

**MINUTES OF MEETING OF ARUNDEL CLT BOARD OF DIRECTORS HELD
THURSDAY 29 JUNE 2023 AT ARUNDEL TOWN HALL**

Present: Nick Chalk, Caroline Elderfield (Joint minutes); Wendy Eve; Hilary Knight (joint minutes); Graham Lane; Martyn Pettifer; James Stewart, Paul Summers (Chair).

1. **Apologies** – Tom Basham, Tom Warder (Advisor) and Penny Davey (member with potential interest in joining the board)
2. **Minutes of last Board meeting held 18 May 2023 APPROVED**
3. **Matters Arising not elsewhere on agenda**

ACLT archive and document retention: TB has investigated Teams further and recommended setting up Box account (Free level) for corporate archiving and document retention. JS has already populated with some Treasurer information and HK will set up Secretary section on return from holiday.

Agreed that TB (ACLT Data Protection Officer) to be Administrator. JS and HK to be editors. Other board members to gain access by invitation.

Report back on meeting with Cllr Robin Lovell (ATC Link Councillor) – PS/HK had a 1-2 hour meeting. He needed quite a lot of briefing – didn't seem familiar with planning history of development off Ford Road. Ready to help where he can.

Farmer's market – next 'roving ambassador' presence. PS will do 19 August (if anyone around please take photos and seek permission to use from whoever is in them). CE helping at another event but can support.

The Bell - copy deadline 24 July – HK will draft and clear with PS

4. **Other Actions arising from previous board meetings –**

ATC Community Questionnaire - not yet sent out but mentioned by Mayor at June Council meeting. JS understands it will be online with printed copies also available.

ACLT questions: local housing needs?; sounding out opinion on any new housing being all Affordable (no market units). ACLT taking on sites - option possible for land to be offered to ACLT to get funding before open to developers? Solely AH sites are not attractive to developers - but HK drew attention to Government programmes to close funding gap and ACLT's powers to raise Share Capital and borrow for land acquisition and/or construction.

Suggestions made for questions on behalf of ACLT to be put forward for inclusion in questionnaire: (Action, HK)

1. AH need – align with 2020 HNS wording to obtain 'tracking' data (has opinion shifted over time?)
2. Are you a member of ACLT? What would encourage you to join?



Board Away Day - October/December.

New poster for Arundel Surgery – HK will pass to PS. JS will do more laminated posters for other locations e.g. Co-op, Lido, Post Office

MP endorsement statement - use quote from letter on website. Agreed (JS).

5. **Risk register update** - TB not present so deferred until August meeting. All board members to review before then including likelihood and probability scorings.

6. **Membership and Share Register** – excel version; use of Mail Chimp at least one notice for July not received – HK has or will deliver hard copy. Agreed no further checks required. CE reported back from Google Training day suggestion to use simple CRM application. Agreed to rely on Excel and MailChimp for time-being.

7. **Ford Road Project**

Report back on meeting with Andy Wilford, 19 May – PS/JS/HK

Information provided about Service Charges; Managing Agents (Rendall and Rittner); Landscaping - developers looking to keep service charges down.

Service charge apportionment details from Esquire to Aster - Lizzie email noted – landscaping for extensive creating higher level of charges. Number of bedrooms fairer way of splitting charges?

Legal – report back from sub-group – HK/MP/JS

Two issues relating to Heads of Terms dealt with

Aster Group are using legal entity of Aster 3 Limited which is Registered Housing Provider 4872 and Charitable Register Society 7605. Our legal advisor suggested we ask for a Parent Company Guarantee and we were given this reason for it not being possible

- Aster Group doesn't offer parental guarantees in this context due to its charitable status. The group's RP's have sound financial standing with strong balance sheets. Aster Group has strong financial standing with a top governance and viability rating from the regulator and top grade credit rating from S&P.

Response on whether Asters Lawyers would be prepared to allow the CLT to rely on their report on title:

Ashfords have commented that they would be prepared to address their report to the CLT but it would be limited to ACLT for their use in the acquisition and would not allow any third parties such as a funder to them to rely on it. Would you like to pick up directly with Ashfords to confirm whether the terms in which this could be provided would meet your requirements?

AGREED



Contact from NE including Steering Group set-up

Raised at meeting with Andy w 19 May – his main concern seemed to be that membership should include land interests i.e. FE; CLT; Aster; eventual residents rather than wider membership stated in original ToR. i.e. more of Shadow Management Company board.

Re-visit what Steering Committee is supposed to do?

Suggested Group: Paul Henry (contracted by Developers), Earl Henry, Aster and ACLT.

Agreed to call a meeting to discuss. JS to write letter to Esquire. Best to also contact Aster and Earl Henry.

