

## Aldingbourne, Barnham and Eastergate Community Land Trust

### Minutes of the first meeting of the Board - 18<sup>th</sup> March 2019 - DRAFT

#### Present:

Emma Pinder       Resident  
Kevin Dean       Resident  
Sue Livett       Aldingbourne  
                         Trust  
Mike Link       Resident

Phillip Henke       Resident

Louise Beaton (Chair) Resident

#### In support: Graham Maunders AiRS

1. **Welcome and Introductions** - Phillip Henke was welcomed to the Group. Apologies - Michael Warden, Joanne Brown
2. **Presentation by Jeremy Page, Development and Property Manager, Rural Housing Trust.**
3. **Damian Haly, Development Manager, Worthing Homes**
4. **Declarations of Interest** - None
5. **Review HA discussions** - Following discussion scoring sheets were completed. GM to organise meeting with Saxon Weald, preferably on 25<sup>th</sup> March or 8<sup>th</sup> April.
6. **Notes, actions and matters arising from previous meeting:**
  - a) **Notes:** The meeting approved the notes of the February meeting subject to noting attendance of Mike Link.
  - b) **Outstanding Actions:** See table.
  - c) **Matters Arising from last meeting not on the agenda:** None
7. **Appointment of CLT Board** - The CLT had been registered with the FCA on 7<sup>th</sup> February 2019. GM took chair for appointment of the Board, as follows: The members were agreed as those listed in the rules submitted to the FCA plus Sue Livett and Phillip Henke. 8 - 12 Board members can be appointed. Michael Warden to be appointed at next meeting if willing.

**Chairman**                Louise Beaton  
**Vice Chairman**                Emma Pinder  
**Treasurer**                Sue Livett  
**Chartered Secretary** Kevin Dean  
**Member**                Mike Link

Member

Phillip Henke

Thanks were expressed to Joanne for her administrative support. Following her retirement as APC clerk she may be willing to become a member but for the time being LB would hold the papers and Sue will take minutes.

8. **Financial Report** including current NCLTN Funding Opportunities: SL had circulated a budget and note of income and expenditure. She would keep membership records and prepare a standard acknowledgement to those joining.

ML to check with FCA whether the end of the first financial year would be 31.3.19 or 31.3.20, as it began on 7.2.19, the date of registration, and whether income was small enough not to require audit.

PH to ask Rachel Hall, accountant, for an estimate for providing a statement of accounts and whether she would be able to assist the CLT as it grows.

NCLT offers further funding opportunities. Communication costs are likely to be substantial, owing to leafletting 3 parishes, publicising first AGM, which has to be held within 6 months of registration (ie by August). SL to share costs of recent AT circulation.

9. **Housing Needs Survey** - ADC had approved AirS estimate, LB to reply to Nov email and accept. Agreed covering letter to come jointly from CLT and the two PCs. GM to draft, LB to check PCs agree. Following discussion of questions on first page the template was approved. Survey will be independently mailed. GM to look into additional cost of including membership information and form and advise as it was felt important to take this opportunity to reach all households. Noted approx. £200 remain from public engagement funds allocated in NCLTN grant which might contribute.

Publicity would be essential: posters, Facebook, press release, website etc.

Timescale agreed as early May.

10. **Draft Delivery Action Plan - Support agreement with AirS and Business Plan preparation.** GM had circulated proposed agreement. Discussion deferred to April meeting.

11. **Development Opportunities - update on ANDP, note discussions with Wings and others.**

A meeting with Wings had been held on 21<sup>st</sup> February and separate note circulated. The developers were offering the CLT first refusal on the 18 affordable units.

Contact made with developers Dandara at a public consultation about Fontwell development of 400 homes. Contact made at the A29 realignment consultation with Luken Beck, developers of the housing associated with the proposed northern section of the A29 realignment and architects working on the BEW masterplan.

APC had indicated to developers for approved development at Barnside, Hook Lane they would wish the CLT to have first refusal on the 2 or 3 affordable homes. Possible similar opportunity with 10 units at site north of Lee's Yard.

The ANDP review team had identified Wings and the Lee's Yard sites for delivery of the required additional housing, for which the built up area boundary would be adjusted. Recommendations to go to APC on 2.4.19 for public consultation.

**12. Review public meeting and communications** - the support shown by Cllr Bence and other District Councillors was welcomed. LB to check the update circulated and ask Maureen Chaffe to upload to the website and pass to SL for distribution to members, Facebook etc.

**13. Any other business**

a) GDPR policy to be discussed at April meeting.

b) LB to contact Satnaam Kur, ADC explaining decision on partnering for Wings and other developments would be taken on 15.4.19, and invite to provide any updated information about financing and resource which ADC may offer for a CLT development.

c) Possible small exceptions sites and BEW opportunity to be explored with Church Commissioners.

**14. Confirmation of Dates of Next Meetings:** Monday 15<sup>th</sup> April, 13<sup>th</sup> May, 10<sup>th</sup> June, 8<sup>th</sup> July.

**1. Outstanding Actions from previous meetings**

**14<sup>th</sup> May 2018**

Item	Action	By who	By when	Comment
4.	Chase Barnham and Eastergate PCs for a reply to the invitation to send a representative	MB	Immediate	MW has chased and will continue to chase. All minutes to continue to be sent to clerks. Continuing

**11<sup>th</sup> June 2018**

Item	Action	By who	By when	Comment
7	SL to provide housing need info for AT staff and clients	SL	Oct 2018	Ongoing SL to keep chasing
8	HEELA site investigation	MW, EP	Oct 2018	ANDP housing policies and sites were selected from HELAA for ANDP review, to be presented to APC 2.4.18. Barnham and Eastergate sites and NDP review unknown.

**10<sup>th</sup> December 2018**

Item	Action	By who	By when	Comment
2	Ickesham CLT details re Hastoe HA	GM	Jan 2019	

#### 4<sup>th</sup> February 2019

Item	Action	By who	By when	Comment
2	Decision about potential sites and potential partners	SG/ Board	Following March 18 <sup>th</sup> (April 15 <sup>th</sup> )	
2	Look at draft Communication plan and advise	Hannah Wales		
	Membership Policy including voting rights and Board composition to be determined	SG/ Board	March 2019	
	New contract and letter of understanding with AirS	SG/ Board	March 2019 deferred April 15 <sup>th</sup>	

#### 18<sup>th</sup> March 2019

Item	Action	By who	By when	Comment
8	Financial year end and accounting statements to be checked	ML PH	April 15 <sup>th</sup>	
9	Housing Need Survey - draft covering letter, approvals, print costs of leaflet. Publicity	GM LB, SL, HW	April 15 <sup>th</sup>	
12	Update to be posted	LB, SL, HW		
13	Liaison with ADC - Satnaam Kur	LB	15 <sup>th</sup> April	
13	GDPR policy	GM	15 <sup>th</sup> April	