

Aldingbourne, Barnham and Eastergate Community Land Trust

Minutes of the second meeting of the Board – 15th April 2019 - DRAFT

Present:

Michael Warden	Aldingbourne Parish Council
Kevin Dean	Resident
Mike Link	Resident
Phillip Henke	Resident
Louise Beaton (Chair)	Resident

In support: Graham Maunders AiRS

- 1. Welcome and Introductions** – Apologies – Emma Pinder, Sue Livett
- 2. Declarations of Interest** – LB – Item 7 – Support agreement with AirS
EP – Item 4 – Selection of partner HAs (by email)
Board need to discuss policy for dealing with declarations of interest, pending which it was agreed chair would decide in light of circumstances.
- 3. Notes, actions and matters arising from previous meeting:**
 - a) Notes:** The notes of the March meeting were approved. It was noted the NCLTN membership fee was £150.
 - b) Outstanding Actions:** See table.

14th May 2018: item 4 – **Eastergate and Barnham PC Annual Parish Meeting** to be held on **28th May** at Barnham Community Hall. ML and EP to speak and seek Board member(s) and membership. LB to check time.

Aldingbourne PC APM to be held at ACSC 6pm on **21st May**. LB and others to attend.

4th February 2019: Communications Plan – for next agenda. Noted update needed for parish newsletter.

Board Membership Policy – GM suggested two alternatives: Either election by show of hands at AGM or Board identifies the need for further members and skills required, holds informal chat and issues invitation. Suggested also rotating retirement – a third at each AGM with a max of 3 x 3 yr terms. ML recommended CAB approach, which is to appoint new trustees as “designates” for 3 months before appointment to provide opportunity for both sides to check/opt out, which was agreed with exception of PC appointments. Need to review skills annually. At present Board is missing legal and secretarial skills. GM recommended taking out Directors’ Liability Insurance, which is available via NCLTN or brokers. KD to obtain quotes.
 - c) Matters Arising from last meeting not on the agenda:** Michael Warden advised that owing to recent ill health he would be standing down from the CLT at the Aldingbourne PC annual meeting in May. He hoped another councillor would

take his place. Gratitude was expressed to Michael for his support throughout the year.

- 4. Review HA Discussions:** Following discussion two HAs were front runners for the CLT to work with as partners. Experience of s106 and exceptions sites was regarded as important. Size would place a larger HA in a better position to bid into s106 agreements. GM to speak with selected HA, explain CLT is now in a position to appoint a partner and would like a further discussion – if possible at CLT meeting on 13th May - and to discuss their attitude to handling very small sites. If not, the other potential partner to be re-considered. LB to thank all those met after that discussion takes place.

Members were concerned that government grant was not available towards s106 sites, which meant it would be difficult to offer them at social rents, it was only available on rural exception sites. GM explained that the CLT/HA could bid for more than the 30% affordable element on a site, and that grant would be available for the additional houses. Developers were likely to be willing to sell extra. He had sounded ADC out about this issue and the indication is that while grant would not be available it was feasible for receipts from sales to be used to provide a grant to help reduce rents, but no guarantee.

- 5. Financial Report :** No update. SL to be asked to raise an invoice to ADC for the funding for the Housing Needs Survey. ML and LB need fobs or password in order to trial a payment.
- 6. Housing Needs Survey –** AirS estimate had been accepted. Barnham and Eastergate PC clerk advised there is currently no Council pending elections. The first meeting at which approval could be given is 4th June. Arrangements therefore to be lined up for 6th June. Later would be difficult as people will not respond over summer school holidays.

Minor changes to the draft covering letter were discussed. GM to revise.

Noted that while there are around 500 membership leaflets available, some small changes are required when reprinting (eg website/FB and GDPR). LB to ask EP and SL to liaise re changes and cost of first edition, and, as Joanne had already obtained quotes for its printing, to liaise re using the same printers to provide another 3,500. To liaise with GM re where they are sent for mailing with the questionnaire.

