

**Minutes of Annual General Meeting of Arundel Community Land Trust Ltd. held on
Thursday 27 July 2023 at Arundel Town Hall**

1. Attendance

The Chair welcomed the 21 members present:

Caroline Elderfield; Charles Loxley; Chis Warren-Adamson; Emer Osborne; Esther Chalk; Graham Lane; Hilary Knight; James Stewart; John Thompson; John Paton; Joy Warren-Adamson; Kay Wagland; Martyn Pettifer; Michelle Kimche; Nick Chalk; Nigel Dear; Paul Summers; Peter Neuner; Steve McAuliffe; Trevor Andrews; Wendy Eve.

Apologies for absence and Proxy Votes had been received from:

Alastair Deighton (Proxy - Hilary Knight); Amelia Lazerdeski; Tessa Bonner, Angela Standing; Darrell Gale; Elizabeth Maidlow; David Shilston; Jen Vipond (Proxy – Tom Basham); John Munro; Mary Peach; Marc Rankin; Penny Davey; Polly Atkinson. William Bauress, Michael Ward;

2. Minutes of the Annual General Meeting held 30 June 2022

Proposed by Martyn Pettifer and seconded by Wendy Eve

APPROVED by show of hands and Proxy Votes with none against.

3. Directors' reports

Chair - Paul Summers.

Paul Summers provided an update of ACLT activities since the 2022 AGM including the Ford Road Project – see appendix 1 for details.

Special thanks to previous Chair Darrell Gale, Marc Rankin, Town Council Link Councillor last year, Hilary Knight, James Stewart and to all members who have served this year.

Question's arising from members present:

Community Forest - is it going ahead (Kay Wagland)? Mary Peach who is involved in the community group that runs Pocket Park adjacent to the development site has had discussions with Norfolk Estate and Esquire who have confirmed an allocation of land which will be licensed to her community group for planting trees. Mary asked for more land so a partnership with the Forestry Commission could be pursued but the developers would not agree to this.

Why no Solar Panels installed on new houses (Kay Wagland)? Not agreed by developers – reason given was aesthetic. We were told by Alastair Deighton, Norfolk Estate, that Estate

would not use their covenants to prevent individual householders installing solar panels.. A member suggested that solar panels would probably be installed organically with passing of time on the site.

Secretary - Hilary Knight

Currently 114 members - need to build a wider community base to foster new opinions and involvement. Thanks to individual serving board members for their support on website/ communication (James Stewart), minutes/biodiversity (Caroline Elderfield), data protection (Tom Basham). James Stewart, Martyn Pettofer and Hilary Knight form a legal sub-group to formalise ACLT interests in the Ford Road development. Corrine Vincent provides professional legal advice. See Appendix for further detail.

Treasurer - James Stewart

James Stewart presented the annual Financial Statements:

Income and Expenditure: Administration expenses of £672 itemised. £1 in tax paid in respect of donations. These costs covered by grant applied of £673 with no surplus.

Legal Fees in 2022 of £4807 for advice on the Section 106 Agreement and Local Lettings Policy. Further legal fees of £2,280 expected this year.

Balance Sheet: £5,437 as of 31 March 2023/prepayments of £375. (Capital and reserves.)

Statements approved by ACLT board of directors on 20 April 2023.

Bank statements/other supporting documents reviewed and signed by two directors on 11 May 2023.

Paul Summers proposed and Wendy Eve seconded that the Final Accounts for period to 31 March 2023. **AGREED** by members' show of hands.

4. RESOLUTION NOT TO REQUIRE A FULL AUDIT OF ANNUAL ACCOUNTS TO 31 MARCH 2021

Paul Summers proposed and Hilary Knight seconded that: in accordance with the Act and the Society's Rule 26.2 members resolve:

(i) That the requirement to appoint a qualified auditor be 'disapplied' as the Society's turnover will fall below the threshold required (value of aggregated assets less than £2.8m, and turnover for the previous year was less than £5.6m) for a full audit;

(ii) The society's income/expenditure ledger shall be scrutinised by the secretary and directors only and signed, as a true record, by the secretary and two directors or any other number as may be required by legislation.

AGREED by members' show of hands.

5. ELECTION of Directors

Paul Summers handed over the Chair to Wendy Eve as PS up for re-election. Wendy explained the process: the criteria for selecting Directors were decided by the governance group when ACLT was set up 2019-20. The criteria are reviewed annually by the board and no changes were made this year. The nominations below had been received in accordance with the timetable. Details of the information provided by candidates had been circulated and hard copies were available to members present. The candidates were all present at the meeting and introduced.

