

**Minutes of Meeting of Arundel CLT Board of Directors held Thursday 7 May
2026 at 51 Maltravers Street, Arundel**

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

1. Apologies – James Stewart

2. Minutes of last Board meeting held 19 March 2026 APPROVED and signed.

3. Ford Road Project – Arundel Gate

Legal Transfers for first Section of Social Rent (six dwellings) signed by Chair and Secretary – payment of £1 each being clarified. HK and JS have emailed our solicitor, no response.

Lawyers have confirmed the 130 year Lease between CLT and Aster is in place with the previously agreed Side Letter. The Side Letter relates to Aster's Option to assign the Lease and Aster's intention to use the ACLT properties for security to obtain private finance. The Side Letter commits ACLT to co-operate with this process, including agreeing Deed of Variation to the Buy-back provisions if requested.

Arun Council have provided information on the bidding round for the first six Social Rent properties in February:

174 bids for the one bedroom ground floor maisonette adapted for wheelchair use .

- 7 had local connection Priority 1 and 2 (Arundel Parish).
- This is the unit Aster contacted us to ask us to confirm ACLT had 'no further objections' to them proceeding with the Nomination/Allocation. 8 out of 10 board members confirmed by email they agreed Aster should proceed.
- Arun nominated to a wheelchair user with Priority 5 Local connection (Arun-wide) in Housing Needs Band B.

158 bids for 1 bed first floor maisonette.

- 7 had Arundel Parish local connection Priority 1 and 2
- This unit was allocated one of these (Priority 1) in Housing Needs Band B.

There are 6 people with Arundel Parish connections who bid for the one bedroom maisonettes first time round and one more who we know about who might bid next time. If they all try again, 2 could still get a place at Arundel Gate and 5 will be disappointed.

129, 128, 128 and 119 bids each for the 4 two bed roomed houses.

- Two were allocated to people with Arundel Parish Priority 1 local connections and the other 2 to people with Arundel Parish Priority 2 local connections.
- So, all have gone to people with connections to Arundel Parish.

The two with Priority 1 Arundel Parish connection were in Housing Needs Bands A and B respectively. The two with Priority 2 Arundel Parish connection were in Housing Needs Bands A and B respectively.



Band A is Emergency and high priority. Band B is High priority including reasonable preference.

There was a total of 5 bids ~~from~~ for the 2 bedroom houses from people with Arundel Parish connections, 'verification documentation' for one not received.

It appears that 4/4 were successful and perhaps the fifth will follow up in future bidding rounds.

There were no bids from people with Adjacent Parish connections (Priorities 3 and 4) for any of the first six units. There could be applicants who live in adjacent Parish but with work or former connections that bring them into Priority 1 and 2.

HK, with help from PS and EO continues to deal with a small number of enquiries through website. Mostly arising following our posts in Arundel Update. Also from people already on our list of those interested in knowing when the next bidding round will happen.

The next 10 Social Rent are forecast to be ready on 10 July 2026: 4x1B/2p maisonettes of which 2 are ground floor wheelchair adapted; 4x2B/3p houses; 2x 3b/4p houses. That would mean bidding mid-May (8 weeks before).

The final four are forecast for 10 August 2026: 2x 2B/3p houses and 2x3b/4p houses. That would mean bidding mid-June.

Question: When Social Rent properties are available to rent again do ACLT local allocations rule still apply? Nominations Agreement says 75% of relets. We're not sure how percentage is calculated when properties are vacated at different times. HK will seek to clarify.

Dalloway Road bollards and post box. Bollards in place. More needed to avoid traffic shortcuts? Dalloway Rd. entrance almost completed. Hedgerow was much denser before but wrong time of year to plant now.

High Ridge entrance has gap in hedge. Could block with tree trunks? Need to focus on this as may never get done. Bridle Path still closed off. Public footpath opposite Pocket Park entrance also closed as Southern Water complete connections.

Site meeting 22 May. Implications for 8 week notice? Email from Debbie Broomfield - Sean Craik Aster project manager substituting for Sarah-Jane. Request for director visit to Social Rent before occupation.

Shared Ownership update from Aster end April:

- 2x homes sold and occupied
- 1x 2-bed house currently reserved
- The other 4x homes are still available
- Steady interest but affordability is still causing problems (not exclusive to Arundel, it's a nationwide). 2 recent interested buyers unable to pass the assessment.

HK and EO met Kevin Baulf from the Aster Shared Ownership team when he came to Arundel on 5 May.

We have placed a couple of posts in Arundel Update to alert people to the opportunity to go for Shared Ownership at Arundel Gate.



Deed of Variation to Section 106 and associated Local Lettings documents our lawyers forwarded an updated draft of the DoV on 5 May. The changes relate to the ~~Local~~ Local Lettings Policy to require the ground floor adapted maisonettes to be offered to wheelchair users before applying Local connection criteria. Wheelchair users with local connections would still benefit from the Policy, but likely that, otherwise, the three ground floor units will go to people with Arun-wide, rather than Parish, or adjacent Parish connections.

Following discussion board voted by majority to sign Deed of Variation with amended Local Lettings Policy for the Social Rent ground floor maisonettes.

£1500 grant for legal fees is outstanding. £600 of these legal fees have already been paid by ACLT. We agreed a quote for the other £900 on the understanding the grant was approved. Ask our solicitors to mention this in confirming our agreement to the DOV?

