

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

**Present:** Tony Cross; Angela Colliss; Steven Mountain; Gareth Cornford; Robin McDonald;  
Christine Jones

The Chairman welcomed Jan Welch, John Welch and David Mitchell who were joining the meeting as observers as they were interested in becoming a Board Member.

**ACTION**

**1. Apologies for Absence**

Kristina Yates; John Oldfield

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

The minutes of the meeting held on 16<sup>th</sup> October 2019 were agreed as a true record and signed by the Chairman.

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

- Policy Reviews – minor changes have been made and all policies have been standardised and are now on the website. Christine Jones was thanked for all the work in re-formatting and standardizing the documents.
- Tenancy Strategy – no funds available to progress this at the current time, will bring back to the Agenda when funds become available

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

Christine Jones has joined the Angmering Village Hall committee.

**5. Chairman's Report**

Land South of Mayflower Way (SM) – No progress has been made and it now seems very unlikely that any sort of agreement involving social housing will be made with the land owner. This position is unlikely to change for the foreseeable future. The Chairman thanked Steven for the time and effort that he has put into these discussions on behalf of the ACLT.

Roundgate – Following the meeting with Henry Adams noted in the previous minutes, it seems that the offering has now changed and will not include the offer of the land for free. The Chairman has asked them to formulate an exact offer in order that we can progress the agreement. Recent contact with Henry Adams confirmed that they are still working on the figures and will revert as soon as this has been completed. Discussion took place regarding the options for the developer and it was agreed that an association with the ACLT could be seen as a tangible benefit to Angmering and therefore looked on more favourably by planners and APC.

Palmer Road – The Chairman reported that he has made a formal application to ADC for 10 of the planned dwellings, to be built within the development, be gifted to the ACLT. This option is in line with Arun's policy on the promotion of affordable housing, where a planning condition can be applied that requires the developer to "gift" a percentage of their housing stock to a CLT.

**6. Mayflower Way**

CH's planning application was stalled when an Environmental Health officer raised issues of potential noise from the small industrial estate nearby to the development. As a result, an acoustic report is likely to be a condition of the planning consent when the development is approved. It is hoped that this will be resolved quickly and that the planning permission will go through before the end of the year. Discussion took place concerning the timing of the

payment to the ACLT of the commuted sum from CH, which should take place once they have finalised the purchase of the land from the land owner.

## **7. Finance**

- Current balance: £12,749.89
- Creditors: £1,212.00

Funding: The planned application to Homes England for infrastructure costs relating to the Mayflower Way project has had to be put on hold, due to CH not receiving planning permission. Closing date for applications is at the end 2019 and it is hoped that this grant will be extended beyond this date but nothing has been confirmed to date.

An application has been submitted to Homes England for a revenue grant of £32,000 – no further news on this to date.

Preparation is in progress for an application to Community Led Homes REACH fund to cover financial modelling for the Mayflower Way project and the Housing Needs Survey. The draft application is currently being reviewed by CAF Venturesome, who will let us know if any changes are required before formal submission.

An application to South Downs National Park for a grant of £62K for the installation of solar energy panels for the Mayflower Way homes has been successful.

Other applications have been made to:

- Sussex Community Foundation
- APC – contribution towards the Housing Needs Survey

The Treasurer had sent an email to Board members with a forecast of running costs for 2020 and requested that Board Member's comment on the numbers and if they feel anything else should be considered and/or added. GC suggested that the cost of CCTV coverage for the Mayflower Way site be included. He will source cost options for this and present at the next meeting.

**ALL  
Board  
Members**

## **8. Housing Needs Survey**

An application made to APC to jointly commission the HNS and provide a contribution towards of the cost this survey has been successful, and they have agreed to cover 50% of the cost. Final details of the survey are yet to be confirmed but the proposed cost would be in the order of £5,000 - £6,000.

Discussion took place regarding having an online option, which AiRs currently do not offer, with Board Members commenting that potentially there could be a bigger response and more in line with modern thinking. There were concerns over the delay that any such changes might cause and that APC would then need to agree the change and open up a further discussion on the questions posed. The proposal was then put to those present: to continue with the current survey and look at online options for the future or to look at online options with other possible service providers to produce an online survey. The Board Members present voted 5:1 to continue with the current survey and look at online options for the future. (Proposed by Steven Mountain and seconded by Christine Jones).

## **9. Public Liability Insurance**

The Chairman had circulated a quotation for PLI prior to the meeting. Not all documents had been circulated and the Chairman undertook to re-circulate. Those present felt that the £50.00 admin fee for the Broker was excessive and it was agreed that GC will contact other insurance companies directly to see if costs can be reduced. He will report back at the next meeting.

**GC / TC**

**ACTION**

**10. Clothing & Equipment**

AC had visited a local company specialising in corporate clothing – she had received a quotation of £103.15 (inc VAT) for 8 x polo shirts including the ACLT logo. GC will compare this quote with another company, and include hi-vis jackets and hard hats. It was decided that a decision on the purchase of the clothing would be delayed until GC had received the quotation for comparison. The Chairman thanked Angela for her efforts.

**GC**

**11. Vision, Mission & Communication**

The Chairman had issued a copy of a draft vision, mission and communication statement. Discussion took place and small amendments were suggested which the Chairman will make and bring back to the next meeting for discussion.

**Chairman**

**12. Any Other Urgent Business**

The prospective new Board members were introduced and invited to ask questions, after which David Mitchell and Jan Welch both confirmed that they were interested in joining the Board; David and Jan were asked to leave the room to allow the Board to discuss. John Welch informed the meeting that he was not interested in joining the Board. Those present agreed that David and Jan would be a valuable addition to the Board and so voted unanimously to co-opt them both. (Post minute note – David has withdrawn after overnight reflection.)

**All Board Members**

The website is in need of updating in respect of current Board Members and the Chairman asked if Board members would be happy for pictures of themselves to be included. It was agreed by those present that they would send the Chairman a recent picture for this purpose. Member Biogs were thought unnecessary at this time.

ACLT Poster – The Chairman had circulated a draft suggestion for a poster for the ACLT. Some changes were suggested and the Chairman asked that anyone interested in producing a poster for consideration do so and bring it to the next meeting.

**13. Date of Next Meeting**

18<sup>th</sup> December 2019 @ 19:15

**The meeting finished at 21:15**

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Chairman

Date.....