



## **MINUTES OF THE BOARD OF ANGMERING COMMUNITY LAND TRUST**

**General Meeting (Zoom)**

**Wednesday 21<sup>st</sup> April 2021 @ 7.15pm**

**Present:** Tony Cross (Chair); Angela Colliss; Jan Welch; Arthur Trehwella; Kristina Yates; Gareth Cornford (Company Secretary); Jane Anstee; Robin McDonald (Treasurer); Steven Mountain

Shareholders present: Rhys Evans, Alison Sommerford, Mike Tweedie

### **1. Apologies for absence**

Nikki Hamilton-Street

### **2. Minutes of Previous Board meeting (accuracy)**

All agreed.

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

GC has re-submitted the application for tax exempt status to HMRC and sent a copy of the amended rules to the FCA. We await their decision on our status.

The Housing Allocations document for SG is now agreed after one minor definition on Choice-Based Letting being added. The document is now with ADC solicitors. The ADC online eligibility checker for our shared ownership houses has been slightly revised to incorporate data protection provisions and ensure ADC can pass details of applicants to ACLT. ADC have also produced a flow chart of the allocation process which has been circulated to Board members. This clearly indicates that ADC will undertake all the verification matters of potential tenants for the rental houses at Swallows Gate.

ACLT has also now added our GDPR policy and Privacy Statement to our website.

Corinne Vincent has now been appointed as the ACLT Solicitor.

The Deed of Variation required for the Land Transfer Title for Mayflower Way is currently with APC for agreement. The draft will then be sent to the ACLT solicitor.

No further information from APC regarding any upkeep costs for the MW road.

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

None

### **5. Shareholder Consultation**

No questions

### **6. Chairs Report**

The estimated completion date for the 2 bed houses on Swallows Gate is end of May and mid- July for the 3 bed houses. Currently there are no water or electrical services connected to the houses.

We currently have one person interested in purchasing the 3 bed shared ownership property after a number of people dropped out for various reasons. Another couple have made an incomplete application which is currently being addressed. There is a need to re-advertise the 2- bed property. Those who have previously expressed an interest in ACLT houses will be informed of the opportunity and they will also be advised of the forthcoming rental houses. Brochures for the Shared Ownership houses will now be placed in Cooper Adams. **Gareth to action brochures & Tony to re-advertise the 2- bed property.**

John Oldfield has stepped down as the APC representative on the ACLT Board due to pressure from other commitments and family considerations. His replacement will be Nikki Hamilton-Street.

## **7. Mayflower Way**

The MW Working Group circulated a report dated 21/04/2021 on its progress as follows:

The tender for construction was issued to 5 companies on the 10<sup>th</sup> April 2021 and consisted of a contract document with all information contained in 280 pages. The covering letter contains a link to the dropbox in which all documents are stored. Issued with this report are the relevant letter, contract and timetable as follows:

1. The following details are in the document
2. The Contract Documents, comprising contract articles, amendments, particulars, and annexures 1-7;
3. Annex 8 - The Employer's Requirements, comprising general matters, preliminaries and design brief;
4. Annex 8 - The appendices to the Employer's Requirements containing the drawings, planning documentation, pre-tender site investigations / enquiries, specialist reports, assessments etc;
5. Annex 9 - the Contractor's Proposals - blank for now;
6. Annex 10 - the Contract Sum Analysis.

The closing date for the return of tenders is 13.00 on the 9<sup>th</sup> June 2021. This date is slightly later than our programme however following discussions with Bruce he is confident that he can reduce the tender analysis timescale to bring the programme back on line with our start date on site of the 18<sup>th</sup> September 2021.

We have entered discussions with Triodos relating to the bank loans required for the project and a meeting is scheduled for 14<sup>th</sup> April and will be reported on at the board meeting. Robin and Arthur are leading on this work.

We are awaiting a response from ADC on a second submission for non-material amendments regarding materials we wish to change such as windows and drainpipes etc. ADC have on 23<sup>rd</sup> March 2021 validated our submission for pre commencement conditions under reference A/55/21/DOC with a decision due by 18<sup>th</sup> May 2021.

The Heads of Terms document with Triodos triggers the application to the Credit Committee and we cannot complete the HoT until we know the cost of the build through the tenders submitted. We may need to work on a median figure knowing that we could not accept a tender higher than this figure.

Other issues:

The planned start date for works is 19/9/2021 to ensure the planning permission date of 18/10/2021 is not missed. In the event of unforeseen delays which may encroach upon that date, it is proposed that we issue 2 contracts – 1 for the foundations and the 2<sup>nd</sup> for the rest of the building works.

Delivering the power supply to the site appears to be problematic as it appears all capacity for the cabling has been used, possibly to the Creyfern site. Trenching along the length of MW to install a new sub-station is likely to cost in the region of £129,000. Discussions on-going to resolve the matter including other routes and/or methods to bring in power. Attention was also

drawn to a public notice giving details of the closure of MW to permit such works in February 2021. This will be looked into further.

The Treasurer will see what Government grants are available for such works. **Robin to action**

Decision regarding white goods for MW is premature and can be safely dealt with further down the line.

## 8. Swallows Gate

Heads of Term (GD Group) has been finalised. There would not appear to be any reason to delay signing as we cannot be held legally accountable for any delays in the process and it shows good faith on our part. Despite the fact that the Legal pack still not received from sellers, Board approval is sought to sign the document.

ALL AGREED

*Post meeting note: slight changes to the amounts of the two instalments payable although overall purchase price remains the same.*

Insurance cover for our houses remains a developer's responsibility until the purchase is completed.

ACLT will be required to join the Management company for the development once the purchase is complete.

## 9. Treasurer's Report

Current Balance £19,274.16

Ring Fenced £15,188.78

ADC CHF - formal application for £160k approved by ADC. Anticipated receipt 30th April 2021

Commuted Sum – awaiting transfer of £576,000 possibly due end May beginning June 2021. Subject to ADC Cabinet approval and processing payment to ACLT. Concern expressed that the change of Governance structure may affect the decision-making process. **TC to clarify with ADC.**

Total funding due within 3 months. £848,000

Process for application to new Homes England CHF extension fund currently being prepared. It is anticipated that applications will open in early May. Anticipated claim by ACLT £30K –£40K.

Homes England CHF grant- audit completed by our accountants and submitted to HE.

Continuing efforts on-going to identify liabilities under VAT, Corporation Tax and SDLT. Advice received so far is vague or imprecise. Potentially we may be able to rely on the public funding we have received together with the fact we are a housing provider registered with Arun. Our accountants will advise on the future structure of our accounts in this respect. ACLT solicitor will be responsible for payment of SDLT. **ACLT Solicitor to determine situation but provision made in the financial model for payment.**

New Bank account – options reduced to 12 possible banks. Further research on-going.

Heads of Terms (Triodos) has been signed and submitted. Further information to support the application has been requested by Triodos which is being provided.

## 10. Any Other Business

Suggestion that the logos of organisations that donate / fund ACLT should be displayed on our website.  
ALL AGREED

## 11. Date of Next Meeting

Wednesday 19<sup>th</sup> May 2021 at 7.15pm