

**MINUTES OF ARUNDEL CLT BOARD OF DIRECTORS MEETING
held Thursday 29 September 2022 at Arundel Town Hall**

Present: Tom Basham (from Item 5; Caroline Elderfield; Wendy Eve (Deputy Chair and Chair for this meeting); Hilary Knight (Minutes), Graham Lane; Amelia Lazareski; Martyn Pettifer; Marc Rankin.

1. **Apologies for absence** – James Stewart, Paul Summers, Tom Warder.

2. Board membership

Directors' terms of office

HK had emailed all board members on 22 September to notify their terms of office. We should have reminded Paul Summers to stand for re-election at this year's AGM. Because this did not happen, his term expired on 30 June 2022 so he is not currently a board member.

Rule 18.4 allows the board to appoint a director between AGM and the appointment lasts until the end of the next AGM. Directors appointed by the board must stand down at the end of the next AGM. Members may reappoint them at that AGM. The other Directors with terms ending at the 2023 AGM are Graham Lane and Martyn Pettifer.

It was proposed by HK and seconded by MP that Paul Summers be appointed a Director of Arundel CLT. AGREED Unanimously.

Darrell Gale's resignation

Darrell had sent Directors a letter by email, dated 13 September 2022 resigning with immediate effect as Chair and as a Director of Arundel CLT. This is a purely personal decision. A Vote of Thanks to be sent (HK).

Potential for further appointments or co-options

AGREED that we seek to co-opt 1 or 2 more Directors to bring the board closer to the agreed maximum of 12. The website has a standing invitation to members to contact us if they would like to apply to be a Director. HK will contact Nick and Esther Chalk to see if one of them might be interested. One or the other may also be interested in joining the proposed Steering Group for the Ford Road estate Management Company.

3. Election of Chair

It was proposed by WE and seconded by HK that Paul Summers be elected Chair of Arundel. AGREED unanimously

4. Minutes of board meeting held 18 August 2022 APPROVED as correct record and signed by WE for posting on the website (HK/JS).

5. Matters arising not elsewhere on agenda

Bank signatories

Change of signatories for banking. DG to be removed, PD to replace. (GL)

PSummers

Risk register updates

TB has checked the insurance policies and made a few updates to the risk register on Teams

Link: <https://arundelcltld.sharepoint.com/:x:/r/sites/ArundelCLTLtd/Shared%20Documents/General/ACLT%20Plan%20and%20Risk%20Register/ACLT%20Risk%20Register.xlsx?d=w149f589da240421ab2567e9787b8dee3&csf=1&web=1&e=8yViSr>

Revised plan to be considered at November meeting and risk register updated again for review at December meeting. (TB and GL). Some entries on current risk register have been overtaken by signing of s106 agreement and progress of Reserved Matters planning.

Police Station Site

HK drew attention to the most recent email from Sussex Police about a report about the site being prepared for for the September Police and Crime Commission meeting. Idea of approaching PCC direct for a meeting has not been followed up.

River Road site

HK reported that both she and James Stewart had been in e-mail correspondence with Clive Slater who has been co-ordinating local opposition to ADC plans to use a site for AiRBnB. It seems most neighbours want to replace the existing garages with parking spaces and electric charging points, but some think affordable housing use could and should be considered.

Article provided by Pocket Park/Children's Forest in September Bell

HK referred to the article in the September Bell 'Children of the Forest' which covers the Children's Forest initiative in relation to the development off Ford Road in a positive way.

Farmers Market ATC Stall

HK confirmed she had contacted the Town Hall to reinstate ACLT information being available on the ATC Stall and encouraged directors attending the market to show an interest and speak to ATC councillors manning the stall to make sure they were aware of the availability of the Membership Application Form and ready to handle questions about the development off Ford Road.

Report back from CLT Network webinar on Local Lettings

HK reported that this had been a very useful webinar. She had also attended a webinar on appointing consultants the previous day. All CLT Network webinars are recorded and summary information provided on the website. HK said these events were very good capacity building for board members. She urged other board members to find the hour of their time necessary to make use of this training resource.

CLT Network AGM taking place in Birmingham or online on Saturday 5th November. MR may be able to join am. MP can do pm.

6. Annual Returns

JS had completed the Combined Accounts, Computations and Tax Return for year end March 2022 and submitted to HMRC. It had been emailed to all Directors that afternoon and



submitted to HMRC. It shows that we owe just over £1.14 in tax on the £6 donations in the year.

