**Aldingbourne, Barnham and Eastergate Community Land Trust**

**Minutes of the fourth meeting of the Board – 9th September 2019 - DRAFT**

**Present**:

Louise Beaton (LB) Chair

Emma Pinder (EP) Vice Chair

Sue Livett (SL) Treasurer

Kevin Dean (KD) Secretary

Mike Link (ML) Board member

Hannah Wales (HW) Board member

Joanne Brown (JB) Board member

Graham Maunders (GM) AirS Community Led Housing Adviser

1. **Welcome and Apologies:** There were no apologies. Mike Turner had decided not to join the Board. ML suggested Parish Councils could nominate people with observer status if not able to become Board members due to commitments. This was **agreed** **as part of Board Recruitment Policy**. Parish council members would be encouraged to become Board members wherever possible. NB observers will receive board papers, attend meetings, but will not able to vote and may need to be excluded from certain items on agenda if a conflict of interest arises.
2. **Declarations of Interest –**none.

1. **Notes, actions and matters arising from previous meeting**:
2. **Notes**: The notes of the July meeting were approved.
3. **Outstanding Actions**: See attached table. **JB has agreed to develop policies** and will arrange to meet with GM. Membership policy will be prioritised. **EP to send draft of Equality Policy to JB**. Skills audit: clerking & legal skills needed. **GM to** **resend pro forma**.
4. **Matters Arising from July minutes:** LB had responded to enquiry from Andrew Ellis. ML & LB to activate as online signatories.
5. **Finance**: 2 new members had joined since last meeting. Current balance £7,472.01 following payment for the flyers sent out with the Housing Needs Survey. SL confirmed accounts to end March 2019 are not required by FC.
6. **Housing Needs Survey - publicity and action**. Grateful thanks were expressed to Hannah for all the work she had put into publicising the Survey. GM explained results should be available for the October Board meeting. **Agreed to ask** that a short presentation can then be made to Aldingbourne & Barnham/Eastergate Parish Councils. **Agreed to seek meeting with Arun District Council portfolio holder Residential Services** (Cllr Mrs Gregory) for when results are available– target end October (**LB to action both items**).
7. **Update including recent meetings**: Wings: LB had contacted all parties to remind them that the s106 should contain the agreement that the CLT will have first option on the affordable housing at the site. There appears to be a range of interested parties. This may be a potential site for Aster: **EP/ GM to contact Aster after 17/9**. Southern HA had approached APC and were not aware of the CLT. **LB to contact Daniel Vick, Planning Officer** to remind them of our interest & first refusal. **EP to e mail Gareth at Whaleback**. Meeting with Arun required to discuss allocation policy & clarify ‘first refusal’ status but Housing Enablement Manager post again vacant.
8. **Approval of Draft Heads of Terms between AirS, CLT and selected HA’s.**

GM talked through minor differences in the agreements for Saxon Weald and Aster **Drafts approved. GM to forward final copies to LB for signature.**

EP & LB met with Saxon Weald and went through the draft Heads of Terms. Esther Somerfield will be the new manager appointed to work with CLT’s: **LB to set up meeting with her and Tim Johnson**. GM suggested we draft a **brief (2 xA4) outline setting out aims of CLT – action HW**. **GM to send** info used for Ford CLT.

1. **Draft Delivery Action Plan**

**8.1) Business Plan preparation.** **ML** has developed further. **Agreed to add list of policies. JB to check and cross reference.** Risk management framework – this has been agreed. **ML will track monitoring** – quarterly/sooner if circumstances change. **Appendix B: ML to draft.** **Allocation policy required – agreed to align with D.C. as much as possible, but preceded by an allocation criteria prioritising local** people first. **GM to provide examples & info**. With these actions, agreed we will have completed as much as possible with current context**. GM to forward text on housing needs to ML**. Social housing numbers – Arun do not break down (204 in 2009) into parish detail. We are not sure how accurate this is in 2019. Thanks were expressed to ML & GM for their work on this.

**8.2) Policy and Procedure Documents.** 7.2(a) **All to complete the form at the rear of the Conflict of Interest policy and send to SL.** SL to resend policy – there is a pro forma at the end of the policy. JB offered to answer any questions relating to CofI. At future AGMs all Board members appointed will need to complete this. 7.2(b**) ML, SL & EP to sign Member’s Obligation Statement** & e mail to JB. 7.2(d) JB to finish policy.

1. **Development Opportunities – update on ANDP and BENDP and current opportunities.**

**Hook Lane**: LB followed up with Metis Homes, no further contact.

1. **Any other business**: **LB to contact TJ to thank him** for attending the AGM, explain we are keen to maintain contact & explore potential with Saxon Weald.

**Legal representation – GM will send info**. **Add to Oct agenda.**

1. **Confirmation of Dates of Next Meetings**: 14th October, 11th November and 9th December. **LB** to ask Parish Council to book meeting venue & dates. Frequency & venue to be reviewed in Oct.

**Outstanding Actions from previous meetings**

**11th June 2018**

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| **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**

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| **2** | Look at draft Communication plan and advise  | HannahWales |  | 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 | Cllr Andy Earwaker, BEPC and APC to be advised of Observer status policy agreed by Board on 9.9.19. **Action: LB.**Board recruitment policy agreed July 2019 to be updated in light of above and posted on website. **Action: JB.****Membership policy**: JB to bring draft for discussion Oct 2019 |

**13th May 2019**

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| **Item** | **Action** | **By who** | **By when** | **Comment** |
| **3b** | Annual return to be submitted with statement of accounts to FCA |  SL | Sept 2019 | Audit requirement only required when income exceeds £3million p.a. With only 4 transactions since Feb 2019, when CLT became registered, agreed independent check not yet required. . 9.9.19: SL confirmed accounts to end March 2019 are not required by FC.  |
| **9a** | Preparation of draft Equality and Diversity Policy | EP | Sept 2019 | Deferred from July mtg. Sept 2019: EP will liaise with JB for Oct meeting. |

**10th June 2019**

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| **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 working on results. |
| **7.2c** | Skills audit – GM to provide initial draft | GM | July 2019 | GM had provided draft. Shortfall in legal and minute-taking identified. Further discussion deferred to Oct. |
| **10** | Frequency and venue of meetings to be reviewed | All | Oct 2019 |  |

**8th July 2019**

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| **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 |
| **7.2b** | Obligations of Board members statement to be signed | EP and ML, JB and HW | Oct 2019 |  |
| **7.2g** | Dropbox to be set up for storage of documents  | JB | Sept 2019 | Agreed 9.9.19 to have password protected area on website instead. JB to liaise MC. |
| **8** | Meeting Aster | GM |  | To meet when in area. 9.9.19 Now more urgent.  |