Nick Chalk Co-opted Director seeking Election
Proposer Hilary Knight Seconded Paul Summers

Martyn Pettifer - term expires, seeking re-election.
Proposer James Stewart. Seconded Wendy Eve

Paul Summers - term expires, seeking re-election
Proposer James Stewart. Seconded Hilary Knight

Each was **ELECTED** by a show of hands with no votes against.

Wendy Eve handed the Chair back to Paul.

SPEAKER Graham Maunders – Arundel's 2020 Housing Needs Survey

Graham Maunders from Action Rural Sussex spoke about the 2020 Arundel Housing Needs Survey followed by questions and discussion: what does this mean for future ACLT Projects?

Questions, responses and discussion points:

Are Arundel needs at time of allocation in 2024 likely to have changed? Usual life of survey is about 5 years.

What about people with local connections who have already had to move out of Arundel because it is too expensive? Local need includes those with historic connections so former Arundel residents who left owing to lack of affordable housing could meet the criteria.

Local Lettings Policy is legal agreement within the Section 106 and gives priority to people with local connections over normal ADC criteria.

Shared Ownership -proportion of ownership - on a sliding scale, so that occupants can gradually raise their share - danger that if share reaches 100% the property is lost to market. Sometimes Shared Owners release when still within SO arrangement so available to a new shared owner.

2 of the 7 Shared Ownership are 1 bedroom maisonettes (one ground floor, one first floor).

From registrations of interest so far, there is high demand for Shared Ownership (36 registrations for 7 homes).

Could ACLT acquire land itself through raising share issue? Sites could then be 100% AH.

Meeting closed at 8.30 pm

APPENDIX: SPEAKING NOTES

Chair's Report (Paul Summers)

Good evening and welcome to our third Arundel Community Land Trust Annual General Meeting.

I'm Paul Summers. I've been a CLT director since 2021. I was elected by the board to become Chair last September, when Darrell Gale resigned from the board for personal reasons. I'd like to take this opportunity to formally thank Darrell for leading us through our first years, and his continuing active interest as an ACLT member. I'd also like to thank all board members for their contributions during the year, and my appreciation of Hilary Knight and James Stewart's enthusiasm and hard work as Treasurer and Secretary.

Since the last AGM we co-opted Nick Chalk and I'm pleased he has agreed to stand for election this evening. Together with Amelia Lazareski who was elected to the board at the last AGM, it's made a real difference to have two members of Arundel's younger generation with us. Diversity of life perspectives remains very important to us as a community organisation.

We're sorry Marc Rankin has resigned from the board for personal reasons. Like Darrell, Marc remains as an ACLT member and we hope will continue to take an active interest in what we are up to. I'd like to thank Marc for his contributions over the years, and, as our Town Council Link Councillor during the last 12 months.

Three Directors are re-standing for election this evening. The board remains strong, with continuing active engagement from two former Mayors and other long-standing residents with a wealth of skills and experience, including, as mentioned above, now people brought up in Arundel in more recent decades. We still have space for one more board member. If you are interested in co-option for the next year, please do get in touch.

During the year we have had helpful support from Gillian Taylor, who replaces our previous Housing contact at Arun District Council. We'll be hearing from Graham Maunders about Arundel's Housing Needs Survey later this evening and you'll see on the handout for that the information provided by Gillian on registrations so far under our Local Lettings Policy for the Affordable Housing on the development off Ford Road.

Hilary and I met with Cllr Steve McAuliffe after he was elected to represent Arundel and Walberton last December. I say welcome because, like other Arundel organisations, we had lost contact with our ADC representatives. Steve has followed this up with active interest and support during the final stages of the Planning process and has applied to become an ACLT member.

Tom Warder from Action in rural Sussex continues to give us expert support and we benefit from webinars organised by CLT National network – where we learn from experts about common issues and about other CLTs' experiences.

During the year we agreed to join Voluntary Action for Arun and Chichester to help us with our local networking. This led to contact with Midhurst CLT and a CLT network in Chichester who have interesting and contrasting experience for us to learn from.

Ford Road Project

The Ford Road project has continued as our main focus during the year.

Last June some of you came to the public exhibition organised by the house-builder Esquire in the Baptist Church and perhaps also the evening meeting for CLT members to hear more about the proposals. ACLT responded to the consultation immediately after the last AGM, highlighting our concerns. Esquire proceeded with applying for Reserved Matters planning permission in August.

