

**Meeting of Arundel CLT Board of Directors held Thursday 15 December  
2022 at Arundel Town Hall**

**Present:** Tom Basham; Caroline Elderfield (Minutes with HK); Wendy Eve; Hilary Knight (Minutes with CE); Martyn Pettifer; Marc Rankin; James Stewart; Paul Summers (Chair); Lizzie Clarke, Aster.

1. The Chair **welcomed Lizzie Clarke**, Development Manager (Community Housing) at Aster and our contact for the Ford Road project. **Apologies** received from Nick Chalk, Graham Lane and Tom Warder.
2. **Minutes of last Board meeting held 3 November 2022** APPROVED as correct record and signed by the Chair.

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

- See item 6 for LC's update discussions between Aster and Esquire
- Registrations of interest for SO via e-form – follow through process agreed with ADC and Aster in April has not yet been picked up due to protracted discussions between Esquire and Aster on commercial terms. LC explained marketing is usually when properties were under construction. LC will speak to Aster SO team about ensuring information provided to people who have registered with ADC so they can be ready when marketing opens.

**4. Matters Arising not elsewhere on agenda**

- Change of bank signatories from DG to PS is in hand
- VACC membership – agreed to join
- Copy deadline for final edition of The Bell is 27 January – include Aster/JV Agreement; planning update and appeal for new members (JS/HK)
- Police station site – email from Sussex Police 15 December saying they are remaining in situ for the time being with review in 3 years' time. This is disappointing news. Have Police considering sharing parking facilities with Fire Service? HK to draft letter to PCC (Katy Bourne). Also update MP.

**5. Membership applications - none**

**6. Ford Road update**

- Invitation to meeting with Norfolk Estate and Arundel Town Council – due to take place 12 December and now postponed to New Year – Alastair Deighton, Earl Henry, Tony Hunt, James Stewart. Points for discussion: Fitzalan Estate expectations re.

*P. Summers*

handover to Management Committee;; their part in public realm going forward; ADC potential future involvement in public land; establishing principles for future; HK reminded JS to keep request for covenant against AirBnB on the agenda.

- Planning status - see email 6 December and attachments nb AH location, Greenspace comments/requirements on landscape spec; change in location of LEAP; also badger and water vole protection
- Update from Aster (Lizzie) – HK needs to check how/why Social Rent/other definitions of rent levels in s106 and Nominations Agreement don't make sense
- LC said that a deal structure that works for both parties, with payment profile is agreed and Heads of Terms in place to acquire freeholds following Practical Completion for the Shared Ownership units. ACLT could mirror this for Social Rent units. This mitigates risk eg. around road infrastructure. Heads of Terms will be shared soon so we can look at how ACLT's detail fit together. LC mentioned ACLT lease to Aster being minimum of 125 years. Esquire's focus is Reserved Matters planning.
- Aster will use an 'Employer's Agent' consultant to administer the contract (this is more usual for 'land-led' schemes where interim build payments are involved but also being used in this Section 106 case, so available to intervene if issues). During construction Aster Clerk of Works will do inspections.
- The location of the AH has not been touched on as relevant to these commercial terms.
- ACLT will need legal advice to follow all this through from our point of view. E.g. 40 year break clause. Confirmed that we will rely on Aster's legal advice for land title issues (this was assumed in original specification and quote for ACLT legal advice).
- Space standards – e.g. 900 for AH compared to 1300 for market units – achieves National Space Standards. NSS are based on bedspaces. LC explained that different Local Authorities have different requirements in relation to National Standards. Aster have gone with smaller units (down to 85% of Nationally Described Space Standards) than Esquire are proposing on this development. Aster's Employers Agent could review floor plans with practicalities of furniture in mind.
  - ADC Housing have requested review of layout of AH on the development. LC commented on management aspects and confirmed that Aster are supportive of what ACLT wants.
- Children's Forest project – recent email noted. More land is being requested to access Forestry Commission support and funding.
- Briefing on Service Charges - HK idea to set up zoom session with Aster and maybe others to get some base line common understanding of issues – Aster/Esquire/ACLT – others? Links with getting Steering group off the ground. Estimates required from Esquire and understanding of affordability and implications for people on welfare benefits.

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- Steering Group set up- nothing since we sent our Terms of Reference proposal – follow up at next board meeting

7. **Member newsletter**

AGREED we should get out a Christmas/New Year edition:

- Update on RM process and our representations to Esquire; also ATC Planning meeting
- Good news re. Children's Forest and Steering Group (check what last update said)
- ?? Call to action if interest/experience in issues e.g. LEAPs/Laps; contact Mary for Children's Forest
- Recruit new members
- Date of AGM – placeholder

8. **Annual review of risk register**

PS's initials need to replace DG's.

TB's recommendation that Ford Road Project risks (P1 – P11) be reviewed in 3 months. Currently out of date – reflects Outline Planning stage – but better to update when RM settled.

TB has added need to have social media presence for some reputational risk mitigations and loss of Bell publication noted as relevant.

9. **Correspondence** - none

10. **Any other business** – date of AGM Thursday 15 June

11. **Date of next meeting** – Thursday 19 January 2023

*P. Sumner*