



**MEETING OF THE BOARD OF
ANGMERING COMMUNITY LAND TRUST (8781)**

VENUE – Angmering Community Centre

Wednesday 17th January 2024 @7.15pm

MINUTES

Present: TC, AT, JW & RM (zoom)

1. Apologies for absence

Kristina Yates, Gareth Cornford & Steven Mountain

2. Minutes of previous meeting (accuracy)

15th November 2023 agreed

3. Matters Arising

Microsoft 365 re Cloud Back Up awaits full understanding of charges incurred (AT)

4. New Declarations (Pecuniary / Non-pecuniary Interest)

TC (ACCA), AT (ACCA), KY (AVH)

5. Swallows Gate

JW outlined the list of remedials she is currently over-seeing and the painfully slow bureaucratic process of NHBC. We are waiting for one claim to be finalised (see below) in order to judge on the likely reimbursement that could be expected by us. Under normal circumstances NHBC have a minimum claim level but it is not clear whether this criteria applies when the builder is no longer operating.

NHBC claim no: 23/21558

Contractor	Date	£	Remedial
LDF Plumbing & Htg	20.11.23	510.00	Investigate leak, fabricate extra cradle to support bath end as the bath was installed the wrong way round. It is a single ended bath and the shower head was fitted over the curved end of bath.
Lee Francis Flooring	21.12.23	185.00	Replace water damaged vinyl
LDF Plumbing & Htg	15.01.24	282.00	Replace shower screen as this was fitted too high [no adjustment on screen] and water still escaping onto floor.
Total claim		£977.00	

Change of Management Company – JW has been leading the drive to change the management committee and services away from the Developers and the existing Company, to a resident-led Committee that will provide greater accountability and better value for money of the management services.

Southernbrook Estates Management has been selected for the provision of services and the costs per plot will reduce from £507 to £325. The change will have effect from 1st February and no charges will be applied by Southernbrooks during the first 3 months. Our contact there is Mark Lyons and there details are as follows:

Southernbrook Estate Management Ltd
3a Clarence Gate, High Street
Bognor Regis PO21 1RE
Tel: 01243 815995

The Management Committee will comprise JW, GC and a SG resident Steve Rixon. An AGM will be called once the Committee assumes full control and the extent of the services required will be formalised and agreed. Some aspects of the work required may be stipulated through the original planning permission. The current company will also need to transfer any funds they are holding on behalf of the Estate.

ASHP Servicing – the current provider has withdrawn from providing services on the Estate. Quotations from other companies indicate an arrangement with Polar Planet may be our best option. They also cover underfloor heating. Charges are £250 plus VAT assuming all 5 houses can be visited on the same visit. They also allow one free call-out visit per property per year.

Action: JW will contact our Shared Owners to get their agreement on the new provider.

Sale of Number 18 – a formal offer for the 50% share has been accepted by the present owners and solicitors appointed. ACLT has advised our solicitor who will oversee the arrangements. The new owners are within our purchase criteria and an IFA has confirmed their ability to purchase. They are now our nominated purchasers.

Rent Review – rents have not been increased since occupation in early 2022. The Governments Rent Review formula makes provision for an increase of 7.7% for Affordable Rents and 9.4% for Shared Ownership. The Board is acutely aware of the cost -of- living crisis and did not want to raise rents unnecessarily but equally has to protect the long-term viability of the 5 houses and the loan agreements supporting the acquisition. The provision of funds to support remedial works in the absence of Developer / NHBC contributions must also be factored in. Accordingly, they have agreed to limit the increase to 5% which will take effect from 1st April 2024. Rent increases as follows:

	Current	New
3 bed AR	£969.99	£1018.49
2 bed AR	£800	£840
3 bed SO	£481.25	£505.31
2 bed SO	£418.75	£439.69

6. Treasurer's Report

The Treasurer had previously circulated his report.

Swallows Gate - we understand that the tenants who are moving out of SG have instructed solicitors for the sale of the property. We continue to receive invoices for reparation works that cover the work that Atlier should have completed. These are minor in nature but none the less are costs that in some cases we should not be incurring. Jan is monitoring cost and preparing claims to NHBC. So far, our expenditure is £2,185.20.

Mayflower Way - discussions with Bruce Howes to move the project forward has resulted in him preparing a request to Sunninghill, to determine what build work could be achieved based on various SO % scenarios put forward by AT with maximum Rents and SO percentages. This suggests a build cost of £2.9m with SO percentages of 80% based upon current rents. We are not sure when we will receive a reply from Bruce / Sunninghill, but we will keep the Board informed of the results as soon as we have them to hand.

CAF/Flagstone Investment Opportunities - following approval by the Board at the last meeting we have been looking at how best to utilise the funds we have at our disposal. No decisions have yet been made but Treasury will keep the Board up to date on any money movements in this regard. Whilst it is expected that interest rates

will ease during the course of this year, we need to take advantage of the interest rates that are available now and which reflect the current economic climate. CAF Banking - No issues have arisen since our last report.

Triodos - following a request by Triodos to prepare various documents for their review we have been advised that following that review there are no matters arising.

HMRC Annual Returns - our annual returns have been submitted to HMRC and our accountants have advised that they have been accepted by HMRC. However, since then we have received a penalty notice from HMRC of £200. Querying this with our accountants they are preparing an appeal on the basis it was a misunderstanding of the due dates and that since the organisation has charitable status, no tax was due anyway: We await a copy of the appeal. Accountancy fees charged are £10,800. Cash in bank was £23k.

Insurance – current policy expires on 31st March. AT will explore current policies and value for money and ensure we are not duplicating insurance cover.

Action: AT – to assess insurance cover
TC – to contact Worthing Homes

7. Mayflower Way

The Chair had approached Homes England regarding the process of becoming a RSL and the possible financial benefits that may then arise in order to support Mayflower Way. HE suggested the path to becoming an RLS is not straight forward and may take 18 months without any guarantee of acceptance. It was also the case that they could not make any new funding to support existing planning permissions, only new properties that would be in addition to existing planning. The Board felt another approach to Worthing Homes should then be made.

8. Any Other Business None

9. Date of Next Meeting 13th March 2024 @ 7.15pm