

Aldingbourne, Barnham and Eastergate Community Land Trust

Minutes of the fourth meeting of the Board – 14th October 2019 - DRAFT

Present:

Louise Beaton (LB)	Chair
Emma Pinder (EP)	Vice Chair
Sue Livett (SL)	Treasurer
Mike Link (ML)	Board member
Hannah Wales (HW)	Board member* (item 3c onwards)
Joanne Brown (JB)	Board member
Graham Maunders (GM)	AirS Community Led Housing Adviser

1. **Welcome and Apologies:** Kevin Dean.
2. **Declarations of Interest** –none.
3. **Notes, actions and matters arising from previous meeting:**
 - a) **Notes:** The notes of the Sept meeting were approved.
 - b) **Outstanding Actions:** See attached table. 8th July 7.2g: Website: Wix site identified as not currently sufficiently secure. **HW will check if https security can be provided and, if so, organise. Agreed** admin access to be restricted to Board members. Domain name on Wix appears to be free. **HW to check. Agreed** to use members' area for notices of AGM etc, and use dropbox for board documents. **Agreed** to pay a subscription if required.
 - c) **Matters Arising from Sept minutes:** **LB had contacted Cllr Gregory for a meeting, to send reminder that a date is still awaited (item 5). LB to contact Daniel Vick (item 6).** EP has e mailed Gareth at Whaleback re Wings (item 6). Heads of Terms: GM has provided the signed agreement with Aster (item 7). To be stored on private section of site. **LB will circulate to Board.** SL offered Aldingbourne Country Centre as a potential venue for future meetings. Short document on CLT (item 7), GM has forwarded info, **HW to action.**
4. **Finance:** no change since last month. A new subscription recently received with a Housing Needs Survey form. LB and ML were trying to set online access to account in place.
5. **Housing Needs Survey - publicity and action.** GM had circulated the draft report that day and took members through a short summary of headlines. **Board to read and respond to GM with any questions or comments by 21st October and comments as to CLT response. ML to incorporate into our business plan.** Evidence of need was shown particularly for single person, affordable housing for people currently in the area. In addition there were households who have left the area because of lack of capacity, but wish to return.

The implications for the CLT's allocation policy was discussed. Arun DC does not require local connection, whereas this will be central to the ABE CLT allocation policy. It was agreed that allocation policy needs to be discussed with Arun DC as well as partner HAs (who would otherwise tend to rely on the local authority policy) and members need better understanding of ADC's eligibility criteria to be on Arun DC waiting list. GM suggested a working group to work on our allocation policy.

LB to take results to Aldingbourne PC on 5th November, ML to confirm if able to attend Barnham & Eastergate PC. **LB to send a copy to Arun DC.** The Board expressed their thanks to AiRS for the work involved in the analysis.

Publicity: to go out early November, summary to go by email to members and on website.
HW to action.

6. **Update including recent meetings:** Aldingbourne Neighbourhood Plan – environmental assessment is taking place and has delayed the plan. No news on Barnham & Eastergate plan.
LB, EP, GM, KD or ML are meeting Saxon Weald & local landowner tomorrow. The key driver is housing need evidence now available. If landowner is willing, and Saxon Weald is on board, we have various options for site delivery.
7. **Policies update:** JB met with GM. JB to bring forward 2 or 3 at a time, circulate draft policies before meetings for comment to her, so that they need only to be signed off at Board meetings. JB is drafting a list of policies needed, and will refer to other CLT policies where possible. JB to check if freedom of information policy applies. Agreed policies need to be concise, include update template. Membership Policy is complete.
8. **Draft Delivery Action Plan – Business Plan preparation:** ML reviewing, will include policy development & selection of housing partners. Many points are subject to a site being obtained. The preparation of the risk register highlighted that there are currently two key risk areas: Lack of representation from Barnham & Eastergate & lack of certain board skills (legal & secretarial support, particularly for LB). Discussion indicated Board would be prepared to pay for a minimal level of admin support (self employed or honorarium) for preparation of minutes, agenda and organisation of meetings, if we cannot find someone to take it on in a voluntary role for which travel expenses would be available. **EP will explore with a potential contact.**
9. **Legal Representation:** Legal representation: GM had provided info on Angmering CLT's legal specialists and costs – **see attachment to these minutes.**
10. **Any other business:** LB checked members were content with the content of and their ability to participate in board meetings.
11. **Confirmation of Dates of Next Meetings:** It was agreed to continue to meet monthly until end of 2019. **Mon 11th November meeting 7pm to focus on allocations – all to refer to GM's e mail of 10/9 and read Arun DC's policy – GM to forward.** Following meeting is 9th December.

