

**MINUTES of Arundel CLT Board of Directors Meeting held 20 January 2022
by Zoom due to continuing coronavirus situation**

Present: Tom Basham (from Item5); Wendy Eve, Darrell Gale (Chair); Hilary Knight (Minutes), Graham Lane; Martyn Pettifer; Paul Summers; Tom Warder (Action in rural Sussex).

The Chair welcomed Caroline Elderfield, CLT member who was observing the meeting.

1. **Apologies:** Graham Lane; Marc Rankin; James Stewart; Cllr John Bradley (ATC link councillor). Noted that MR and JB unable to attend due to late change of ATC Council meeting.
2. **Minutes of last Board meeting held 2 December 2021** – accepted as correct record.
3. **Correction to 18 March 2021 board minutes** – 'Minutes of meeting held 21 January 2021 as being Approved – should read '18 February 2021'.
4. **Matters arising not elsewhere on agenda**

Bell next edition deadline is 28 Jan – HK to follow up with JS and JB about using copy recently drafted for ACLT/ATC press release – noted that November photo showing poppies will not be issue for Bell quarterly publication and that the milestone of s106 signing is important to communicate.

Confirmed that ACLT are committed to explaining significance of s106 in plain English terms and importance of drip-drip communications and key message of genuinely affordable housing in perpetuity.

Information about bequests to website – confirmed JS requested to do this.

Wickham CLT visit – clarified that we are now seeking dates w/c 14 March or 21 March, to accommodate previously agreed involvement of DG, MP, HK, and PS. MR, JS and others may join if date is suitable – PS to re-contact Wickham

Directors' Interests and Close connections – HK confirmed JS now has the updated information for uploading to the website.

Next meeting of Arundel stakeholders, 21 Feb – confirmed HK will represent the CLT

Farmers' Market – HK proposed we arrange for CLT leaflets and membership application forms to be available on Town Council stall.

ACLT meeting schedule and clashes with ATC meetings – JB and MR requested to check recently published timetable for ATC meetings and let us know if any further clashes expected between now and ACLT AGM in which case we would consider changing our dates. Noted that previous restrictions on Monday or Tuesday meetings


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for ACLT are less severe but Wednesdays continues to involve direct clashes for some members (WE and HK).

5. Report back on meeting with Cllr Bradley re. link councillor role and join-up with ATC

HK said she, JS and JB had had a useful meeting to brief JB following signing of s106 and in light of proposed JV of NE and Esquire Developments. This had included discussion of joint PR in draft since early December and not yet signed off by ATC. JB had undertaken to help move forward.

6. Ford Road Project

S106 – access to final documentation – HK has emailed direct to all CLT Directors. The full document will be published on Arun DC portal (it was a mistake that only signed cover sheets were uploaded). ACLT can then offer a link from our website (JS).

Local Lettings – CLT register and launch of e-form by ADC – Arjan de Jong from Arun DC Housing has been working on eform and has collaborated with ACLT Local Lettings sub group on wording.

HK is keeping a record of expressions of interest for homes on the development made to ACLT and we will notify these people when the Arun DC e-form is launched – expected end of January – so they can register direct.

The Allocations Policies refer to information sharing between Arun DC, ACLT and Aster and HK/TB need to make sure our DP Policy is updated and republished to reflect this.

HK will contact Arjan to say we want hard copy alternative to e-form, to be available from Town Hall.

Aster/NE (Fitzalan Estates/Savills) – TW confirmed there has been dialogue, including with Esquire. Aster have raised their financial offer because JV (Esquire/Fitzalan Estates) policy will be to provide homes above national space standards.

NE/Esquire Joint Venture – we have been informed of this informally and told legal work will be required before formal announcement.

Open space – community conversations, site visit confirmed for 11 February 2022, 10am. Final joining instructions will come from NE office to confirm which side of the site to arrive and enter from. HK confirmed that Mary Peach, the resident involved with Pocket Park – and with an interest in a Children's Forest for Arundel - who had contacted ACLT will be there, and also Tim McGregor from WWT. And, Cllr Bradley will represent ATC. Discussion about separately owned plot in corner of site with containers/sheds (below Pocket Park) – Mary Peach occasional speaks to owner when he visits his land.



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Other detailed planning – no information available about progress or any process to engage community.

7. Accounts for period to 31 December 2021

Column headed 'to September 2021' probably requires correcting to 'Dec 2021'. We have £3.43K in the bank, including grants and share capital. HK has reminded JS and GL that further legal fees will be needed for lease with Aster and noted that we will need to seek further grant funding at some point.

8. Annual review of Arundel CLT's plan and risk register

TB showed the updated plan (excel tabs, not Word front-end board had discussed and provided feedback suggestions last October). Feedback was given and TB invited and encouraged Directors to follow the link to check the plan again after the meeting.

TB went through the same exercise for the risk register and particularly requested feedback on ownership of individual risks.

The Chair thanked TB and GL for their work on picking up the work to review and update the plan and risk register.

TB undertook to ensure all board members had a fresh link for the documents and encouraged people to contact him if they had difficulty accessing them.

9. There were no **Membership applications** .

10. There was no **Any other business**.

11. Date of next meeting – Thursday 17 February 2022, 7pm, Zoom. Apologies from HK. MP will take Minutes.


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