Summer Bell copy including a lot of photos filed in April JM has started compiling copy for AGM slide-show & presentation; HK has offered to deliver Bell at Arundel Gate in May.

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

Mary Peach has convened a meeting of Friends of our Forest (FooF). TB and Kiera *Basham* received invite but were unable to attend. Mary says she has a solicitor and a Quantity Surveyor on the group. She is wondering what sort of legal form the group can/should become and who should sign the lease with Norfolk Estate - named individual or group entity? Greening Arundel are discussing way forward to Food Forest on gifted land and have produced an outline plan of how the land will be used. They are seeking funds for building and other set up costs. Discussed at ATC in April.

4. AGM lead-in including board approval of annual accounts to 31 March 2026

21 day Notice by Wednesday 10 June at latest to include notice of Director Elections.

Include item on Agenda to change Rules to operate in neighbouring parishes?

NOTED that HK and EO had reviewed detailed transactions and bank account reconciliation with JS and signed the accounts. Annual Accounts for recommendation to AGM.
APPROVED.

Director recruitment – cut off noon, Monday 22 June for further communication to members by, say, 24 June.

Display boards and/or slide loop. Work in progress - JM to speak to ATC re. display boards, also Arun Printers.

Formal thanks to JS for his long-term service to ACLT.

5. Rules

Report back from sub-group – paper presented by MP and information from JS about checks he had made of other CLTs annual accounts for CLTs who already receive ground rents from Aster NOTED.

Discussion points, comments and questions

PS

- Regulation and tax supervision likely to be more complicated with Charities - owing to history of fraud cases
- Are the grants that might be available to charities worth making the change?
- JS has written to HMRC asking for tax exemption status. Awaiting a reply.
- Abbie Haward from CLT Network, says the only way to be exempt from corporation tax is to be charitable. She confirms what MP's paper says about non-charitable CBs being able to reinvest or spend profits in order to reduce or to reduce corporation tax liabilities.
- Anthony Collins have not followed up with requested quote for tax and other advice following the 15 minute free call in March.
- Agreed no need to rush to make this decision. Need for further advice.

Change to refer to neighbouring parishes anyway? Vote at AGM?

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

Canada Road disused bungalows site

Having reviewed an initial Financial Appraisal, the sub group agreed that the next priority was to identify a Registered Provider partner. AiRS engaged with a number of RPs and the only possible interest is Aster. They are genuinely interested in the site and location and would like to do another project in Arundel. However, they cannot commit to the scheme and its development at this particular time. As a strategic partner (with Homes England) they are currently seeking to renew their Strategic Partner status and to understand what their future programme will be under the new Social and Affordable Housing Programme. Aster are awaiting information from HE to inform the new programme as described.

TW has explained all this to ADC and told them we will not commission further feasibility and pre-development works until we have an RP partner. TW also responded to ADC Housing's questions about our understanding of the site boundaries and land ownership by telling them we have yet to assess this which would need to happen as part of due diligence on the title and wider land ownerships which pertain to the scheme. The scheme design is far from fixed and so if we needed to tweak to fit within a slightly smaller boundary we would do that.

Anne Howard Gardens site - Norfolk Estate/Savills made a planning application last year to build 6 dwellings. Consultation period ended 31 October 2025, so too late for ACLT to make any presentation. ATC had no objections. Outline Permission was refused owing to surface ground water drainage concerns.

HK pointed to weakness of CLT's position to bring more affordable housing to Arundel. No one mentioned the Anne Howard Gardens application to us, despite ATC knowing about our "next project" work, our meeting at NE Office (with CLA) during the October consultation period, and our meeting with ADC on 1 December. No-one within CLT was aware of this development. A project such as this could bring more affordable housing to Arundel. A partnership between NE and ACLT could work on the basis that we would

seek to raise "gap" funding by providing affordable housing to the scheme instead private.

Comments and discussion:

Possibly not a site for SO considering current character, although once provided workers' houses?

Our partnership with NE has been a unique and successful co-operation. Rather than make a specific approach about this site, better to make a general approach to NE based on celebrating what has already been achieved at Arundel Gate? This could open up possibility of leading to other projects.

HK to email ADC about meeting with SDNP.

9. Membership No new applications as at 30 April.

10. Matters Arising not elsewhere on agenda NOTED

11. Any other business

Members Newsletter sent out before Easter.

CLT Network annual membership – renewal 1 April 2026 £390 paid

Horsted Keynes AGM 28 April – HK and PS. Very useful to learn from their situation as well as tell them about ours. Affordable housing scheme at pre development stage. Considering extending area of support to assets - eg. village shop.

Aster- no follow up email from Chair, considered necessary.

Vandalism of a Social Rent property at Arundel Gate. White paint thrown on one of the 2 bed houses in early hours of Saturday/Sunday night during first weekend in May. HK reported to Aster so now a matter between tenant and Aster as they have a duty to maintain the property. HK also reported to ATC who have passed details of the incident on to Police Community Support Officer. Need to obtain a crime number before next site meeting. Apparently a significantly targeted, possibly premeditated attack.

Need a new key-holder for access to future town hall meetings. HK to ask ADC.

Meal to celebrate JS's commitment to ACLT from its beginning. To be at a location of his choice with Board members and partners, also ask town councillors? AGREED

12. Date of next meetings

AGM 2 July

First meeting after AGM - 13th August

