

**MINUTES of meeting of Arundel CLT Board of Directors Meeting held 21 January  
2021 by Zoom (due to coronavirus)**

**Present**

Board members - Tom Basham; Wendy Eve (Deputy Chair and Chair for this meeting); Graham Lane (Deputy Treasurer); Martyn Pettifer; Marc Rankin; James Stewart (Treasurer); Paul Summers;

Others – Cllr John Bradley, ATC Link members; Tom Warder (Action in rural Sussex).

1. **Apologies** – Darrell Gale
2. **Minutes of meeting held 19 November 2020** APPROVED
3. **Matters arising not elsewhere on agenda**

Appointment of legal adviser for Ford Road development

HK reported that five solicitors had been invited to quote: two known to AiRS as having track record in CLT work, and three others with Arundel offices. Only the first two had responded. The Mirkwood, Evans, Vincent (Corrine Vincent) quote is clearer cheaper and there is no indication this arises from compromises in relation to our quality criteria. TW had queried the element of the quote for Local Lettings Agreement as specific advice is unlikely to be required for the Lettings Agreement itself and will follow this up for us.

**The appointment of Corrine Vincent at a potential cost of c£4K (including VAT) was ENDORSED**

Community Infrastructure Levy

Cllr Bradley and Marc Rankin updated Directors on discussions with the Cycling & Walking Group, ADC and SDNP which clarify how CIL might work. ATC need to keep ahead of ADC's process to ensure Arundel projects are listed. Feasibility for the Arundel-Ford Station safe cycling/walking route may be possible through CIL but the project itself is likely to require County or National Investment funding.

**4. Director resignations**

Pete Crowe's and Deborah O'Reilly's resignations, both for personal reasons, were noted with regret. **The Secretary was asked to write on behalf of the board thanking them for their contributions. Action HK.**

It was agreed that we would review our skills matrix and recruit to vacancies up to our limit of 12 people through the 2021 AGM process.

**5. Communications**

The letter from 'Les Voke and Concerned Arundel Residents' in Winter edition of The Bell was noted alongside draft text for our CLT Update in the next Edition. A recent letter from an Arundel resident to West Sussex Gazette opposing the Ford Road development was also

discussed as was misinformation within the community e.g. persistent belief that there will be road access from Dalloway Road. Also important for people to understand limitations of brownfield sites in bringing forward truly affordable housing. The framing of facilities for 'all' of Arundel and narratives around which parts of the town are/are not 'remote' also referred to. The tactics of avoiding bunfights raised and importance on focussing on winning hearts and minds.

It was noted that JS will be writing to West Sussex Gazette emphasising Neighbourhood Plan aspects and DG will write a letter as Chair of CLT and Torton Hill resident bringing out affordable housing for local people aspects.

Agreed that TB/JS should proceed to get FAQs published on website and all Directors encouraged to check and give feedback. **Action TB/JS**

## 6. Ford Road project

JS talked through the Notes of the meeting with NE/Savills held on 13 January. Matters arising/carried forward

- Public realm/land management & maintenance – management company/residents association with NE holding a 'golden share' to retain some control over the site? All options remain open.
- S106 – CLT and Aster will be involved early. CLT aim to set up meeting in March - JS to liaise with Guy Dixon
- Guy Dixon will set up walk around site for CLT in Feb/March
- Next CLT/NE-Savills meeting in 2 months when more known about progress of Outline Planning Application (
- Building with Nature standards – we could put on our website? Would it be worth paying for accreditation? **PS to find out more about the people behind the standards and likely cost. TB to check with his contacts.** TB reminded Directors that he has already uploaded a Natural England document on Biodiversity Metric to Teams.

Cllr Bradley reported that ATC Planning Committee and full Council supported the scheme with comments about traffic issues and no negative comments about the scheme

## 7. Quarterly accounts to 31 December 2020 and HMRC issue

The draft accounts for the period to 30 December 2020 was noted. Total reserves are £3,787 which includes £154 share capital. The only costs for the year are the 9 monthly payments of £14.39pcm for Zoom meetings and the £62 annual fee for the website hosting. We don't have enough funds for the legal fees associated with the Ford Road development so JS and GL will revisit applying for NCLT funds now we have a specific requirement. **Action JS/GL**

JS reported that HMRC has replied to the letter asking for exemption from completing the Corporation Tax return on the grounds we are 'dormant'. HMRC say our Arun DC grant means we are not dormant. Some CLTs do get full exemption until they start trading (e.g. receipt of rental income). **JS will follow up with a phone call to HMRC** but if we have to complete a return, we will require accountant's fees and possibly have to pay tax. **TW to follow up with NCLT.**

## 8. Risk assessment/register

HK explained the risk register was based on the work Pete Crowe and she had presented to the previous meeting. In view of Pete's resignation (for health reasons), she had asked MP to look over the document before sharing it with board members. There are some unfinished sections and all board should now review it and feedback any comments to HK. Action TBIAII

9. New member applications - none

10. Report backs from seminars, webinars etc.

Financial Appraisal - NCLT Seminar 1 Dec— HK reported it was a very interesting and valuable seminar.

Community Engagement and Community. Organising - AiRs meeting 6 Dec. — TB reported we are in line with good practice and that video updates could be used effectively

Community Share Offers - NCLT webinar 12 Jan — GL reported on the detail of the successful Calder Valley offer which could be relevant to Arundel CLT for a future project. TW said Brighton & Hove CLT had had similar success recently.

11. Componence

12.

- Gemma Odde, CLT Member offering resignation because opposed to Ford Road development — HK reported she had had a productive conversation with Gemma when she had been able to add information Gemma was not aware of before and Gemma now seems more positive about the Ford Road development than she was and we hope she won't pursue her resignation.
- 2 website enquires re. accessing rented/SO at Ford Rd. development — HK has replied but the sooner we have fully researched FAQ responses and a local Register, the better.

13 Farmers' Market stall

Will it reopen in time to enrol new members in time for AGM? Alternative means to build membership?

14. Any other business

None

15 Date of next meeting

Thursday 18 February 2021 , 7pm



11/03/21.