Outstanding Actions from previous meetings

11th 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, subject to Strategic Environmental Assessment and progressing Autumn 2019. 9/9/19: Confirmed Barnham and Eastergate PC has commenced reviewing NDP.

4th February 2019

2	Look at draft Communication plan and advise	Hannah Wales		May/June 2019 agenda communication addressed with HW's help.
	Membership Policy, including voting rights, and Board recruitment and election policy composition to be determined	SG/Board	March 2019	<p>Cllr Andy Earwaker, BEPC, and APC to be advised of Observer status policy agreed by Board on 9.9.19. Actioned. No subsequent attendance by BEPC rep. so position to be checked with PC.</p> <p>Board recruitment policy agreed July 2019 to be updated in light of above and posted on website. Action: JB.</p> <p>Membership policy: JB to circulate draft policies for comment and sign off at Board meetings, 2 or 3 at a time. (14.10.19)</p>

13th May 2019

Item	Action	By who	By when	Comment
9a	Preparation of draft Equality and Diversity Policy	EP	Sept 2019	Deferred from July mtg. Sept 2019: EP provided to JB for Oct meeting. To be brought forward by JB at Dec meeting.

10th June 2019

Item	Action	By who	By when	Comment
5	Preliminary results to be available at AGM. Set date for public meeting to present results.	GM	Sept 2019	AirS presented results at Oct 14 th meeting, to be made available to PC Nov meetings, on website and via publicity.
7.2c	Skills audit – GM to provide initial draft	GM	July 2019	GM had provided draft. Shortfall in legal and minute-taking identified in risk register. EP to discuss clerking role with potential candidate.
10	Frequency and venue of meetings to be reviewed	All	Oct 2019	Agreed Oct 2019 to continue monthly to end Dec 2019 and review then.

8th July 2019

Item	Action	By who	By when	Comment
3c	Activate online payments	ML and LB	Sept 2019	Urgent action as KD away shortly.
7.2a	Conflict of Interest Policy	All	Oct 2019	Email to SL the form at rear of policy. Add any responsibilities/involvement in other groups/organisations. If in doubt, include the info. All to action.
7.2b	Obligations of Board members statement to be signed	EP and ML, JB and HW	Oct 2019	SL & ML to do.
7.2g	Dropbox to be set up for storage of documents	JB	Sept 2019	Agreed 14.10.19 JB to set up Dropbox for documents and HW to review security of Wix site, using members area for AGM papers etc. CLT Board to take over admin of Wix site.
8	Meeting Aster	GM		14.10.19: GM waiting on date.

9th September 2019

Item	Action	By who	By when	Comment
3b	Development of policies	JB	Spring 2020	JB met GM. Agreed to bring forward 2 or 3 at a time, for comment before sign off at Board meetings.

5/6	Meeting ADC Housing Portfolio Holder	LB	Nov 19	LB to remind that a date is awaited, sending final version of Housing Needs Survey report.
6	Wings site - progress	LB and EP	asap	LB to contact Daniel Vick re s106 content and application. EP to contact Whaleback.
7	Heads of terms	JB/HW	Nov 2019	Document storage to be arranged. Meeting to be held with Saxon Weald and site owner 15.10.19.
8	Business Plan – Allocation Policy	GM/All	11 Nov 2019	All to review docs sent by GM 10.10 19 and Nov meeting to focus on this subject.