GM circulated a Communication Plan for the Survey. LB to ask Hannah if she could draft a poster to encourage people to complete it (eg Do You or Your Family need affordable housing – look out for the forthcoming survey of Local Housing Need?). Articles to be prepared for the website, parish magazine, Sussex Local, press release just before it is posted. SL to post on Facebook and via twitter. MW to provide contact at Spirit FM.

Poster venues: Croft surgery, PC noticeboards, Shops in Barnham, pubs – Wilkes, Murrell Arms, Prince of Wales. MW and PH offered help with posting.

- 7. Draft Delivery Action Plan – Support agreement with AirS and Business Plan preparation.** Business Plan – GM to provide an example for ML/KD to adapt. GM had circulated sample agreement with AirS: A general agreement would be provided, which is in effect a letter of intent, rather than using the example circulated, which is project

specific. £2,500 per house is based on a typical development of 10 – 15 houses. HA would pay the fee, it would be rolled up in the CLT agreement with the HA. The HA chosen is familiar with this arrangement, because used to covering professional fees. 25% is usually required at planning stage, 50% when building starts and 25% on completion. GM to check the VAT position. Clause 4.2 is flexible. ML proposed and it was agreed to send a letter of intent agreeing to enter into a contract on this basis.

8. Development Opportunities – update on ANDP and current opportunities.

APC has agreed the draft NDP proposals to adjust the parish boundary to include the Wings and Lees Yard sites. Barnham/Eastergate NP review situation not known.

9. GDPR Privacy Statement and Draft Policy

Data held by members was summarised as follows:

Most board members only hold each other’s data, which all are happy to permit.

LB and EP hold data about several individuals who have approached the CLT via APC, which is held on password protected systems.

APC clerk is contact point for public and has password protected system and GDPR training. SL holds membership details. As Director of Aldingbourne Trust she is well versed in higher level requirements of GDPR.

The draft privacy statement provided by GM was adopted. GM to provide Word version for LB to add ABE information and forward to MC for website. LB authorised to agree review with MC if she raises concerns of detail.

LB to ask SL if she will be contact for GDPR purposes, as she is holding membership info.

10. Any other business

- a) NCLTN had rung requesting CLT to contact district council candidates for election and seek support for affordable housing policies. ML to action and share.
- b) Maureen Chaffe had asked for views on her update of website, which is work in progress. LB had asked SL and EP and HW.

11. Confirmation of Dates of Next Meetings: Monday 13th May, 10th June, 8th July.

Outstanding Actions from previous meetings

14th 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	ML and EP to attend B and E PC APM on 28 th May to encourage appointment.

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, to be presented to APC 2.4.18. Barnham and Eastergate sites and NDP review unknown.

4th February 2019

Item	Action	By who	By when	Comment
2	Decision about potential sites and potential partners	SG/Board	Following March 18th (April 15 th)	Discussion at 15.4.19 meeting
2	Look at draft Communication plan and advise	Hannah Wales		For May 2019 agenda
	Membership Policy including voting rights and Board composition to be determined	SG/Board	March 2019	Discussed April 2019. Further discussion at 13 th May 2019 meeting.
	New contract and letter of understanding with AirS	SG/Board	March 2019 deferred April 15 th	Letter of intent to be sent.

18th March 2019

Item	Action	By who	By when	Comment
8	Financial year end and accounting statements to be checked	ML PH	April 15 th	Audit requirement only required when income exceeds £3million p.a. With only 4 transactions since Feb 2019, when CLT became registered, it was agreed independent check not yet required. Volunteer to be sought for independent check for March 2020 end of fin year.
9	Housing Need Survey – draft covering letter, approvals, print costs of leaflet. Publicity	GM LB, SL, HW	April 15 th	SL to share costs of recent AT mailing. Cover letter discussed. EP and SL to liaise re adjusting and printing membership leaflet. HW to be asked to draft poster. Press release to be issued.

12	Update to be posted	LB, SL, HW		
13	Liaison with ADC – Satnaam Kur	LB	15 th April	Austin Wade, new ADC housing enablement manager, and Satnaam Kur contacted by email, for follow up by telephone after easter.
13	GDPR policy	GM	15 th April	Discussed. LB to liaise with MC re posting on website.