We received a response from Esquire to all our points in October, and there was a useful meeting with the Town Council Planning Committee at that stage. The Town Council responded within the District Council's Planning process highlighting the need for 'pepper potting' of the Affordable Housing, mitigating disruption from construction traffic and public realm. This issue of part of the development being open space, rather than current enclosed agricultural field continues to be the subject of discussion.

Just before the Christmas break, Esquire came forward with an alternative layout for the Affordable Housing with lower density in the north western part of the site. The 27 Affordable Homes are now in four clusters, with some of the private homes in between. Whilst not the full 'pepper potting' that would be ideal, it is certainly an improvement on the original design. Along with the 'tenure blind' emphasis to the external look of the estate, we hope this means Arundel will have a truly high-quality, mixed-tenure, addition to its housing stock as a result of this development.

James Stewart represented us at a meeting with the Norfolk Estate and Esquire in January. We are pleased at the continuing personal interest and involvement of Earl Henry in the project. I'd like to take this opportunity to thank Alastair Deighton for his support to ACLT during his 18 months as Estate Manager, which almost exactly spanned the period between the signing of the Section 106 Legal Agreement associated with Outline Planning Permission late in 2021, and the award of Reserved Matters Planning consents in May.

Alastair arranging a number of site visits for us and community members from the adjacent Pocket Park and support for the community involvement and planting of additional trees on the site through Children's/Community Forest proposals led by Mary Peach and others. We are pleased Alastair continues as an ACLT member from his new home base in East Sussex. We had a further very useful meeting with Esquire in May. As the project moves into the 2 year construction period we look forward to meeting with all the key partners to the development within the next few weeks.

Meanwhile, Heads of Terms have been agreed for formal contractual documentation to be drawn up involving Fitzalan Estates, Esquire, Arundel CLT and Aster, our Registered Provider of social housing. These will result in ACLT becoming the freeholder for the 20 Social Rent properties, with a lease to Aster to manage and maintain them for us. Aster will make the payment to the developers for us, in line with arrangements to deliver national policies for new housing development to include at least 30% Affordable Housing. Aster will purchase the freeholds direct for the 7 Shared Ownership units as legally, our ACLT 'asset lock' Rule means we could not comply with Government policy what shared ownership homes must be available for tenants to buy outright as and when they want, and can afford to. It is worth the Arundel community recognising that 'Social' Rent levels cannot be taken for granted – Government criteria allow rents up to 80% of market, compared to the 60% level of Social rents. This means financial contributions have been made through the negotiations between the Joint Venture partners, and with Aster, to enable lower rents, which, along with the unusual Local Lettings Policy mean we have delivered on the Neighbourhood Plan, and ACLT's, aspiration for 'truly' affordable housing for people with local connections.

We selected Aster as our Registered Provider back in 2020. There were protracted financial negotiations between Aster and Esquire throughout 2021. Now these have been concluded we are pleased to have had more regular contact with Lizzie Clark, Aster's Development Manager for Community Housing. Aster arranged a very useful briefing on Service Charges for our board members and we are in discussion with them and Esquire as to allocation of Estate and service charges amongst the 90 residents.

A continuing concern for ACLT has been the landscape planning for the new public access open space. We welcome the responsiveness to our feedback on connectivity with the Public Rights of Way and adjoining community spaces but remain concerned that the landscaping is based on conventional thinking about gardens in more confined, and perhaps 'gated', communities. However, the environmental potential of the site is not as fully served by the existing plan as it could be. The landscape plan feels over-designed and over-developed for the site. Our concerns were referenced in the Officers' Report associated with Reserved Matters Planning and we hope to discuss further with the Joint Venture Partners, not least, to ensure maintenance costs do not impact on Service Charges in ways that undermine the benefits of the affordable housing.

We maintain on-going contact with members of the community group responsible for Priory Pocket Park and will lend support to proposals for additional tree planting to provide the basis for a community engagement and future community nature connection.

We will also maintain contact with Arundel Town Council as ideas develop for use of the land gifted to ATC as part of the development.

Esquire say they will begin marketing the market homes towards the end of this year and we will work with Aster and Arun District Council on the right timing for allocation of the Affordable Homes, the first of which should be available by the later part of next year (2024).

Secretary's report (Hilary Knight)

ACLT is a community organisation, accountable to our share holding members. We appreciate the interest shown by those of you here this evening, and we hope you find our newsletters a helpful way to keep up to date with the board's activities. Please don't hesitate to get in touch at any time. It is always useful to have additional perspectives and there are always opportunities for members not on the board to participate in working groups and ad hoc activities.

