



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

VENUE – Angmering Community Centre

Wednesday 19th March 2025 @7.15pm

MINUTES

Present: TC, JW, AT, KY
SM (via Zoom)

1. Apologies for absence

GC, RM

2. Minutes of previous meeting (accuracy)

15th January 2025 Agreed

3. Matters Arising (not on Agenda)

File storage system MS 365 o/s

4. Declarations (Pecuniary / Non-pecuniary Interest)

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

5. Swallows Gate

Houses 1 & 2 - Number 1 will be vacated on 25th March as the tenant is moving out and an inspection and meter readings undertaken. Action JW

The plaster / board on the inside walls needs to be removed to enable the correct depth of insulation to be added. The sum of about £158,000 (+-) has been agreed with NHBC for these works but we await a second quote to enable NHBC to choose and release the funds. The funds will be paid in two tranches, insulation first and then heating. A heat loss survey has been carried out but we are waiting for a second quotation from Revolution Heating.

NHBC to be contacted to see if a loss of rent is covered in these circumstances. Action JW

There may be an issue with the suitability of the current underlay which is used over underfloor heating. It is unclear whether ACLT will have to pick up these costs or NHBC as it seems the wrong underlay was originally used. Action JW

Ideally the temporary transfer of Number 2 occupants into Number 1 whilst it is vacant will be scheduled with the availability of the contractors carrying out the work. The start time depends on a decision by NHBC regarding the quotations for the work to be undertaken and the cash released. A period of 3 weeks should be allowed for the work.

ACLT insurers will need to be informed regarding the vacant property although it is not expected to be unoccupied for more than 30 days. Action AT

Drainage - ACLT is still challenging the NHBC decision to refuse the claim by way of the complaints process. Once that aspect of the process has concluded and if unsuccessful, we will then take the matter to the Ombudsman. Action JW & TC

Enforcement Notice – A Planning Breach Notice in respect of conditions specified in the original planning permission at SG has been served by Arun on about 40 individuals and organisations that have an interest in Swallows Gate. There is a limited window to appeal the Notice.

Land Registry – there continues to be an impasse on the registration of numbers 1 and 2 in respect of the boundary plans and a refusal by the seller's lender to agree the new plans that are 'as is'.

Legal advice as to ACLT liability, exposure and options going forward on these matters has been requested from ACLT solicitors. Action TC

Council Tax Refund – this may be applicable to houses 1 & 2 when they are undergoing the major works. Further enquiries required. Action TC

6. Mayflower Way

An initial exploratory meeting has taken place between ACLT and Saxon Weald, a local Housing Association. They appear to be very interested in the MW development and have modelled the finances accordingly.

There appear to be two options available. Either 12 Affordable rental properties or 4 Shared Ownership properties with 8 Affordable Rentals. With the latter no additional grants would be required but Staircasing on the SO properties must be capable of 100%. This is likely to need APC approval.

The other option is that all homes are for Affordable Rent (80% of market rent), with rents increasing at CPI+1% per annum in line with current government policy and Saxon Weald's rent setting policy. In addition, Saxon Weald's rent setting policy caps the Affordable Rents at the LHA at first let only, following which there is no restriction on the affordable rents exceeding the LHA.

The ACLT Board has agreed to move forward on the 12 Affordable Rental model.

7. Treasure's Report

The Treasurer's had previously circulated his Budget report on SG Income & Expenditure and forecast. Expenses are predicted to increase year on year as is rental income. We need to be mindful that our fixed rate mortgage concludes in 2027/28.

The Treasurer also attended a webinar on the production of financial accounts. Submission on a timely basis is considered essential but the accounts do not have to be produced by Accountants unless so directed by the Board. In that respect, the Board agreed to continue the current format with the Treasurer producing our accounts.

It was acknowledged that should we require re-financing at any stage, the finance provider is most likely to insist on the production of audited independent accounts.

Rents - The Board agreed to increase rents on SG Shared Ownership properties in line with the Treasurers recommendations of 3%. This would help ensure the Trust continues to meet the criteria associated with its loan requirements. Once the February CPI index has been released in March, the new rental figure can be calculated and owners informed.

8. Any Other Business

The Board wished to record its thanks to JW for her tireless care and commitment to ACLT, particularly in respect of our interests at Swallows Gate.

9. Date of Next Meeting

Wednesday 16th April 2025 @ 7.15pm