



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

VENUE – Angmering Community Centre

Wednesday 21st May 2025 @7.15pm

Minutes

1. Apologies for absence SM & GC

2. Minutes of previous meeting (accuracy)

16th April 2025

3. Matters Arising (Not on Agenda) None

4. Declarations (Pecuniary / Non-pecuniary Interest)

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

5. Swallows Gate

- Enforcement Notice: briefing on current situation regarding submission to ADC. There are technical legal arguments which suggest the Enforcement Notice is invalid. TC will write to ADC again requesting an update on its position. Awaits response from Arun before further action is taken. Action TC
- Remedials: No remedials outstanding for Numbers 16,17 & 18
- NHBC claim for Numbers 1 & 2 regarding insultation and refit awaits a cash settlement.
- Claim for defect drainage issues was rejected by NHBC and is now subject to a complaint to the Ombudsman
- SGMC Two director positions: awaits confirmation from the SGMC Chair that ACLT position is legal. ACLT representation to then be JW & TC
- ACLT Solicitors - £500 sent on account for further representation to Land Registry regarding completion of Title registration.
- Public areas of the site still not transferred by Bilton Field Homes.
- JW asked for authority to have the gutters cleaned. Board approval given in £200 - £300 range.

6. Mayflower Way

Saxon Weald Update

- The Howse Wallis Partnership was authorised by ACLT to provide SW with all the necessary documents for it to move forward with a bid to develop MW in partnership with ACLT. RM provided the letter of authority on behalf of the Board.

- No further information at this time from our Agent regarding the SW position. However, he expects all outstanding enquiries to be completed by the end of the month whereby the Saxon Weald position will be formally submitted for consideration.

7. Treasure's Report

The Treasurer had previously circulated his report.

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.

Our Treasurers have re-examined the terms of grants that have been awarded to ACLT and remain unspent. They are satisfied that we are entitled to retain those currently outstanding and even at this stage can still apply them to the projects for which they were applied.

Microsoft Business Account.

We have successfully reestablished our Microsoft Business Premium account and have engaged a consultant to guide us through the necessary steps to ensure all ACLT members are granted appropriate access. This collaboration will help us streamline the setup process, implement best practices, and ensure secure, reliable access to the tools and resources needed by our team.

The consultant is currently in the process of provisioning the account and outlining the recommended next steps to initiate the document migration process. As we transition into this new environment, there will be an initial bedding-in period during which users may have questions regarding the proposed file structure, data governance, and the overall methodology for consolidating our existing, fragmented files and folders from various sources.

To ensure a smooth and effective transition, we will begin with incremental steps, starting with the migration of non-critical files and pilot testing with a small user group. This phased approach will allow us to identify and resolve any technical or procedural issues early on, gather feedback, and refine the structure and process accordingly before scaling up to full implementation.

FCA Returns

These are now due. RM / KY & GC to work together to ensure the return is submitted.

8. Insurance

Swallows Gate Empty Premises:

ADC has been informed of the empty premises and a reduced Council tax applied.

Insurers have also been advised of the void until 1st August.

Trustee Liability Insurance has now been renewed along with membership of the National CLT Network.

9. **Any Other Business** None

10. **Date of Next Meeting** Wednesday 18th June 2025 @ 7.15pm