



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

VENUE – Angmering Community Centre

Wednesday 18th June 2025 @7.15pm

MINUTES

1. Present: TC, JW, AT, GC, KY, SM (zoom), RM (zoom)

2. Apologies for absence

3. Minutes of previous meeting (accuracy)

21st May 2025 Agreed

4. Matters Arising (not on Agenda)

FCA Returns to be submitted by October end. See Treasurer's Report

5. Declarations (Pecuniary / Non-pecuniary Interest)

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

6. Swallows Gate

Enforcement Notice – SGMC has met and agreed that Legal Counsel's opinion should be sought regarding their submission for any appeal. This was to ensure that any subsequent judgement in our favour, would not have unexpected and disadvantageous consequences. The costs are likely to be in the region of £316 per house. SGMC would be using the opportunity to join the appeal of Sally Ip as owner of the farmhouse. ACLT can also submit any specific issues themselves.

NHBC claims – the claims for Nos 1 & 2 are unlikely to be met in full by NHBC. JW's assessment is that we will fall short of the funds needed to complete the work by £10k-£15k. That being the case, Directors felt we should refuse their cash settlement offer and go through the appeal process to further justify our claim. This would also allow us time to put a tenant in No.1 asap whilst the claim process evolves. There may also be an opportunity to select which aspects of the remedial works will generate the best outcome such as extra heaters in rooms that do not reach expected temperatures rather than strip out the plasterboard etc. No.1 is habitable and just requires carpets re-fitted. The Board agreed to refuse the NHBC offer and take the matter to Appeal.

Action: JW to have the carpets re-fitted in No.1

Drainage – SGMC have carried out a survey of the system and remedial works are likely to cost the Estate about £10,000. This matter is still under consideration with ADC.

Public areas – these are still in the hands of Bilton Fields Homes

SGMC – We are still awaiting the acceptance of the SGMC to agree our two Director positions on the SGMC Board.

ACLT Solicitors – Directors were copied into our Solicitors representations to Land Registry regarding the re-registration of Title to Nos 1 & 2. The deadline for a response from Land Registry is 3rd July. Triodos has been given a copy of the Solicitor's opinion that was submitted to Land Registry.

Action: TC to write to Solicitors for an update.

Tree Works – the car parking space for No16 is subject to bird droppings from one particular tree. This discourages use of the space and therefore use of the Visitors parking bays, and subsequent complaints. The Tree is subject to a TPO.

Action: TC to contact Arun Planning department with a view to assessing the likelihood of works to the tree being authorised.

7. Mayflower Way

Saxon Weald Update still outstanding. See Treasurer's report.

8. Treasure's Report

The Treasurers' full Report had been already circulated to Directors.

Swallows Gate.

There have been no material changes to report in relation to treasury matters affecting the development since the previous update. However, we are likely to experience some financial exposure due to a temporary loss of rental income during any period in which remedial works are undertaken. The estimated financial impact of this disruption is approximately £7,500. This figure encompasses projected losses in rental income, as well as associated holding costs such as council tax and utility charges, covering the period up to September 2025.

It is important to emphasise that this estimate does not include additional costs that are expected to arise. In particular, we anticipate further expenditure in connection with the Enforcement Notice issued by Arun District Council (ADC) to all interested parties, as notified to us by SGMC on 16 June 2025. We should provisionally budget for approximately £1,000 per dwelling to meet obligations arising from this notice. At this stage, it remains unclear whether any of these costs will be recoverable, either through insurance, legal recourse, or other means.

Mayflower Way

We are currently awaiting the costing details from Sunninghill (SCC), who were granted additional time by Saxon Weald Homes (SWH) to complete their pricing. This information is expected to be received by Howse Wallis Partnership (HWP) imminently. Once received, HWP will need to review, analyse, and reformat the data to ensure it is presented in a clear and accessible format for our consideration.

CAF/Flagstone Investment Opportunities.

We continue to invest our funds through the Flagstone platform, which remains a secure and reliable vehicle for generating additional income to support our ongoing activities. The Standard Charter investment maturing on the 20 June will be reinvested into at least two investment platforms to ensure that our entire investment portfolio has 100% FCA protection under the Financial Services Compensation Scheme.

CAF Banking.

On 9th June, CAF Bank launched a new online banking platform. As a result, all ACLT members with access to the bank were required to set up new login credentials to access the updated system. The transition to the new login process appears to have gone smoothly, with no reported issues in accessing accounts.

However, there have been some teething problems with certain features and functionalities of the new platform. CAF Bank is aware of these issues and is actively working to resolve them. We will continue to monitor the situation and provide updates as necessary.

FCA – Annual Returns

We are working with the FCA to allow Kristina (ACLT Secretary) to get access to the FCA website for the return to be completed. Instructions from the FCA have been provided and subject to confirmation of Kristina's registration, the Return can be submitted.

Microsoft Business Account.

Progress has accelerated on the configuration of the Microsoft Business Account platform. All Trustees have now been allocated individual user licenses as part of the initial setup. Login credentials, including usernames and temporary passwords, will be distributed in due course.

To support a smooth onboarding process, our consultant is in the process of producing a step-by-step video tutorial, which will guide Trustees through accessing and using the platform effectively. Ongoing support will be available through multiple channels to suit varying needs and technical abilities. This includes WhatsApp messaging, scheduled Microsoft Teams meetings, and, if necessary, remote assistance via TeamViewer.

We anticipate that full access details will be issued within the next couple of weeks, enabling all Trustees to begin using the platform confidently and efficiently.

Profit & Loss together with the Balance Sheet was circulated to Directors.

9. Any Other Business

None

10. Date of Next Meeting

Wednesday 16th July 2025 @ 7.15pm