

# MINUTES OF Annual General Meeting of Arundel Community Land Trust Ltd.

held 19 June 2025 Arundel Town Hall, Maltravers St, Arundel BN18 9AP

## 1. Welcome, Apologies for Absence and Proxy Votes

22 members and one prospective member present

Carol Jones; Carolyn Kenney (prospective member); Charles Loxley; Chris Warren-Adamson; Claude Paradis (from 7.30pm); Darrell Gale; Emer Osborne; Esther Chalk; Graham Lane (Director); Hilary Knight (Director); James Stewart (Director); James Boulton; Joy Warren-Adamson; John Morrison; John Thompson; Katrina Murray (from 7.30pm); Kelly Barron; Martyn Pettifer (Director); Paul Summers (Director); Scott Wilson; Tessa Bonner; Tom Basham (Director); Wendy Eve (Director)

Others present

Josie Howard (CLT Network/Speaker); Lesley Gumbrill; Nicholas Champkins (Consultant carrying out Sites review); Rita Puttock; Tom Warder (Action in Rural Sussex)

Apologies from nine members

Dan Knight, David Shilston, Mary Peach, Michele Kimche, Nick Chalk, Sandra Saer, Simon Rose, Trevor Andrews, Jen Vipond (Proxy Vote with Tom Basham)

## 2. APPROVAL of the minutes of the Annual General Meeting held 20 June 2024.

Proposed: Joy Warren-Adamson Seconded: Martyn Pettifer **APPROVED** by a show of hands.

## 3. Officer reports:

Chair - Paul Summers.

The board met eight times, since the last AGM. Although the existing board works well it would be useful to have more directors to bring skills such as minuting and document management. Interested members invited to get in touch to discuss further.

Board member Nick Chalk resigned in November due to evening work commitments.

We are always keen to add diverse life experience and perspectives to the board. Younger members are encouraged to get in touch to discuss to help our focus on future community.

Directors have attended CLT Network online training sessions during the year and a number of webinars.

Hilary Knight, our Secretary is now a Trustee of the Community Land Trust Network.

Thanks are due to Hilary Knight, Martyn Pettifer and James Stewart for their work on the complex legal documentation for Arundel Gate. The same three have worked with Nicholas Champkins, Irina and Tom Warder on the "next project" group.

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Since joining the board last year, John Morrison now represents us at the regular site meetings with Aster and Esquire. Emer Osborne, has been attending board meetings and is standing for election tonight.

We continue to cultivate relationships with key stakeholders such as Arun District Council and Arundel Town Council. Earl Henry was instrumental in bringing together stakeholders with an interest in the open spaces in and around Arundel Gate last autumn. We followed up with ACLT hosting Greening Arundel and Children's Forest project members to review Esquire's landscaping plans and discuss next steps for land gifted to ATC for Food Forest, the existing allotments and the land to be retained by the NE and leased for Children's Forest. CLT Member Mary Peach works with both local Primary Schools to sow seeds, literally and figuratively to grow engagement for the Children's Forest.

ACLT gave a well-received presentation to ATC in February. In May we met with the new Mayor and Deputy Mayor forming an excellent basis for future partnership and collaboration at a time when ADC lacks a current Local Plan and embarks on the reorganisation to a Unitary Authority.

Meetings have taken place with landowners about sites for Affordable Housing and discussions to ensure the Library remains a community asset.

We have been visited by North Horsham and Chanctonbury CLTs, interested in how we worked to provide 27 new Affordable homes at Arundel Gate. We also had a visit from national CLT Network team.

### Secretary - Hilary Knight

Thanks to ATC for use of rooms, photocopying and scanning.

Arundel Gate contracts were exchanged on 8th February after 15-18 months of effort. The legal sub-group worked with solicitors Mirkwood Evans Vincent. We are grateful to Arun District Council for grants to cover legal fees. Thanks also to very professional support from Aster's Lizzie Clark, which, amongst other things, helped us to avoid some legal costs.

Earl Henry intervened to ensure that Social Housing and Shared Ownership tenants will have access to Estate Management Company information and meetings. This is not standard for such management companies. The Arundel Gate arrangement will benefit the community in providing equivalent rights for private tenants on the estate as well. ACLT were a Subscriber to the legal formation of the Estate Management Committee and have a 'silver share' enabling us to have a say in exceptional circumstances if Norfolk Estate exercises it's 'golden share' to intervene.

