

**MINUTES OF THE MEETING OF THE BOARD OF
ANGMERING COMMUNITY LAND TRUST
HELD IN THE ANGMERING COMMUNITY CENTRE
21st August 2019 at 19:15**

ACTION

Present: Tony Cross (Chairman); Robin McDonald (Treasurer); Angela Colliss; Steven Mountain; Christine Jones; Kristina Yates (from 8 p.m.)

1. Election of Honorary Roles

- (a) On proposal by Steven Mountain, seconded by Christine Jones, **Tony Cross** was elected as **Chairman** for the coming year
- (b) On proposal by Steven Mountain, seconded by Angela Colliss, **Robin McDonald** was elected as **Treasurer** for the coming year
- (c) On proposal by Steven Mountain, seconded by Robin McDonald, **Christine Jones** was elected as **Admin Secretary** for the coming year
- (d) On proposal by Tony Cross, seconded by Robin McDonald, **Gareth Cornford** was elected as **Board Secretary** for the coming year
- (e) On proposal by Robin McDonald, seconded by Tony Cross, **Steven Mountain** was elected as **Deputy Chairman** for the coming year
- (f) On proposal by Christine Jones, seconded by Robin McDonald, **Gareth Cornford** was elected as **Deputy Treasurer** for the coming year
- (g) On proposal by Tony Cross, seconded by Angela Colliss, **Robin McDonald** was elected **Deputy Board Secretary** for the coming year
- (h) On proposal by Robin McDonald, seconded by Steven Mountain, **Tony Cross** was elected **Deputy Admin Secretary** for the coming year

2. Apologies for absence:

Gareth Cornford; Tom Warder; John Oldfield

3. New Declarations of Interest

Angela Colliss is now an Angmering Community Centre Association Board member

4. Minutes of the Previous Board Meeting

Following minor amendment, the minutes of the last ACLT Board meeting held on 10th July 2019 were agreed as a true record and signed by the Chairman.

5. Matters Arising (not on the Agenda)

- Use of room in the Angmering Community Centre (ACC) – the Chairman confirmed that the current arrangement of a meeting room once a month without charge had been agreed for the next 12 months. The Chairman asked that a note of thanks was recorded in the minutes, to the Trustees of the ACCA.
- Land South of Mayflower Way – SM met with a representative from Cooper Adams and Hargreaves. Following discussions Cooper Adams agreed to work on options that will meet the needs of both parties. SM will update as soon as this is received.
- Land South of A259 – nothing to update
- Thanks to Gareth and Angela for assisting in getting the concrete posts installed to ensure more security for the Mayflower Way site.
- Angmering Parish Council (APC) have nominated John Oldfield to be their representative on the ACLT Board. This means that John will lose his voting rights on the ACLT Board.
- Draft minutes from the AGM had been circulated prior to the meeting for accuracy, following minor amendments CJ will send them out to all members

6. Chairman's Report

The Chairman and Treasurer met with Arjan de Jong, Housing Strategy Enabling Manager to discuss the Arun District Council (ADC) contribution for Mayflower Way. He later

confirmed in an email that ADC are prepared to contribute £20,000 per dwelling.

The Chairman attended the Angmering Community Centre Association AGM and reported that our proposal for Angela Colliss to become an ACCA Board member was successful. The Chairman also reported that he has confirmed ACLT membership of the ACCA.

Thanks to all who helped organise the AGM, there was a good turnout and it went well.

The Chairman, Treasurer and Angela Colliss met with Land Agent Bruce Howse and Tom Warder at the end of July to put together a plan to move forward with the Mayflower Way project. Good progress was made and The Chairman reported that he had hoped to get the project started by now. However issues relating to landscaping of CH's planning application have stalled this. Once CH have gained planning permission work can commence on the tender for works at Mayflower Way. A useful discussion and shared ideas took place at the meeting including potential funding opportunities for assistance with infrastructure costs. The Chairman will clarify with Bruce & Tom exactly what could be covered by this funding.

TC

(20:00 Kristina Yates arrived)

The Chairman met with the APC to discuss Angmering Library on 31st July (see Item 11).

Following the suggestion from the AGM the Chairman met with the CEO and Housing Manager of Littlehampton & Rustington Housing Society (LRHS) to discuss the possible management of the properties in Mayflower Way. LRHS are a local housing society with a portfolio of over 90 properties with 200+ tenancies – they currently have a 7-year waiting list of applicants for these properties. It was a good meeting and initial discussions indicate that they are keen to work with us and have agreed to send through an outline of what they can offer.