You will see from the Annual Accounts that we recruited 26 new members during the year and more have joined since. We currently have 114 members but this is only 3% of Arundel's population and it remains important to widen our base in the Arundel community. Please do encourage family, neighbours and friends to show their support by taking out a share, and to be there to help share our future direction and hold the board directors to account.

I hope you are getting our all-member emails – remember it is important to let us know if your contact details change. We have recently moved to using a new App for our newsletters so I hope that will remove the issues we've had from time to time with emails not getting through.

James [Stewart] makes a lot of effort to keep the website up to date and that's the place to find newsletters, see board minutes, print off application forms, and find the links to register for the affordable housing on the new development. There are also excellent links to the Planning documents for the development off Ford Road which are much easier to navigate if you are not familiar with the application on the ADC planning portal.

I'd like to thank Caroline Elderfield for her help with board minutes during the year as well as her active involvement in the biodiversity sub-group. I really appreciate it and look forward to sharing more secretarial duties after the AGM! Also, thanks to Tom Basham our Data Protection Officer who is always there when we need him, despite the pressures of his day-job and bringing up young family. Also, thanks to Martyn Pettifer and James Stewart for joining me to form the legal sub-group, with important duties in the months ahead as we formalise the legal agreements for our interests in the development off Ford Road.

We have had intermittent correspondence with our MP during the year. We are disappointed he has not yet been able to host a follow up to the Autumn 2021 meeting of Sussex CLTs but we appreciate the recent endorsement from him which we have posted to our website.

We'll be talking more about our future projects after Graham has spoken. I'd like to thank Mayor Tony Hunt and our member John Godfrey, for their encouragement and support to liaise with West Sussex Police about disposal of their site on the Causeway for housing development. This brownfield site is a great opportunity for Arundel to get more truly affordable housing for local

people if we can position ourselves for a no-doubt complex and meandering journey to achieve that outcome.

Treasurer's Report (James Stewart)

Income and Expenditure:

During the year £672 were incurred in administration expenses including Zoom Subscription (£130); National CLT Network Subscription (£250); Insurance (£100); Meeting room hire (£100) and Websites (£92).

We also allowed for £1 in tax due on the donations received in the year to March 2022.

These administration costs are largely comparable with the previous year.

The administration costs and tax are covered by the grant applied of £673 for the year, resulting in zero surplus.

In 2022 (previous year) we incurred £4,807 in legal fees for advice on s106 Agreement and Local Lettings Policy. We expect further legal fees of at least £2,280 for the contracts following Draft Heads of Terms between Aster, Fitzalan Estate and ACLT, the lease between Aster and the CLT and work on the setting up of the development's management company.

Balance Sheet:

As at 31 March 2023 we had £5,437 in the bank and prepayments of £375 (being advance payments for insurance and National CLT subscriptions.)

When the liabilities of the unused ADC grant (£5,515) and tax owed (£1) are deducted the balance is £296

This balance is represented by our Capital (£288) and Reserves (£8), also making £296.

The share capital of £288 is the amounts given by Member for their shares plus £8 of Reserves. The number of members at the year end was 102 an increase of 26 from the previous year. This figure agrees with the Member's Register.

During the year one member one member died, and since the year end we have found out that the shares will be transferred to a new member rather than be redeemed.

Conclusion:

The financial statements and accompanying notes have been prepared by James Stewart, ACLT Treasurer and approved by the ACLT board of directors on 20 April 2023.

As per our rules the accounts, bank statements & other supporting documents were reviewed and signed by two directors on 11 May 2023, as representing a 'True and Fair' view of the state of affairs of ACLT as at 31 March 2023.

These accounts will form the basis of our formal accounts submission to the FCA & HMRC later this year.

Assuming everything goes to plan we will have sufficient funds until ground rent income starts, sometime in 2024 when contracts for land transfers & lease assignments are completed.

Financial Statements can be found on website.

KEY POINTS FROM HANDOUT ABOUT LOCAL LETTINGS POLICY

Local Lettings Policy for both Social Rent and Shared Ownership homes can be found on website.

Affordable homes

27 affordable housing units with associated parking

Social rent:

6 x 1 bedroom 2 person maisonettes

10 x 2 bedroom 3 person houses

4 x 3 bedroom 4 person houses

Shared ownership:

2 x 1 bedroom 2 person maisonettes

3 x 2 bedroom 3 person houses

2 x 3 bedroom 4 person houses

Registrations through Arun District Council portal

	<u>Jun-22</u>	<u>May-23</u>
<i>Social Rent</i>		
applicant appears to qualify	10	18
applicant appears not to qualify	8	21
<i>Shared Ownership</i>		
applicant appears to qualify	16	36
applicant appears not to qualify	2	3