

Aldingbourne, Barnham and Eastergate Community Land Trust

Minutes of the second meeting of the Board – 13 May 2019 - DRAFT

Louise Beaton (Chair)

Emma Pinder (Vice Chair)

Sue Livett Treasurer

Mike Link Resident

Kevin Dean Secretary

In support:

Graham Maunders AiRS,

Hannah Wales, Resident

1. **Welcome and Introductions** – Apologies –

2. **Declarations of Interest** –none

3. **Notes, actions and matters arising from previous meeting:**

a) **Notes:** The notes of the April meeting were approved.

b) **Outstanding Actions:** See table.

Directors' Liability insurance/public liability: KD had made enquiries. Based on £250k turnover, £5m public liability the policy fee was £320. **Agreed to proceed.**

Eastergate and Barnham PC Annual Parish Meeting to be held on **28th May** 6pm for 6.30 at Barnham Community Hall. **ML to attend.**

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

Parish newsletter update – **LB to circulate.**

HA's: GM was thanked for informing the HA's we have selected.

Bank payments: SL to bring the payment terminals.

GDPR statement: LB has circulated. SL is contact.

Website: Hannah was thanked for her comments.

Development Sites: to review.

Membership policy: GM has circulated draft.

Annual Return: Needs to be provided within deadline.

Liaison with ADC: Austin Wade, new Housing Enablement Manager, agreed to attend future meeting. His key message was that Arun will still support CLTs following electoral changes, as this is Local Plan policy, but local affordability may be less certain.

c) **Matters Arising:** there have been some changes on ADC following the local elections. **We need to establish who the new portfolio holder for housing will be.**

4. **Financial Report :** No recent transactions. ADC are covering the Housing Needs Survey £7.6K, check if Arun DC would accept direct invoice. We will pay, and then be reimbursed. 50% due when it goes live, 50% upon final report. **LB to clarify payment arrangements and total amount.**

5. **Housing Needs Survey - publicity**

- **A draft press release had been circulated:** Wording re development to be adjusted to refer to “some of these homes”. AirS to also provide comment.
- **An email address had been set up:** infoabeclt@gmail.com. Monitoring the e mail: we hope Joanne may help with this – we have all have the password – but it won't be public until early June.
- **Website:** This is now live. **LB to Check whether she has received an e mail re payment for the domain.** The aim is to move our site away from the Parish Council, with a link. Agreed Hannah & 1 other will be able to edit. Our thanks to Maureen for developing the site. LB to confirm the web address. There may be a new Aldingbourne local website for events/news, etc.
- **Social media:** SL set them up, **SL to share passwords.** HW suggested we may need to consider Instagram. Need to get more material on to twitter & fb. **If all can share from our fb page to our groups/friends this will increase interest/follows.** Can consider boosting posts, can choose audience we wish to target. **Agreed to spend £20 for boosting the housing needs survey.**
FB strategy needs to include posting to local groups, eg, Eastergate Hall, Bognor Regis Matters. **LB to check with Lindy if we can get list of local groups via parish council.** Target audience: landowners, young families & single people. Often parents of young people do research and seek housing opportunities for their children. **SL to confirm FB & twitter addresses.**
- **Distribution:** Survey cannot go out until approx. 20 June as needs to be ratified by Barnham and Eastergate PC. Re-drafted letter from GM agreed. **LB to check re logos, signatures, sign off from parish councils. We can start putting out posts on fb and twitter/schedule now** to let people know the survey is coming out (HW). ML to remind Barnham & Eastergate Parish Council we look forward to their support. **ML and LB to brief parish councils on promoting the Survey.**
- **Format:** The Survey is in paper format. Aiming for 25-30% response rate.
- **LB to send SL info to forward to Spirit FM.** Include Bersted Focus (HW), Bognor Post (SL). Check deadlines for Arun Times & Chichester Initiatives: LB to ask Austin at ADC.
- **LB to redraft press release as a letter to go to local schools** to ask people to watch out for the Survey. **EP to confirm numbers for Eastergate & Aldingbourne schools.** Chichester College printing quote to be obtained (HW). SL to confirm cost price for doing print run.
- **Posters in local shops and community spaces:** **HW to identify images** for use on poster. Ask HA's if any images we could use (EP). **SL to arrange design** (will need approx.30).

- To agree timescales for final publicity at next meeting.
- **Survey results:** Looking at September for delivery of Survey and sharing info with community.

6. Selection of Partner HA's.

CLT needs to develop and maintain relationship with our chosen partners. The type of development is likely to guide which partner will work with us on selected sites and we need to explore this further with the HA's. **Agreed LB to invite Carl to catch up with us if Astor are in the area. EP to contact Stephen at Saxon Weald:** Aim is to clarify size of developments we work on with each and our reasoning in selection, to ask them for any info they may need from us and an outline of processes, mapping & maintaining contact. Explore under 15 units, exception sites, neighbourhood plan sites being with Saxon Weald and Section 106 sites, which will require more finance and potentially larger, with Astor.

7. Draft Delivery Action Plan – and Business Plan preparation.

GM circulated framework. Requires info on values, refer to Nolan principles. **To be included on next agenda. ML & KD will develop the business plan.** Info from Survey may lead to further funding opportunities.

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

No further updates.

9. Any other business

- Policies:** GM had circulated. Include on next agenda. **EP to look at Equality & Diversity Policy. Conflict of Interest – SL to provide draft.**
- Review of our accounts** – needs to be signed off by September. For period ending March 2019. **LB to ask PM if he has spoken to his contact.**
- Leaflet update: EP to liaise with HW.** May encourage people to join. 4,000 needed for Survey. Need to factor in some extras (200) for our own purposes.

10. Confirmation of Dates of Next Meetings: Monday 10th June (apols GM), 8th July, 9th September.

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

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 15th	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 15th	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, just sign off of excel sheet for transparency. 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	GDPR policy	GM	15 th April	Discussed. LB to liaise with MC re posting on website.
-----------	-------------	----	---------------------------	--

15th April 2019

Item	Action	By Who	By when	Comment
5	Fobs to be provided to signatories	SL	June meeting	
6	Housing Needs Survey publicity, draft press release, Social Media, organise new leaflet, poster.	LB, HW, EP, SL	May/June	
9	GDPR policy posting on website	LB/MC	May/June	