

**MINUTES OF Meeting of Arundel CLT Board of Directors held 13 August
2026 at 51 Maltravers Street**

Present Tom Basham, Caroline Elderfield (Minutes), Wendy Eve, Hilary Knight; John Morrison, Emer Osborne, Paul Summers (Chair)

1. Apologies – Graham Lane

ANNUAL BUSINESS

2. Election of Chair and Deputy Chair.

Chair : Paul Summers Proposed: Hilary Knight Seconded: Wendy Eve. APPROVED

Deputy Chair: Wendy Eve Proposed: John Morrison Seconded: Tom Basham APPROVED

3. Election of Treasurer, Deputy Treasurer, Secretary, Minutes Secretary, Membership Secretary, Delegation of Data Protection .

Treasurer: Vacant.

HK and GL currently dealing with financial admin. Possibilities for new treasurer being explored. Edmund Chavasse has been approached and invited to attend next board meeting. Either to be co-opted onto the board and/or source of paid financial services. HRMC Return due by 31 December in mind.

Deputy Treasurer: Graham Lane. Proposed: Hilary Knight , Seconded: Tom Basham APPROVED

Secretary: Hilary Knight. Proposed: Paul Summers, Seconded: Emer Osborne APPROVED

Minutes Secretary: Caroline Elderfield. Proposed: Hilary Knight, Seconded: Paul Summers. APPROVED

Membership Secretary: Emer Osborne. Proposed: Hilary Knight, Seconded: Paul Summers APPROVED

Delegation of Data Protection: Tom Basham Proposed: Hilary Knight Seconded: John Morrison APPROVED

4. Dates for board meetings 2026/7 and 2027 AGM

8 October, 3 December, 3 February, 18 March, 6 May, AGM 17 June (note post meeting – Town Hall not available on 17 June so dates to be explored).

5. Banking arrangements

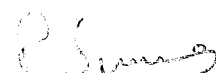
Existing authorised signatories: Paul Summers; Hilary Knight, Graham Lane, James Stewart. JS to be removed and Tom Basham added.

Emer Sloyne (Osborne)

6. Approved signatories for any legal or other appropriate business.

Normally the Secretary and one other board member

7. Board education and team building – and co-options for this year



The board reviewed the previously circulated Skills Matrix and noted that the spread of current members with High-Medium self-assessment is comprehensive for current situation but new board members would help ensure a quorum at meetings and succession planning for directors retiring in the next few years.

8. Decide when to conduct the annual risk assessment 3 Dec – TB & HK NOTED

9. Schedule other annual business

Quarterly financial accounts: 3 Dec (Quarter 2); 3 Feb (Quarter 3). Annual Financial Statements 6 May.

Standing Orders and anything else relevant to AGM, 3 Feb & 18 March (with follow up as necessary 18 March/ 6 May)

10. Appointment of Directors following AGM elections

Paul Summers elected for further 3 year term; current board is 8 but 10 could be ideal for quorum and succession planning and resilience.

Terms of office, declarations of Interest and Close Connections for website and FCA return – Update: re. renting a property in Arundel - CE, TB. Confirmed no need to declare rentals outside Arundel.

ORDINARY BUSINESS

11. Minutes of last Board meeting held 7 May 2026

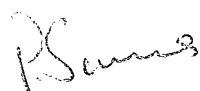
Numbering and typos corrected manually and Kiera Bashams' surname added on page 3 (Community Projects, line 1). Subject to these minor changes, the minutes were **APPROVED** and signed.

12. Budget to March 2027 and handover from James

HK talked through the work she had done on a budget for the current financial year.

Although the bank balance looks healthy (over £12K), need to make sure we do not use the remaining 'New Project' grant of £11,438 for other purposes

- Bank fees of £4.25 a month, payable since last Autumn have been added to the budget. It was confirmed we will not to seek to move to an alternative bank offering free banking at this time
- Budget proposed by HK allows for expenditure up to £1,150. This could be cut back but for the moment it seems reasonable. It includes 'slack' e.g. £100 for room bookings when the Town Hall may not invoice us for AGM; £500 for leaflets/communications we may not take up
- If and when £600 legal fee grant for invoice already paid to our solicitors arrives, the c/f for next year grows to £1,214 which is enough to pay 2027 CLT Network Fees, run an AGM, and keep website and email open. This assumes we use Share Capital in the bank account.



- There is a further legal bill due when the Deed of Variation is finalised for £900. We expect it to be matched by incoming grant from ADC. If necessary, we might have to hold the Invoice as a debt until grant issue resolved.
- HK said she would contact Aster to follow through the issue of when Ground Rents become payable during 2027/28
- The board noted use of our £376 Share Capital might be required if the ADC grant for legal fees is delayed or not forthcoming and if ground rents are payable only later in 2027/28. We could avoid use of Share Capital by curtailing other expenditure but at this stage that does not seem necessary
- Possibility of locating the New Project Grant into Lloyd's Easy Access Savings Account. HK to talk to GL
- Money from current 376 shares are not equity but joining fees.
- Upcoming bills - renewals and leaflets. allocate £500. AGREED

13. Ford Road Project – Arundel Gate

a. Legal Transfers for Section 2 (six Social Rent) & Section 3 (10 Social Rent) Payment of £1 each for Social Rent.

Email from our solicitors NOTED

The Transfer Engrossments states that the transferor "has received" the £1 per unit. So, by completing the transfer, Fitzalan Estates have confirmed that the legal obligation to pay the purchase price has been discharged. They likely did not insist that the £6 and £10 actually be paid over as it was not worth it to do so (it would cost them more to collect and process the payment).

