

**MINUTES of Meeting of Arundel CLT Board of Directors held Thursday 15 August 2024 at
30 Torton Hill Road, ARUNDEL BN18 9HL**

Present: Tom Basham, Caroline Elderfield (Minutes), Wendy Eve, Hilary Knight; Martyn Pettifer; Paul Summers (Chair)

Apologies – Nick Chalk, John Morrison, James Stewart, Tom Warder, Graham Lane.

ANNUAL BUSINESS

1. Election of Chair and Deputy Chair.

Chair: Paul Summers. Proposed by HK. Seconded by MP. Elected unanimously.

Deputy Chair: Wendy Eve Proposed by CE. Seconded by HK. Elected unanimously.

2. Election of :Treasurer, Deputy Treasurer, Secretary, MinutesSecretary (to replace Deputy Secretary), Membership Secretary*, Delegation of Data Protection.

Treasurer: James Stewart. Proposed by MP Seconded by WE

Deputy Treasurer: Graham Lane. Proposed by TB. Seconded by MP

Secretary: Hilary Knight . Proposed by MP. Seconded by CE

Minutes Secretary:Caroline Elderfield. Proposed by HK. Seconded by TB

Membership Secretary: John Morrison Proposed by HK . Seconded by MP

Delegation of Data Protection: Tom Basham. Proposed by HK, Seconded by PS

All approved unanimously.

3. Dates for board meetings 2024/5 and 2025 AGM

26 September; 24 October ; 28 November; 9 January; 27 February; 3 April; 9 May; AGM 19 June

4. Banking arrangements

Existing authorised signatories approved: Paul Summers; Hilary Knight, Graham Lane, James Stewart.

5. Approved signatories for any legal or other appropriate business.

Normally the Secretary and one other board member. Approved.

6. Board education and team building

Latest Skills Assessment matrix noted.

Community Land Trust Network are offering Skills Training with Paul Kelly.

CLT Training/Running a CLT - governance and operational essentials. 5th Dec. 2024

CLT Training/Engaging your community - community and stakeholder engagement 16th January 2025 price per. session £90.

7. Conduct the annual risk assessment

Strategic Plan Sept/Oct followed by Risk assessment at November meeting

8. Schedule other annual business

Quarterly financial accounts: 15 August or 26 Sept (Quarter 1); 24 Oct (Quarter 2); 9 January (Quarter 3). Annual Financial Statements 9 May. Agreed

Standing Orders and anything else relevant to AGM, tbc March/April (with follow up as necessary tbc April/May). Agreed

9. Appointment of Directors following AGM elections. Terms of office, declarations of Interest/Close Connections for website and FCA return

HK declared new appointment of Trustee to Community Land Trust Network. With this addition, information shown on agenda sheet is now ready to go on website and be used for this year's annual return.

ORDINARY BUSINESS

10. Minutes of last Board meeting held 9 May 2024 – typo corrected. Approved and signed

11. Ford Road Project

Contract documentation

ACLT solicitors emailed us on 1 August confirming they had received the following documents to review:

1. The latest version of the draft contract
2. An amended version of the side letter dealing with CLT consultation during the development process
3. The latest version of the draft transfer
4. The latest version of the draft lease
5. A draft side letter requiring the CLT to vary the lease to remove the buy-back provisions in the event that Aster is not able to get funding due to the buy-back provisions being in the lease

Aster have an established Lease to conform with their lenders' requirements. This restricts some of ACLT's potential future actions but there is no scope for negotiation to change the wording.

Management Company

Email from David Braddon 5 August. Aster have seen draft Articles and Memorandum. Request for ACLT to also have sight of these. Further phone call from DB on 16th August.

- Relationship to site owned by Blastreat.
- Potential for 10 houses?
- Height restriction re. surrounding property scene. ACLT not in a position to buy land.
- ACLT make contact with whoever buys?

14 Project for next project

HK reported on email Nicholas Champkins email and fee quotes for three phases of work. (Full text of email below for CLT directors but omitted from published signed minutes for reasons of commercial sensitivity). The board agreed to proceed with phase 1.

Other points made in discussion:

- The feasibility study may not translate into ACLT being able to buy a site at auction.
- -Advice on financing likely to be needed from elsewhere
- At what point do we consult with Aster on what project we go for?

Confidentiality Agreement with Bardakhanova Champkins Limited – Secretary authorised to sign with Chair as second signatory.

15. Accounts to 30 June 2024

Only three transactions in the first quarter: payment to Nat CLT Network £390; payment to Kin for Travel £90; Receipt of £3 for members, via Hilary. Total expenses £480, almost all the planned admin expenditure for this year apart from website costs in December and Hilary/Paul travel expenses paid in July. Bank balance is £4892.

NB - legal costs still anticipated, we can cover the current planned work, but not any additional work.

ADC are processing new Admin grant to see us through until receipt of ground rents.

16. Correspondence (HK)

Town Council – Arundel Stakeholder Group, 17 July - Letter from the Mayor of Arundel regarding the possible revival of the Arundel Stakeholder group with a first meeting on 7 November 2024 on the topic of sustainability.

- would ACLT like to see the Stakeholder Group revived, and would it wish to participate in its quarterly meetings? ACLT response: Yes
- would it be possible for us to be represented at a meeting on 7th November, in the early evening? CE to represent ACLT

CLT Network AGM – online late November HK and PS to attend

CLT Network, Newsletter 22 July – various including information on lobbying and grant funded programme to support community innovation. PS alerting JM to this opportunity.

Tom Chance, Director of CLT Network – visit to West Sussex request via Tom Warder to meet some ACLT directors, visit Arundel Gate. PS & WE can make Monday 14th.

17. Matters Arising not elsewhere on agenda

Aster Data Sharing Agreement signed – noted

Bell article – JS submitted copy and photos for end July deadline/September edition

P.S

Arun District Council Housing Strategy consultation – draft circulated to directors by HK. Several responded and final circulated by email Saturday 9 August

Report back from CLT Network Conference in London, 21 June – attended by PS and HK- many interesting and varied examples of CLT activity in other places - land only projects, water projects, etc.. Online detailed examples available on CLTN website.

North Horsham CLT – PS met members at conference and arranging to meet them in Arundel.

18. **Date of next meeting** - Thursday 26 September, 7pm

Pages 7, 8, 9 redacted
(commercial confidentiality -
relate to appointment
of bardakanovachampkins).