

Minutes of Arundel CLT Board of Directors Meeting held 19 November 2020

7pm, by video-conference (due to coronavirus)

Directors present : Tom Basham; Pete Crowe; Wendy Eve (Deputy Chair – to 8pm/Item 5), Darrell Gale (Chair); Deborah O'Reilly (to Item 5, part way); Martyn Pettifer; Marc Rankin (connectivity problems); James Stewart (Treasurer);

Also in attendance: Cllr John Bradley (Arundel Town Council), Tom Warder (Action in rural Sussex).

1. **Apologies** – Paul Summers attempted to join the meeting but due to connectivity problems missed most of the business
2. **Minutes of meeting held 15 October 2020 APPROVED** as correct record.
3. **Matters arising not elsewhere on agenda**

FCA - HK is now registered to use on-line Portal on the CLT's behalf. Annual Return and Accounts submitted and uploaded for public access by the FCA.

Biodiversity statement – now published on the website.

AIRs sessions for board members: the one on Finance was postponed due to continuing uncertainty about Government funding. James Stewart volunteered to be the second person for the Community Engagement session on 16 December – Tom Basham also going. **Action JS/TB**

Bell copy for January deadline to include benefits of development off Ford Road to counterbalance concerns about additional road traffic (**JS to draft for Jan board**)

No outstanding Share Certificates/Code of Conduct for new members

Community Infrastructure Levy (CIL) – JB reported that Arundel Town Council raised CIL at liaison meeting with Arun DC and were told there is no current CIL list. ATC have forms to submit a list. MR and JB propose the CLT and ATC + the Cycling/Walking Group come forward with ideas for ATC's list and CLT board should channel ideas via MR: identify projects that add value e.g. connectivity; transport links; amenities – site itself and wider Arundel – then discuss best approach with Planning Team (format and form) to be viewed favourably. JS reported that Cycling & Walking Working Group that afternoon had spoken with Nicky F. from Planning Team about CIL: all Town and Parish Councils being asked to bring forward lists – Arun DC meeting 13 December - consult on criteria. **Action MR (JB).**

TW has had no response from other CLTs about relevant experience to inform our discussions about public realm on Ford Road site. **He will try proactive approach.**

Alternative to paying Zoom subscription – Teams is the obvious answer. **TB to test whether MP can get Teams.**



Comprehensive Spending Review – HK has sent letter to Andrew Griffith based on NCLT templates and welcoming idea of local CLTs having joint meeting in New Year.

4. FAQs for Website

JS said some work had been done based on material on the Town Projects/Affordable Housing section of the Love Arundel-Visit Arundel website. These cover generic questions such as What is a CLT; Why Arundel CLT was established etc. HK said it was important to cover the sort of questions we were asked at the Farmers' Market stall, through the Housing Needs Survey and questions to the CLT email via the website, e.g. how to access the Affordable Housing at the development off Ford Road.

DG suggested we have 15 minutes before every board meeting when any queries coming up can be logging and 'true' and transparent answers developed.

TW offered to review draft text of Q&As. Action JS/TB.

5. Ford Road project

Planning update – PC, HK and JS had a useful meeting with Karl Hines and Tom Warder to talk through the CLT's role in the formal planning process to help clarify the CLT's plan and risk assessment. We think Section 106 drafting could start once the Outline Planning Application had been submitted and **JS will contact Guy from Savills immediately the application has been submitted requesting involvement.** The Local Lettings Agreement is part of the Section 106 agreement.

Ownership/management of land – HK said she thought we should approach Earl Henry direct to talk about the option of the CLT owning the land. Others continue to be concerned that Arundel CLT's prime purpose is rented affordable units and we shouldn't 'bite off more than we can chew'. Is there enough appetite to take on more to bring positive benefits for Arundel? Is the planning process sufficient to safeguard the biodiversity aspects and who will be held to account for the realisation of the net biodiversity gain strategy?

It was agreed that **JS would arrange a meeting with Earl Henry to discuss ownership; management and biodiversity. It is likely Savills will accompany Earl Henry. Other involved; DO'R; HK; DG; PS.**

Local Lettings - TW, HK, WE and PS had a positive meeting with Arjan De Jong from Arun DC who is very receptive to local allocations criteria. The income cut-off of 4 times the Local Housing Allowance seems to work for the Arundel Housing Market. All but one of the examples in our 2020 Housing Needs Service would be eligible

Angmering, Barnham and Eastergate have had their local policy agreed so for consistency, it is suggested we use theirs as a template. **Action: HK/Local Lettings Group.**

Legal Advice – we need to get quotes. Tom has given us details of two relatively local solicitors who have a track record with CLTs and there are a couple of national options as well. JS mentioned a local firm who should also be approached. **Agreed that HK and PC have delegated responsibility to appoint with advice from TW.**

Wendy Eve left the meeting



6. Arundel CLT Plan and annual risk assessment

PC reported on a lack of response to the emails he sent to build the plan but, despite that, progress was being made. He reminded the board that the March 2021 target date for approval of the Outline Planning Permission would come quickly. PC's work to engage others and document the plan we have was acknowledged and appreciated by DG and HK.

PC & HK reported on the work they had done on risk assessment and proposed an initial version be brought to the next board meeting.

7. New member applications APPROVED

Nicholas James Chalk, 40 Penfolds Place, BN18 9SA – 1 share
Esther Louise Chalk, 40 Penfolds Place, BN18 9SA – 1 share

8. Report back from National CLT AGM


Attended by HK, DO'R and PC who found it useful to varying degrees.


9. Correspondence

NCLT Webinar Tuesday 1 December 11-12 mid-day – details attached

10. Any other business - none

11. Date of next meeting – Thursday 21 January 2021, 7pm

Signed  Deputy Chair

Date  2021