested two Board members with signing rights to remove Val Jerram from the Bank Signatory list.

The Chairman asked that his thanks be formally noted to Gareth Cornford for taking on the role of both Board Secretary and Deputy Treasurer.

11. Date of the next meeting:

16th October 2019
(Apologies noted for Steven Mountain, Christine Jones for this meeting)

The meeting finished at 20:55

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Chairman

Date.....