Services on site are funded by an overall Service Charge. Exact amounts are not yet known but efforts have already been made to contain costs. We negotiated for the legal documentation to limit this to 19% for the 27 Affordable homes, reflecting the differential sizes of the properties within the development.

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A Deed of Variation to the Section 106 is still outstanding. This was initiated by Aster due to some incorrect wording about Mortgagee Exemption. ADC took the opportunity to withdraw from Nominations to the Shared Ownership properties. These changes are acceptable to ACLT but led to the need to apply for further grant from ADC for legal costs and the legal process is not yet complete.

Street names for Arundel Gate are now decided. They take into account suggestions made in our Member consultation.

Construction is progressing. The seven Shared Ownership homes are due to be completed September and the first Social Rent by the end of the year with more Social Rent following in Spring and Summer 2026.

Our major focus now is to ensure the Local Lettings policy is implemented smoothly. We continue to deal with enquiries via the website and we have an active Local Lettings sub group involved in important discussions with Housing Options team and Aster Shared Ownership team.

Data Protection, confidentiality and information sharing in relation to those interested in Affordable Housing at Arundel Gate: policies we set up at the beginning have proved effective as things progress: a testament to ACLT's high standard of governance.

We submit regular articles for the The Bell and Arundel Update to keep those interested in AH on how to register. Thanks extended to ACLT member Mark Phillips for support by countering misinformation through Arundel Sussex Facebook. A5 leaflet made available at this meeting - Contact Form on our website. ACLT will do all we can to make sure people have a fair chance of being considered.

CLT Membership: as a Community Benefit Society we need support of the community. Becoming a member is best way to express this as well as being a critical part of our governance. Please invite friends and neighbours to join. Forms and more information on website.

### James Stewart – Next project site review

Stage 1 now completed in our review of potential for another Affordable Housing project. Working with Nicholas Champkins who is here tonight. A range of sites within Arundel were identified and assessment of their suitability for further exploration. Land prices in Arundel are a challenge with landowners seeking best consideration.

ACLT can add value as a partner:

- able to access/attract funding (grant and ethical borrowing) in both pre-development and construction phases that may not be open to others
- CLT commitment and resources bring different attitude and capacity to manage risk
- community-led scheme has greater potential to gain local and other support with stakeholders
- high aspirations for a project - in terms of design/construction leading to the asset having greater/longer value. This can be reflected on sources/levels of grant and other funding available.

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Sites reviewed:

1. Canada Road bungalows - potential to work with ADC
2. Ellis Gardens/Canada Road small sites - potential to work with ADC and community
3. River Road Garages - not for housing (though ACLT do have a scheme)
4. River Road Car Park - not for housing under current ADC plans
5. Park Place - potential to work with ADC
6. Pumping Station garages (behind Ford Road) - potential in future.
7. Anne Howard Gardens - not to be pursued.
8. Ford Road garage site – perhaps potential in future
9. Police Station - in NP but landowner has other investment plans
10. Blastreat/Swallow brewery without Greenhurst – possible potential in future
11. BT Telephone Exchange - potential in future.
12. Arundel Library - potential to work with ATC and Duke Bernard Trust

Other Sites and Windfalls: All to keep a watching brief.

### Questions and comments regarding the above Reports:

If there is overdemand for the Affordable Housing, could/should the Local Lettings Policy be changed to give priority to certain local connections, e.g. born in Arundel ('Mullets')?

Of those already registered for affordable rented homes at Arundel Gate, who gets priority?

HK.emphasised need to be on ARUN District Council housing list for Social Rent. If there is over demand, e.g. in Priority 1 local connection category, Housing Need will be taken into account, and, after that, nominations will be prioritised by registered application date order.

For Shared Ownership, Aster will establish who on list is still interested and confirm eligibility. Following that, date order of registration could make a difference.

More information re. AH policy procedures available on table at back of room and on ACLT website.

