

**Minutes of meeting of Arundel CLT Board of Directors held  
Thursday 18 August 2022 at Arundel Town Hall.**

**Present:** Caroline Elderfield; Hilary Knight (Minutes); Graham Lane; Martyn Pettifer;  
James Stewart (Chair); Paul Summers;

1. **Apologies:** Tom Basham; Wendy Eve, Darrell Gale, Amelia Lazareski, Mark Rankin, Tom Warder (email to DG 19/8).

**ANNUAL BUSINESS**

**2. Election of Chair and Deputy Chair.**

The Chair cannot be a member of the Town Council. The previous Chair may be re-elected.

HK said she had spoken to Darrell and Wendy who were both prepared to stand again for their positions.

Proposed by MP and seconded by HK that Darrell Gale be elected as Chair and Wendy Eve as Deputy Chair. AGREED unanimously.

**3. Election of Treasurer, Deputy Treasurer and Secretary. Delegation of DP Officer.**

It was thought TB would be ok with re-standing as DP Officer.

Proposed by MP and seconded by PS that James Stewart be elected Treasurer, Graham Lane as Deputy Treasurer, Hilary Knight as Secretary and Data Protection Officer duties be delegated to Tom Basham. AGREED unanimously.

**4. Co-options**

DECIDED no need to co-opt any additional board members as we now have a board of 11 with a good range of skills and experience


**5. Dates for board meeting 2022/23 and 2023 AGM**

Board meetings: 29 September; 3 November; 15 December 2022; 19 January 2023; 16 February; 16 March; 20 April.

AGM: 5 June 2023

All are Thursdays avoiding currently advertised ATC meetings. ACLT meetings will be 7pm at physical location in Arundel unless specific decision made to switch to zoom.

**6. Banking arrangements**

 Wendy Eve. 29.9.22.

- Existing authorised signatories can remain as fit for purpose (though Financial Reg to designate that 2<sup>nd</sup> signatory has to be DG or HK did have to be overridden during July for payment previously noted as due by the board): Darrell Gale, Hlary Knight, Graham Lane, James Stewart.

JS said he needs to notify bank (Lloyds of new Director appointments)

- Approved signatories for any legal or other appropriate business.**

Confirmed that these shall normally be the Secretary and one other board member.

- Board education and team building**

No suggestions or requests for individual education arose from the updated self-assessment skills matrix which had been circulated before the meeting.

HK drew attention to the benefits of some Secretarial /admin duties that she has struggled to deliver being picked up by others e.g. Minute Taking, Record Keeping, all-member communications.

- Decide when to conduct the annual risk assessment**

Confirmed for 15 December proposed having reviewed plan 3 November.

- Schedule other annual business**

Quarterly financial accounts: 18 August (Quarter 1); 3 November (Quarter 2); 19 January (Quarter 3)

Standing Orders and anything else relevant to AGM, 16 March (with follow up as necessary 20 April)


Annual Financial Statements 20 April.

- Appointment of Directors following AGM elections:**

HK circulated a hard copy for those present to check and reminded Directors of the need to keep it up to date. She will add details for CE and AL so the website version can be updated.

Retirement by rotation and term dates – TB, CE, MR, AL were all elected to 2025. HK will circulate updated list of term dates.

A copy of the published Declaration of Interests/Close Connections list was circulated and none present had any updates to make. HK till update with CE and AL's details and pass to JS for publication on website.

  
29.9.22.

## IN-YEAR BUSINESS

13. **Minutes of last Board meeting held 26 May 2022** (not 21 April as shown on agenda – these had been approved at May meeting)

**APPROVED** as correct record.

14. **Actions arising from previous board meetings**

Lack of named contacts at ADC since Arjan de Jong left – HK said Tom Warder is making new contacts. JS referred to Kevin Owen as possible contact.

HK has arranged for Jackie Sumner to come and talk to the board in November about the benefits of being a member of VAAC as requested at previous board meeting.

Noted that we have not followed up some of points from Nov 2021 Away Day e.g. Values/Mission or Manifesto development. Those present confirmed value of 'team building', getting-to-know one another better type event so we need to arrange another before too long.

15. **Draft Minutes of AGM held 30 June 2022**

Approved for publishing as a draft on website with corrections identified by MP and deleting reference to questions where HK's notes were not clear and others had no recollection of.

16. Matters arising not elsewhere on agenda – to follow

17. **Membership applications**

There were no membership applications for approval.

18. **Ford Road update**

The correspondence with Esquire following the June consultation had been circulated with agenda on 11 August – ACLT letter dated 30 June and Esquire's reply dated 15 July. Esquire's reply was discussed in detail. *[Reply attached to these minutes summarises the discussion – a draft was circulated to all Directors on 22 August and this feedback taken into account to send reply on 24 August].*

Agreed we should encourage Building and Nature accreditation.

