

**MINUTES of meeting of Arundel CLT Board of Directors held 29 January
2026 at Arundel Town Hall**

Present: Tom Basham, Caroline Elderfield (Minutes) Wendy Eve, Hilary Knight; Graham Lane; Martyn Pettifer; John Morrison, James Stewart, Paul Summers (Chair) and Emer Osborne

1. **Apologies** - none
2. **Minutes of last Board meeting held 4 December 2025 - APPROVED** and signed by Chair
3. **Ford Road Project – Arundel Gate**

Social Rent

Social Rent homes will be completed in 3 batches. Currently, Esquire estimates the first 6 Social Rent can be handed over on 26 March. The Contract provides for 8 and 4-week notices which would mean the 8 week notice for 26 March was today. Aster advises advertising will be triggered on receipt of this 8 week notice but HK thinks this must be subject to the Housing Options Team who do the advertising.

The Local Lettings Sub Group (EO and HK with PS ex Officio) have a list of people we have offered to contact when the properties are 'advertised' on ADC HomeFinder system. Applicants have to 'bid' within a time limited period (usually 7 days) and be ready to respond to any communications from Arun Housing Options Team.

Housing Options Team have confirmed they will complete Local connections checks only on people who have 'bid'. They will then 'Nominate' to Aster using the prioritisation set out in the Local Lettings Policy. People who do not bid will not be checked and will not have any chance of Nomination. As far as we know, these people could bid for the later 'Sections', currently estimated for handover in June and July.

We have advertised through Arundel Update that people need to let us have their email address if they want us to tell them when bidding opens.

Shared Ownership.

Update from Aster Shared Ownership team on 27 January told us that of the 7 units handed over before Christmas, one 3 bed house and one first floor single bedroom apartment are Reserved. As far as we know, this was from the first 15 applicants contacted. The Aster team then worked down the date-order list of people who had registered via the Arun e-form since April 2022 and are approximately 3/4's of the way through the date order list of people who registered via the ADC e-form between April 2022. There is interest from people already contacted in two further plots. Aster says they are trying to give customers plenty of time to respond. They are getting nearer to the more recent registrations and hope that these are likely to be keener and quicker to respond and commit. Some applicants not able to pass the required affordability assessment. Aster say this is generally routine with shared ownership

PS

applications. Affordability is challenging at Arundel Gate because SO works by both the Mortgage and rental payments being linked to housing market, which is high in Arundel, plus there is Service Charge to pay because of the unadopted roads and amount of public open space.

s106 DoV

Outstanding with ADC – Aster needed because of oversight in wording of s106 about Mortgagee Exemption Clause but also includes finalising Local Lettings arrangements.

Grant for DoV legal fees,

ADC have still not paid us the £600 we paid to our solicitors for the first phase of the work. We thought grant approved for both this amount and the further quote for £900, total of £1500. JS has begun to escalate.

HK reported that our solicitors had contacted about another DoV. This one is to the Contract exchanged February 2025. It changes Esquire/FEL payments around sectional completions. This does not directly affect ACLT. MP and HK had checked the 2 page document and confirmed it was ok for ACLT to sign.

JM Update on Arundel Gate links to other parts of Arundel.

Hedge cutting and Post-box issue at new entrance on Dalloway Road still not resolved. Bollards at this entrance seem to be wrongly placed. JM following up

Central through-path/ bridleway provides an attractive, safe route for walking, cycling - active travel. No access into Stewards Rise. Access point from Priory Way. Continuing concern over access to Ford Road and potentially dangerous crossing to footpath down to river.

Food Forest area - ATC taking lead on services needed for a building on this land.

4. Canada Road bungalow site & other follow up from ADC meeting

Proposal from AiRs for expert support

Received 27 Jan. Sub group to look at the proposal in detail/review its suitability to our overall brief. HK/JS have questions re. lack of precision.