7. **Mayflower Way**

The Chairman had forwarded emails relating to the landscaping issues that have stalled planning permission for the CH site. Correspondence from the APC Chair and ACLT has also been sent to planners outlining the threat to the Mayflower Way project and urging their assistance.

Following a suggestion by a Member at the AGM the Chairman followed up the possibility of installing sprinklers in the Mayflower Way properties. In a discussion with Bruce Howse it was felt that the cost of installing this was greater than the potential risk, along with future maintenance requirements and was thought not to be warranted or cost effective. The Chairman updated the Member with these comments.

8. **Finance**

- Current balance: £16,709.39
- £6,000 of this is ring fenced for Mayflower Way (Homes England grant)
- Auditors bill has been received - £3,600. The audit is now fully completed and the Treasurer is in the process of submitting to the FCA.

Funding

Four of the 10 companies contacted with a view to tender for a commercial loan have responded and are interested in working with us. The Treasurer requested permission from the Board to move discussions forward with these lenders when he feels it is appropriate. Discussion took place as to the different companies involved, interest rates and loan value. Following this all those present agreed to the Treasurer's request.

It was good to have confirmation of the ADC's contribution towards the Mayflower Way project. However, this is subject to the confirmation of a building contract and a financial viability statement.

The Treasurer reported that he continues to look for sources of grant funding. However, we must identify specific aspects of the project that fit funding criteria. He has recently discovered that Nationwide provide grants for core costs and will investigate this further.

Bruce Howse has offered to assist with the preparations for a Home England (HE) grant for infrastructure costs. This application has to be made via ADC. Discussion took place over concerns that the delay in CH being given planning permission for their build will result in ACLT losing the balance of the initial grant from HE, which has to be claimed by 31st March 2020 when the Government have indicated that this fund will end. The Treasurer has written to Nick Herbert, MP, to see what the Government’s current position is, and whether the scheme could be extended. Bruce also pointed out that there were areas that could have been included in our initial HE grants application and the Treasurer will go back to them to see if this can be included retrospectively.

The Treasurer requested approval to book two x 1-day training sessions for himself and another to attend for grant application/bid writing at a total cost of £250.00. The Board approved. The Treasurer stated that he will also be working on a cash flow forecast in preparation for discussions with the loan companies.

9. Tenancy Strategy

Discussion took place as to the need for a Tenancy Strategy, and it was felt that more clarity was needed as to how the ACLT would ensure that the residents of the affordable rental properties continued to satisfy the criteria for occupancy. SM found a tenancy strategy example which was forwarded to all Board Members. The Chairman said this was an important issue and would need further investigation and discussion.

10. Housing Needs Survey

Following the distribution of an excerpt from the Arun local plan (12.3.10) stating that Community Land Trusts would be promoted as a mechanism for delivering affordable housing in Arun, and developers would be required to endow a CLT a proportion of their land for affordable housing and/or other community purposes, the need for a HNS was raised. This is good news for CLT’s however it is incumbent on the CLT to prove that their properties will meet the needs of local people in a more advantageous way than the developer. The Chairman stated HNS was required to ascertain the scale of need. He reported that he has already contacted AiRS and requested a cost for such a survey and will report back once this has been received. This action was supported by all those present. The Chairman further reported that he has already issued a demand under this clause to have this written into the 106 Agreement for the properties proposed in Palmer Road.

11. Angmering Library

Following a meeting with a representative of West Sussex County Council (WSCC) and APC the Chairman reported that there is much support to retain the building, and WSCC have indicated that they would like to transfer the building to the ACLT on a repairable lease. Whilst this is good news it also means that it will need to generate income in order to fund the upkeep of the building. The Treasurer has also identified a considerable sum of money that is already ring fenced for the Library from various 106 Agreements. Discussion took place as to the various options for use and possible fund-raising ideas such as Community Bonds. The Chairman will continue the discussion with APC and WSCC and report back.

12. New Board Member

Unfortunately, the proposed new Member had not confirmed attendance at the meeting.

13. AOB

ACLT Policy revisions are due in September. CJ requested electronic copies for amendment – The Chairman will forward these. The Treasurer wanted the Project Timeline updated.

TC

14. Date of next meeting

Wednesday 18th September @ 19:15

The meeting finished at 21:20

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Chairman

Date.....