

**MINUTES of meeting of Arundel CLT Board of Directors  
held 19 March 2026, Arundel Town Hall**

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

1. **Apologies** - Graham Lane
2. **Minutes of last Board meeting held 29 January 2026 APPROVED** and signed.
3. **Ford Road Project - Arundel Gate**

Social Rent

We placed a further News item in Arundel Update end of February;

Nominations made for 6 of the 7 and tenancies offered.  
Three already signed up with Aster - April 2nd for showing, April 6th keys.  
Prioritisation for wheelchair adapted unit to be clarified.  
No carpets/ white goods is standard policy for Social Rent and different from Shared Ownership.  
Six welcome letters for SR. PS to sign and HK to get to Aster.

E-form for Social Rent now removed from ADC website;  
AH page on CLT website updated 10 March; Social Rent and SO Allocations Policies now publicly accessible from Affordable Housing page on CLT website.  
One applicant may be take complaint to Housing Ombudsman.

Practical completion due March 17th to allow legal completion March 31st.  
Our solicitors have sent us land 'transfer' plan to sign off - HK, JS, MP confirmed acceptance.  
Plan includes 12 car parking spaces and the first six Social Rent units.  
Aster may request tweak to ensure electric charging points on outer car parking spaces are within the curtilage of CLT/Aster land rather than Management Company land.

Shared Ownership

Allocation/Sales and HK/EO met with Kevin Baulf 6 March. Useful discussion.  
Arundel situation is not unusual re. lack of follow through with some applicants.  
Aster remain committed to giving priority according to local connections groups.  
Now going onto Priorities 2,3,4 and 5 and advertising more widely.

s106 DoV and grant for associated legal fees.

Outstanding with ADC. Also £1500 grant for legal fees.

Communications

Members Newsletter drafted. Thanks to JM, MP, EO for checking & feedback.  
Next Bell, copy deadline end April.  
JM has taken selection of photos of near-complete Social Rent.  
Also, Arundel Update deadline next Wed 25 March.

Community projects on adjoining land (Children's Forest, Food Forest)

Nothing to report.  
Did the Land Transfer to Town Council happen?

4. **AGM lead-in**

Draft Agenda reviewed:

- Refreshments and informal time to be arranged including display boards and/or display screen with 'loop' of images and information.
- Topical speaker.? Local lettings theme?
- Rules change - see below

*PSumms*

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- Director elections – WE and M P for re-election. Skills Matrix reviewed. Discussion of potential gaps & review of direction and succession planning, The latter particularly in the light of JS's notice of resignation in July.

Chair took this opportunity thank JS for his dedicated and invaluable service to the CLT.

Annual review of SO & Financial Regulations – no changes proposed.

## **5. Changing our Rules**

Clarification of ACLT's legal status to do projects outside Arundel Parish.

CLT Network: Entitlement to 15mins of legal support from Wrigleys per financial year. Wrigleys correspondence and record of meeting 30 January Noted.

This would involve a simple change we could probably do without professional support. It would be 'belt and braces' to change the wording of the current Rules rather than strictly necessary but something we might as well get on with.

### HMRC issues

Questions for legal advisory (18 March) meeting noted.

Report on 15 minutes free legal support from Anthony Collins and discussion points raised:

- As we are currently a Community Benefit Society with Asset Reinvestment Rules, we would need to dissolve our current rules to be exempt from certain HMRC taxes
- Contracts with Aster and Management Co. would need to change also?
- Anthony Collins said they would provide quote to change status, including Financial/Tax aspects
- Would we need to re-recruit all members if change is made? (Do charitable Rules even involve having members?)
- Costs of making the change - could range from £1,000 - £3,000.

Alternatives: costs incurred by not being a charity - can operate as a "Charity in Law" . This means assets need to be transferred to another, similar organisation if current status is terminated. This rule is exclusive and unchangeable. Evaluate savings made by not becoming a Charity.

April Tax implications - depends on if we are paying Aster monthly or yearly?

Possibility of taxable changes if moving from Legal Status to another?

Problem of holding freeholds which would be subject to Capital Gains Tax if change made.

Advice re. disposal?

Implications for working with Holmes Foundation - directors would have overlapping Charity rules?

Consider CLTN giving paid advice. Also other admin costs.

Follow up experience of other CLT'S who have made the change? Is Angmering similar to our situation?

Put on May agenda/AGM agenda

## **6. Canada Road bungalow site & other follow up from ADC meeting**

9 board members responded affirmatively to email sent 5 February 2026.

- Canada Road bungalow site sub group (JS, HK, EO) - report back meetings held 4th and 16th February which reviewed financial viability modelling and other 'constraints'. Oral report from further meeting held 3pm 19th:  
Number of viable parking spaces is an issue. Currently 2 spaces for each of 10 units. 14 would be ideal but prohibitive. Development costs to come..  
Process too slow - will Aster work with us? (This project too small in scale for most such organisations to consider.)  
If Aster can't do it ask Arun if they can help with Housing Department.  
Need to establish our own version of financial ability. A long way to go yet. JS.



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- ADC offer to facilitate meeting with SDNP – are we going to respond? **Agreed.**  
Could contact Parish Councils/SDNP directly.
- Other small/brownfield sites including 'meanwhile' uses – report back from HK/PS 'tour' on 16 February, NC email about 'modular construction, potential visit to Cambridge to see community-led, including CLT, projects. Invite NC, architect.? EO, PC, HK going. If Canada Road site falls through we need agents looking for us.

**7. Membership including Year End**

Applications approved:

Melinda Heathcote	1b Orchard Place	£1 cash, HK banked 9.3.26
Andrew Osborne	51 Maltravers St	£1 cash, HK banked 9.3.26

**YEAR END RECONCILIATION**

Total members end March 2025	131
New members in year	12 or 13 depending on whether DL returns form
Less Colin Heriot	(1)
One transfer of Share	(0) Sue Hepburn to Emily Waring

Total members end March 2026	142 or 143 tbc – DL as above
Share Capital end March 2025	£377
New Shares in year	£20 or £21 tbc – DL as above

Total Share Capital end March 2026 £398 or £399 if Daisy returns form & £1 banked

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

Actions from previous board meetings

No. 9. Ground Rents - respond to Aster request details to set up account - JS

Lobbying

Andrew Griffith has sent letter to Minister re. use of Competition and Markets Authority windfall from housebuilders for community led housing.

There is still more we could do to get Arun and successor Unitary Authority to allocated a percentage of Second Homes Council Tax for community led housing as happened in North Yorkshire and Cornwall.

**9. Any other business**

Arundel Town Council community group consultation 23 February – HK, EO & JS went. Very useful to hear about different groups and put names to faces.

CLT Network annual membership renewal 1 April 2026 £180 + £210 = £390 will be invoiced  
AiRS meeting held 25 February for Sussex CLTs – JS, HK and PS went. Very useful session

to hear about other CLTs in Sussex and national developments. JS and HK did a presentation about ACLT.

Speaker Invite to Horsham event – 23 June – PS and HK to speak

Speaker Invite to Horsted Keynes AGM – Tuesday 28 April evening – HK, PS.

**10. Date of next meetings**

7 May, EO's home, Maltravers Street.

AGM 2 July