Total cost quoted by AiRs, with VAT is £9,360 plus travel expenses. This would leave only c£2K of our 'Next Project' grant

Points made in discussion

- Timing - ADC having indicated they have authority to make decisions about land before September but beyond that they will be subject to approvals from new Unitary Authority



- Costs - Need to ensure that we could finance project to go forward if we are successful in getting the land. Need a plan that can be financially refined.
- Start from current proposal as basis but needs more professionally exact framing.
- Concerns that this is not enough to have fit-for-purpose Business Case that ADC Housing and Wellbeing Committee would sign off
- Need to consider financial constraints in relation to chances of the potential success of application

Agreed to set up early “no commitment” meeting with AiRs to review their Proposal, discuss and clarify.

Approach ATC re. community engagement grant? - AiRs proposal assumes no community engagement before BC considered by ADC Committee.

ADC offer to facilitate meeting with SDNP – clarifying ACLT’s legal status to do projects outside Arundel Parish. PS and HK have appointment on 30 January, with Wrigleys, one of the two legal companies who are corporate sponsors of the CLT Network and offer for 15 mins free advice a year for Network members.

Other small/brownfield sites including ‘meanwhile’ uses – HK pursuing various contacts to understand potential

Management Accounts to 31 December 2026. Total reserves £402. **NOTED**

5. Membership

Backlog of new applications cleared – all new members contacted with Welcome Letter and Share Certificates.

EO confirmed as Membership Secretary

No new applications @ 21 January.

Sue Hepburn deceased – Emily Waring (daughter) has signed to take over her mother’s share.

Daisy Lowe, Sue’s other daughter has applied to become a CLT member. £1 cash in envelope delivered to 30 Maltravers St 28 January but second side of Membership Application form not completed. Board agreed to confirm Daisy’s application subject to her completing full Membership form

WE will speak to Jackie Heriot about taking over Colin Heriots share (he died January 2026).

PS

6. Member Newsletter – and updating AH page on website

HK to update, JS and EO to check/edit HK's content. JS or TB to send out via MailChimp.

7. Matters Arising not elsewhere on agenda

Actions from previous board meetings for information and questions. Reviewed and **NOTED**

Box – CE, TB, HK, JM, EO JS, PS, WE now signed up. GL, JM and MP to contact Tom if want to join Box

Active Travel Grant application follow-up: bid failed (£90K for assisted travel: trolley shopping, cycle club link to Repair Shop, piloted bikes book a ride). It would be beneficial to find out on what grounds the submission was rejected. JM to follow up.

Holmes Foundation: suggestion that two Directors join Holmes Foundation. To be considered further.

Lobbying: CML fund (MP) and 2nd Homes Council Tax (MP and ADC). no reply to HK's October letter. Keep on lobbying – HK to retry MP.

Rules change: Changing to a Charity - would have to close current CBS and transfer assets. Might be worth it to avoid capital gains tax liability. Need to clarify need, cost and benefits of going ahead with a change of status. Specific, concerns relating to tax implications of owning the freeholds of 20 Social Rent homes. HK, GL,MP,PS to view CLT Network video and comment.

8. Any other business

Research for Government Questionnaire from Sheffield Hallam – HK completed

CLT Network webinar on Mortgage Lending by Ecology Building Society – HK attended 21 Jan. 26 – interesting coverage of Mortgagee in Possession clauses.

CLT Network webinar on NPPF – Friday 13 February, 12 noon.

Invite received from AiRs to CLTs Networking Event 11am - 2pm, Wednesday 25 Feb in Lewes. ACLT invited to make presentation on 'Our first development: the good, the bad and the unforeseen'. AiRs would still like to arrange an Arundel based scheme event / visit when the weather is warmer... the Networking Event presentation will help to stir interest and sign up. HK, JS to present. PS will also attend.

Sussex Community Foundation – idea of sub-fund within larger philanthropic fund - an alternative to changing to Charitable status to avoid tax liability on donations? HK

9. Date of next meetings

19 March , 7 May (not Town Hall),



P. Summary