### CLT President's Cup 2025

The Chair took the opportunity to lead members in congratulating our Secretary, Hilary Knight, on her award of the Country Land Association's Presidents Cup 2025 awarded on behalf of Action in Rural Sussex for making a significant contribution to rural life in the county. This is a well-deserved personal award but reflects the wider strength of Arundel CLT.

### James Stewart, Treasurer's Presentation and APPROVAL of Annual Accounts to 31 March 2025

The accounts for the year to March 2025 are very different from the year before and reflect the activity that has taken place during the year.

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In July 2025 we received two grants from ADC:

- 1) £4,500 that we had applied for in the year before to cover additional legal costs for the Lease contract and the Management Company Articles.
- 2) £17,437 to enable us to pay consultants to help us identify future possible new projects.

You will note that the grant income is shown on the balance sheet and only transferred to the income and expenditure account to match payments made.

In addition we received £9 in share sales to new members.

During the year we spent:

- £5,110 on legal fees
- £4,800 on new projects consultancy
- £860 on admin
  - CLT Network Subscription £180
  - Insurance £210
  - Training £180
  - Bank fees £5
  - Travel expenses £187
  - Website etc £98

Total expenditure is £10,769 and this is matched by the two amounts of grant applied for the year.

On the balance sheet we have £16,546 in the bank.

£12,638 of this is earmarked funds for consultancy and the balance of £3,908 for other costs, mainly legal but admin too.

Total assets less liabilities comes to £384 and this is represented by reserves of £8 and share capital of £376.

In the notes you will see our members table, which shows that we have 131 members at the year end. Two members died in the year and we will adjust for this in the current year when we know what the surviving spouse's wishes are.

In March 2025 we applied for a further grant from ADC of £1,500 to cover further legal costs on the Deed of Variation, which had not previously been anticipated.

We anticipate that in the current year the large legal costs associated with Arundel Gate will start come to an end and we will earning ground rents when the social rented houses are occupied in Spring and Summer 2026.

Graham Lane thanked for being Deputy Treasurer.

Annual Accounts to March 2025: PROPOSER: Darrel Gale, SECONDER: Graham Lane.

**AGREED** by a show of hands

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### 4. **TREASURER: RESOLUTION NOT TO REQUIRE A FULL AUDIT OF ANNUAL ACCOUNTS TO 31 MARCH 2025**

In accordance with the Act and the Society's Rule 26.2 members resolve:

- (i) That the requirement to appoint a qualified auditor be 'disapplied' as the Society's turnover will fall below the threshold required (value of aggregated assets less than £2.8m, and turnover for the previous year was less than £5.6m) for a full audit;
- (ii) The society's income/expenditure ledger shall be scrutinised by the secretary and directors only and signed, as a true record, by the secretary and two directors or any other number as may be required by legislation.

PROPOSER: Tessa Bonner. SECONDER: Martyn Pettifer. **AGREED** by show of hands

### 5. **ELECTION of Directors**

Emer Osborne. PROPOSER: Hilary Knight. SECONDER: Paul Summers

Tom Basham - term expired, seeking re-election. PROPOSER: Hilary Knight SECONDER: James Stewart

Caroline Elderfield, term expired, seeking re-election. PROPOSER: Hilary Knight. SECONDER: Paul Summers

All three were **ELECTED** by a show of hands, no votes against.

### 6. **SPEAKER - Josie Howard, Community Land Trust Network.**

Josie gave a slide presentation of some examples of the diverse achievements of CLTs from across the England and Wales: almost 2,000 affordable homes completed, 7,000 homes in pipeline, 206 community assets. Community spaces for connection, work spaces for opportunities and community wealth, green spaces for biodiversity and wellbeing.

She went on to speak about the way the CLT Network is working on ways forward 'Rewiring the system to support CLT's'; Advocacy - local lobbying for a share of second homes council tax premiums and national lobbying for a workable community right to buy.

The Chair thanked the Speaker and went on to sum up and endorse the many ways in which CLT's can work for communities as illustrated in Josie's talk and map. Priorities being to find land, develop funding strategies and establish a reputation, after the pioneering model established in Middlemarch that has become standard for successful practice.

**The formal meeting then concluded.** The Chair then thanked those members who were present and invited them to join a period of informal networking.