

MINUTES OF ARUNDEL CLT BOARD OF DIRECTORS MEETING

held 21 April 2022 at Arundel Town Hall

Directors Present : Tom Basham; Wendy Eve, Darrell Gale (Chair); Hilary Knight (Minutes), Graham Lane; Martyn Pettifer; Marc Rankin; Paul Summers;). Also, Caroline Elderfield, CLT Member with particular interest in landscape and environment relating to Ford Road project.

All documents in Teams folder

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

2. **Minutes of board meeting held 17 March 2022 APPROVED**

3. **Matters arising not elsewhere on agenda**

Wickham visit – confirmed for pm 20 May (MP– car available for 4 passengers; PS; HK (car available if required); DG; Caroline; WE (lift required);

Data Protection Policy – update to accommodate data relating to people wanting to register interest in affordable housing on development off Ford Road drafted by TB APPROVED. HK to seek support from TB to ensure fit for purpose implementation.

Community Fayre – we signed up a number of new members and had many conversations with other community groups. We need to remember to take photos of CLT in action (eg. forthcoming visits).

Grant application to Arun DC – successful. £3,000 expected to be paid 22 April.

4. **Scrutiny of Financial statements for 2020/21**

Email from JS alerted board that

- Website, zoom and CLT Network costs assumed to be the same for next 2 years
- Expenditure on meetings/admin for 2 years to March 2024 will be £500 pa
- Leaflets & other communication will be £500 in year to March 2023
- Grant received from ADC of £3,00 in year to March 2023 for additional legal fees estimated at £3,600
- Bank balance at end of March 2024 will be just £131 – so very little margin for error & estimated costs should be seen as top end estimates, and not a licence to spend it all

Proposed by MP and seconded by GL that the Financial Statements circulated by the Treasurer be endorsed for recommendation to members at the AGM.

TB and PS will do the transaction scrutiny/audit. Suggested that there should be a single-slide presentation (Powerpoint) at AGM and hard-copy take-away for members on chairs.



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5. AGM lead-in

Board agreed to recommend unaudited accounts (Rule 26.2). Then, if the membership vote for unaudited accounts, follow Rule 26.6: the Income/Expenditure Ledger shall be scrutinised by the secretary and directors of the society only and signed, as a true record, by the secretary and two directors of An Income Expenditure report will be prepared to present to the society's members at the AGM

Notifications including call for Directors – timeline amended around AGM date of 30 June

AGM Notice - 21 days including advertise Director vacancies. Also cut-off date to consider new membership applications.	9 June
Director nominations - cut off - 14 days	16 June
Director nominations - sent to members	Say, by 17 June
AGM	30 June
1st board meeting after AGM - board elect officers etc.	11 August

Membership reconciliation – HK confirmed that widow of member who had died during the year has confirmed we should transfer the £1 as a donation

	Members	Share Capital
31-Mar-20	56	120
31-Mar-21	69	169
New share capital 2021-22		50
New members	8	
Died	-1	-1
No. of members @ 31 March 2022	76	
Share capital @ 31 March 2022		218

6. Ford Road Project updates

Local Lettings

CLT register and launch of e-form by ADC: HK confirmed the e-form is live. We have emailed everyone who had registered their interest via ACLT of the need to now register through the e-form and there are have been some confirmations from people who have done this.

Arjan de Jong has left Arun DC. Before he left, he made contact with Kevin Baulf, Head of Shared Ownership at Aster to discuss the e-form registrations for Shared Ownership and agreed with Keven a process to handle these applications. Kevin had a follow-up meeting (via Zoom) with HK on 12 April (other members of Lettings Sub Group, WE and PS not available). KB confirmed the arrangement is:



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- Arjan will do an initial check of e-form registrations for SO and forward to Aster
- Aster will determine the priority group within the Local Lettings Policy and confirm to the applicant their priority status. Also Aster will inform applicant that affordability/financial checks will take place nearer the time the homes become available as these will depend on prices and individual circumstances (which change over time).
- Subject to above process, first-come-first-served as in Local Lettings Policy

Kevin and HK had agreed to check in about a month's time to make sure Arjan had handed over the information and Aster are on track with implementing the process.