HK had circulated a draft Annual Return (AR30) for the Financial Conduct the previous date. She drew attention to one change to the Turnover figure, picked up by James Stewart and changes to the description of our current activities suggested by MP. The form, as amended was available hard copy during the meeting for all Directors to check. It was AGREED HK should submit the form, as amended, to FCA, together with the Annual Accounts before the deadline for filing of 31 October

7 Ford Road Project

Reserved Matters Planning

Zoom meeting with Esquire and Alastair Deighton on 23 September: attended by JS, HK, WE, CE and GL. Also Tom Warder, Karl Hine and Lizzie Clarke. HK had circulated a follow up note with comments and questions for Esquire, prepared by herself and JS.

GL urged that ACLT focus in on our core objectives and make targeted contributions to avoid diluting the impact of our feedback. TB pointed out ACLT is invested in overall success of the development. HK highlighted examples of successful influence for community benefit e.g. bicycle parking, Children's Forest introduction; even though not always central to ACLT core objectives for this project (which is the AH).

The inclusion of Childrens' Forest area and links to Pocket Park is very positive.

HK to finalise ACLT responses to date and send to Andy Wilford and Alastair Deighton.

ATC: Planning Committee have minuted that they have no objection to Ford Road proposal. Agreed that ACLT request input at meeting Planning Committee Meeting on 27th October. JS, HK to attend.

Timing: mention has been made of consideration by ADC Planning Committee in November, but a Case Officer had not been assigned, as of 23 September so this may not be practicable. ADC have to apply for extension if not processed application within 56 days. Or, non-determination by Planning Inspector.

Aster/Esquire: meeting due to take place on 19 September postponed to 5 October due to Bank Holiday for Queen's Funeral. Aster are appointing an Employer's Agent for the development. No confirmation that final agreement has been reached.

Lizzie Clark, the newly appointed Development Manager to be our contact for Ford Road project was on the call with Esquire the previous Friday and wants to come to our November or December board meeting. She will combine this with other visits in Sussex, including, possible site visit at Ford Road. Possibly arrange for other ACLT Directors who are interested to meet with her outside the meeting.

Email received today from Lizzie commenting on our draft note for Esquire: Adopted status for estate roads - too late to pursue this now?. Freehold needed by ACLT for those parking spaces as yet unallocated in order to them to be allocated to AH.

a. Open space and estate management – Children's Forest; Steering Group



HK reminded Directors that membership of ACLT sub group to date has been HK, WE, CE and PS. We can review this at any time. We have had contact with a number of ACLT members interested in the issues. TB drew attention to distinction between Forest Schools (a business) and Children's Forest Project. We understand the Arundel Children's Forest group will be offered a license by NE/Fitzalan Properties. Mary Peach has already done some fund raising. Implications for insurance etc. raised. There is a Childrens Forest meeting in Billingshurst 15 Oct which might be useful for people wanting to know more

HK will make a start on Steering Group proposal for Esquire/NE and circulate to others asap.:

7. Membership applications APPROVED

| | | | | | | |
|-------|---------|----------|-------------|---------|----------|---------------------------------------|
| Maria | O'Brien | 5 shares | 5 Priory Rd | Arundel | BN18 9EJ | £10 BACs from Sean Conway 23.6.22 for |
| Sean | Conway | 5 shares | 5 Priory Rd | Arundel | BN18 9EJ | him& Maria |

8. Correspondence

Invite to CLT Network AGM – Saturday 5 November, Birmingham or online

MR & MP potentially available to join remotely for at least part of this event.

Andrew Griffith – Right to Buy – his reply (dated June) emailed to Directors 31 August was NOTED with concern at lack of unambiguous opposition to Right to Buy for CLT tenants. Tom Warder approached to say ACLT would support AiRs proposing another CLT round table meeting with AG

9. Any other business

Wickham visit: HK to organise for March 2023. AL not available as will revising for exams.

ADC Housing Briefing for Councillors: TW has invited HK, and possibly JS to help with briefing on community-led housing in October.

ACLT Members submissions to ADC re. Ford Road Development - letters are recorded but not emails.

ACLT Member Newsletter HK to draft and circulate for comments – to go out in next 10? Days;

10. **Date of next meeting** Thursday 3 November 2022, 7pm. *Speaker: Jackie Summer, VAAC; possible attendance, Lizzie Clarke, Aster*