Open space specification - report back from Alistair Deighton's response to question for HK at Swallow Club talk 7 June

AD left NE in May, he went ahead with a talk to Swallow Club (it's a fund-raiser for St Nicolas). His talk was professional and discreet in relation to NE – no indications of any 'falling out' – he referred to a reorganisation and said he was working at Savills in Sevenoaks. He promoted the eco-credentials of the Estate's work generally, and the development off Ford Road in particular. HK asked him a question about the landscaping, and his response, if understood correctly, was to put up an alternative planting scheme and argue it out.

Current design 'extended garden plan' conventional for selling market houses but Ford Road development is considered as a Legacy project. Posit a more natural, less labour intensive maintenance option with advantage of less impact on service charges?

Street naming – email sent to ACLT Directors 20 June with members' suggestions sent to Esquire. Reply Alex Mattingley (Head of Sales and Marketing) 22 June:

Thank you for your response, we are currently reviewing internally, so will let you know as soon as we have come to a decision but any further feedback from the directors would be much appreciated.

We will need 4 street names in total, ideally, I'm thinking from the same theme to keep consistency across the development.

Suggest names of people who historically have been important to local community (eg Beare, Redman) or names relating to nearby places (eg. South Marsh View) to link development with existing landscape.

Town Council gifted land – HK reported back from Council discussion 15 June

- JV partners concern is to be able to tell prospective residents what the plan is before marketing begins end 2023. Andy Wilford, Earl Henry and Savills (Phillp?? since Alastair left) have spoken to Mayor – 3 options identified by



Mayor – various relevant points made by Town Councillors (most/all spoke) – will be included in forthcoming all-residents questionnaire (the one HK volunteered to help with a few months ago).

- Option 1 involves NE stepping back in – lease/leaseback – with Esquire Construction – to build facility which would be run as a commercial facility e.g. gym; nursery; (Esquire told HK must be commercial partner not public sector. Would there be an independent Dementia Care provider who would be interested?).
- Option 2 starts from point of view of community facility needs on Torton Hill side of town (is Surgery/Pharmacy; School; Scout Hall; Shop enough? Anything missing for nearer access for majority of residents and/or whole Town/catchment area?
- Option 3 involves no building: 'growing area' (however interpreted).

ATC will include options in Residents' questionnaire before deciding.

Map could be included with questionnaire as some residents are unaware of the site location?

Gas Works site may be confused locally with Ford Rd development?

Community forest – catch up with Mary Peach HK/CE

Esquire/NE not offering additional land as requested – MP had suggested some NE land on other side of Ford Road - but confirmation that original offer remains (see email 21 June)

The community forest is still very much in the area and size promised.

Of course, as you will appreciate it will be some time before we can hand over the area as it will be a live construction site for a while.

Notwithstanding when the time is right, we will be in touch re the discussion on the licence/terms.


MP is developing ideas for a youth project, including live-work units on ATC gifted land

Letter to residents on adjoining streets – PS – and follow up email exchange with Paul Henry noted

8. Membership applications

The following were approved:

Share transfer from Cora Gillies (deceased) completed – completed membership form received from Polly Atkinson, 1 Arun Terrace, Ford Road, Arundel BN18 9EG



Stephen	McAuliffe	1	Goodacres Cottage, Arundel Road, Fontwell		
Elizabeth	Maidlow	1	4 Bakers Arms Hill	BN18 9DA	£1 coin in envelope via Caroline
Hayley	Breden	5	2 Bernard Road	BN18 9EP	forms left at Town Hall & £20 BACs
Tim	Breden	5	2 Bernard Road	BN18 9EP	
Will	Breden	5	2 Bernard Road	BN18 9EP	
Henry	Breden	5	2 Bernard Road	BN18 9EP	

9. Arundel Neighbourhood Plan Steering Group

Update from HK

- aim is to make modifications that do not 'change the nature of the plan' and therefore not require a further local Referendum – will pick up revisions to national policy framework; housing allocation sites will be brought together into one policy
- HK asked to update data on population and supply of retirement housing
- main focus will be on new Design Code for Conservation area and possibly other 'Character areas'
- HK still hoping to raise idea of only AH but so far told this would not be 'reasonable' (possibly related to above point about not changing nature of plan).
- NE want to have Castle Stables and Business Hub, not housing as in current plan. (has planning application gone in for this?)_

10. Correspondence

We have had an invite to Chichester Community Led Housing groups catch up/forum – JS following up.

CLT National network asking us to lobby MPs before 20 July -

11. Any other business - none

12. First board meeting after AGM – Thursday 17 August, 7pm

Apologies from NC and JS