HK had said ACLT would want to monitor the situation but confirmed we do not expect to have an active role in decision-making – this is covered in the Policy which includes a disputes/appeal/escalation process.

HK had asked Kevin to progress the 'Tier 1 Information Sharing Agreement' that Karl had provided so there is a confirmed arrangement in place between ACLT and Aster.

Directors discussed risks arising from Arjan's departure as he has been an important collaborator with Arundel CLT in drafting the Local Lettings Policies, with good relationships over time with AiRS. Arjan had said he would provide an alternative contact for us before he left but this did not materialise. TB will check the risk register and update it to ensure our current understanding/perception is transparent there.

Aster/NE and NE/Esquire Joint Venture

DG and HK updated Directors on information and conversations in recent weeks about the formation of the JV between Fitzalan Estates (a property company associated with the Norfolk Estate) and Esquire Developments. DG, JS and HK had had a virtual meeting with Earl Henry on 14 April when EH had unequivocally confirmed his commitment to Arundel CLT's role in the development and clarified aspects of the negotiations still underway to finalise the JV. Since the meeting Early Henry has made an introduction for ACLT to Paul Henry, Director of Esquire Developments. The financial arrangement with Aster has still not been finalised. The JV negotiations are expected to complete within the next few weeks.

Esquire is taking the lead on the Reserved Matters planning permission. They hope to be ready for pre-app and community conversations in May which seems ambitious.

Esquire followed up Earl Henry's introduction promptly and suggested two dates for CLT directors to visit sites developed by Esquire in north Kent (Cliffe Woods ME3 8JX & Chattenden ME3 8LZ. The most convenient option is Wednesday 4 May: DG, HK and WE available. MP and MR not available. Others to clarify.

Open space – Pocket Park connectivity and Children's Forest

HK reminded everyone of the 'Foraged & Found' events on Saturday 30 April. The money raised will go towards training a forest school leader who will develop Arundel



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community environmental projects including the Children's Forests, so this could be a way of building local capacity for future collaboration.

Other: Archaeology site investigations have been advertised on Arun planning lists.

7. Membership applications APPROVED

Barry	Hopkins	1	36 Torton Hill Road	£1 coin - Community Fayre
Frank	Regester	1	24 King Street	£1 coin - Community Fayre
Thomas	Aldridge	2	9 Surrey Wharf	2x£1 coins - Community Fayre
Lance	Kearon	1	Selden House, Torton Hill Road	£1 coin Community Fayre
Stephen	Bloxham	1	Selden House, Torton Hill Road	£1 coin Community Fayre
			2 Norfolk Cottages,	
Angela	Standing	1	Warningcamp	£1 coin Community Fayre
Lesley	Lazareski	1	2 Maxwell Road	£1 coin Community Fayre
Amelia	Lazareski	1	2 Maxwell Road	£1 coin Community Fayre
Gaye	B q rns*	10	51 Ford Road	£10 cash (envelope – Town Hall)

*P Cardew's name on application but not signed so HK to clarify if joint shares

£19 banked via Arundel Post Office 21 April by HK [update Aug 2022 mislaid in transit – reported via Lloyds with no response - new cheque banked 24 June]

8. Neighbourhood Plan housing allocation sites/Community Share issue

There was only time for a brief discussion on HK's paper. It was agreed to hold an away-day type discussion at 4pm before a board meeting to do justice to the issues.

9. Any other business

Cllr Bradley has been replaced by Cllr Marc Rankin as our link councillor.

John Paton, Chair of the Stakeholders Group has written to all involved to sound out views on future meetings: HK has responded to say they are useful and important, including informal networking time.

Contact made by Jackie Sumner, recently appointed Chief Executive of Voluntary Action for Arun and Chichester. She had introduced herself to various people at the Community Fayre and HK agreed to contact in response to website 'form'.

HK said she would be declaring on the Register of Interests her 'Close Contact' with Abimara, a property development company that has moved its registered Office to Arundel as her brother and nephew, who both live locally, are Directors.

Private Eye published a story about Registered Provider freehold assets being sold.

10. Date of next meeting - Thursday 19 May 2022, 7pm at Town Hall.

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