Therefore, for the purposes of board minutes, our solicitor says it would be sufficient to note that the CLT's obligation to pay the purchase price was discharged.

b. Social Rent allocations

Section 3 bidding round for 10 Social Rent homes took place in June (including last 6 one bedrooms), handovers 5 August; at least some tenancies start from 10 August

The allocations process had not yet been completed when HK asked for report summarising the bidders and successful applicants

Fourth and final section (houses only): bidding round 5-12 August, handovers due 17 September, email to people who asked CLT to alert them sent 5 August.

Ongoing queries via website Contact Form, one person telling us they were successful and a couple telling us they were not

c. Shared Ownership as of 12 August

- Sold and occupied – 4, 12 & 14 Glossop Close
- Reserved with the sales proceeding – 2, 6, 8 & 10 Glossop Close

Local connections: Priority 1 – Arundel Parish - x 4; Priority 5 – Arun - x 3



The Shared Ownership ground floor maisonette has been offered to a non wheelchair user

d. **Relets**— assurances about continuation of Local Lettings Policy.

Nominations and Local Lettings Policy remain in place but Aster Lettings Manager has not responded to request to clarify how this will work in practice.

Clear System needed for this in order to ensure legal information and status is carried forward into future.

HK to shared Legal Documents with JM, EO.

e. S106 DoV still outstanding with lawyers

- f. £1500 grant for legal fees: £600 of these already been paid by ACLT. We agreed a quote for the other £900 on the understanding the grant was approved. Escalation via Tom Warder and Karl Roberts. TW chasing again, 7 August. Seeking £600 now with £900 to be paid when invoice raised.

- g. Community projects on adjoining land (Children's Forest Lease, Food Forest)
- HK updated on Mary Peach's proposal to use her Community Interest Company to sign the Lease for Children's Forest

Dalloway Road issues— email from David Braddon to Jim Boulton (CLT member and Dalloway Road resident) 24 June 2026 noted. JM monitoring via Site Meetings. Access concerns to be completed by exit of Esquire. Much still to do on outstanding list, landscaping, also "consideration of next door neighbours" policy.

Discussion of HK and JM's contact with Dalloway Road residents affected by development. Issue of them believing they joined the CLT but there being no record of their applications. .

Official opening – proposal to Norfolk Estate, Esquire and & Aster to do something by end 2026? AirS keen to invite Sussex-wide audiences.

Communications with Aster – email received from Ben Howes, Head of Housing Operations, London & Homes Counties at Aster NOTED. Draft reply previously circulated discussed and APPROVED

14. Website and email

- a. Handover from James to TB NOTED.
- B. updating website – sub group of TB, EO, HK. Sub group will go through feedback from Josie at CLT Network and use Arundel Gate images/materials from AGM Exhibition and people photos from AGM

Email handover from JS NOTED – TB is now Administrator. HK and PS receive forwarded emails and Contact Forms from website;

15. AGM 2026 reflections

Well attended. Presentations, video and display worked well.

Informal discussions provided an opportunity to communicate future possibilities and to dispel erroneous negative concepts about aspects of the development.



16 Canada Road bungalow site & other follow up from ADC meeting

- Email from ADC 13 July 2026 NOTED
- Business Case sent to ADC 6 August NOTED
- sub group membership: HK, EO; PS
- Monitor the Registered Provider situation.

17 .Membership

NOTE approval by email in time to be admitted as members before AGM

Melanie	Cork	1	23.5.26	1 Maltravers Street	BN18 9AP	£1 BACs confirmed 27.5.26
Tlmothy	Mackew	1	23.5.26	1 Maltravers Street	BN18 9AP	£1 BACs confirmed 27.5.26

New applications APPROVED

George	Henry	Galazka	1	13.08.26 ?	25 Orchard Place	Arundel	BN18 9BP	£1 coin banked HK on 24.06.26
Pip (Mary)		Young	1	13.08.26 ?	Bakers Arms Cottage, Bakers Arms Hill	Arundel	BN18 9DA	£1 coin banked by HK 02 .07.26
Dmitrijs		Hendogijs	10	13.08.26 ?	99 Linden Road	Bognor Regis	PO21 2BB	HK emailed 8 August saying how to pay by BACs

(The latter applicant subject to confirmation of payment.)

18 Matters Arising not elsewhere on agenda

Actions from previous board meetings NOTED

a. CPRE Centenary Award submission 'Best Housing Solution'

We submitted by deadline. Judging process underway. Awards ceremony is Thursday 29 October. The Chair commended HK and JM for the very detailed submission. JM suggested creating a booklet based on this submission - ACLT's timeline, history of the Arundel Gate project. Effective way of showcasing our achievements, generating future publicity, and as a welcome pack for new directors, etc.. He will create a preliminary draft for evaluation of costs,

- b. Meeting with SDNP – email exchange with Affordable housing team- following Horsham event –HK, PS, Tom Warder or nominee. Other directors welcome to join.

c. Agreed to remove No 33 'visit to Cambridge' due to other priorities

19 Any other business

Board meal with/for JS and MP Social function for Directors and spouses. Suggested location The Swan

Ford CLT and their MP – Arun and Tom Warder approached us about a visit but now saying Opening Ceremony may be enough.

Members Newsletters – aim for 2 to 4 times a year? Definitely more than one per year, probably 3 p.a.. AGREED.

CLT Network - webinars – HK has attended some

Horsham - June – HK and PS reported it went well. Useful to summarise our stories and hear about other CLTs and a different local authority from Arun. Recommended as a means of keeping up with other CLTs and gaining ideas and information.

JM Confirmed as our key holder for Town Hall

20. **Date of next meeting** – 8 October, location tbc.