Planning timing – noted that Esquire have submitted Reserved Matters application

Public access open space – HK, CE and Trevor Andrews (ACLT member) had met with Mary Peach the previous day to discuss Children's Forest and make other links about the public access open space, ATC Tree Wardens, contacts with schools etc.

 29.9.22

## 19. Correspondence

Mary Peach had forwarded an email from Andy Wilford dated 14 July saying a forest school would work really well in the site and confirming their intention to safeguard an area for such use, located opposite the existing pocket park. There will be a need for a formal arrangement with the Norfolk Estate. Mary had also HK on an email from from to Alastair and Andy sent that afternoon about

## 20. Any other business

Draft Accounts for period to 30 June 2022 These had been circulated by the Treasurer earlier that afternoon. JS confirmed that the Share Capital Increase of £41 this year related to new members since April 2022.

Minutes of Arundel CLT Board of Directors Decision 30 June 2022 showing signatures of six board members who check the final response to Esquire and Norfolk Estate regarding June consultation were NOTED. The other three Directors not present had been involved in e-mail exchanges on the draft.

MP's Round Table for CLTs – we should ask Andrew Griffith for another CLT round table discussion to keep in conversation about Community Housing Fund and RTB as well as make sure he is up to date about our activities. The last one was October 2021. HK to contact TW. Direct letter from ACLT also?

## 21. Date of next meeting – Thursday 29 September 2022

### Appendix to Item 18 above – summarises discussion on Esquire's 15 July letter

Dear Andy

Thank you for your letter dated 15 July, which we discussed at our board meeting last Thursday. I attach some reactions and comments arising from our discussion on behalf of our Chair.

#### **Quality design and eco development**

- Continuing priority to good quality design and green/Climate change aspects remains a critical area of common agreement that we look forward to working with you and the Norfolk Estate, in the best interests of the Arundel community

#### **Affordable housing**

- It is disappointing that we cannot explore the implications for the distribution of the AH units due to time constraints: until this stage, ACLT's involvement could be seen as having saved time and effort within the planning process. We would really appreciate you keeping us informed how the conversations go with Arun DC on this issue, and whether your arguments prevail. Insofar as ADC want 'clusters', as I think you would agree, this may, or may not, be an improvement on your proposal. Please note that Aster have assured us they do not regard 'management' (including maintenance) considerations as material – they have told us they will go with whatever ACLT propose.

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- You say the location of the AH units did not emerge as a substantive issue from the June consultation. However, in terms of our joint interests in building and sustaining community confidence in the development, it remains important to cultivate understanding of the proposals and how risks are being mitigated (in this case, the downside risks of Social Rent tenants and Shared Ownership occupiers being separate from the market homes; and, any sense that subsidised homes are denied access to better locations and views facing the Village Green, across to Tortington, and across the river. If there is some form of words you could share to say why you do not just ‘pepper pot’ – which is what some people would assume as the best solution - that would be really help.
- You reference the size standards within the section of your letter about the location of the AH units. We agree that, attention to detail impacting positively on the AH occupants remains critical and the more you can share with us how you achieve this, and where ‘trade-offs’ and compromises arise in relation to other factors within the Financial Viability, it would really be appreciated.

### **Public access open space**

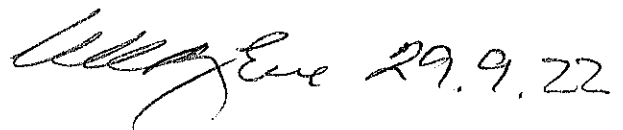
We are delighted things are progressing with the allocation of space for Children’s Forest and we will continue to work close with Mary Peach and others in her network. Last week, two of our Directors met with Mary and one of our members who is also one of Arundel Town Council’s Tree Wardens. So we continue to grow appreciation of the opportunities and give attention to the details that will matter to local residents and build community.

We hope there will be further detailed consideration of the implications of the Children’s Forest, ATC, and development land for the local Cycling and Walking Infrastructure Plan, as well as the wider SDNP, Arun Valley etc. planning. To make sure the site design optimises the opportunities for integration of public and community amenities.

### **Management company and long-term maintenance of the site**

Thank you for updating us on your perspective. It is useful and relevant to recognise that the Norfolk Estate is likely to maintain involvement in the management company, meaning the land would remain in the wider estate portfolio. We suggest a ‘Steering Group’ arrangement – perhaps with quarterly meetings of the key stakeholders might be the way to plot a path as to the formation of the future Management Company. As well as ACLT, ATC and Children’s Forest/Pocket Park representatives, we could introduce site neighbours (e.g. one of our CLT Directors lives on Steward’s Rise and has an Angmering Park allotment accessed through his back garden), the member who is the ATC Tree Warden and lives on Dalloway Road – and has professional background involving commercial skills); and potential occupiers (e.g. one of our members who aspire to be Shared Owners within the development).

We look forward to hearing more as the Reserved Matters process proceeds and your reaction to the ‘Steering Group’ (this is a variant of something Hilary spoke to Alastair about a couple of months ago).

 29.9.22