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

**Minutes of the third meeting of the Board – 10 June 2019 - DRAFT**

**Present**:

Louise Beaton (LB) (Chair)

Sue Livett (SL) Treasurer

Mike Link (ML) Resident

Kevin Dean KD) Secretary

**In support**:

Hannah Wales (HW) – resident, Fandango Marketing.

Joanne Brown (JB) – observer (former clerk of Aldingbourne PC),

Andy Earwaker (EA) - Eastergate & Barnham PC,

Mike Turner (MT) - Aldingbourne PC.

**Apologies for absence** – received from Graham Maunders (GM), AirS Community Led Housing Adviser, and Emma Pinder (EP), Vice Chairman.

1. **Welcome and Introductions** –
* A letter of resignation had been received from Phillip Henke, who is now living in Hove and good wishes were expressed to him.
* Andy, Mike, Joanne and Hannah were welcomed to the meeting and the Board policy of inviting people to attend a few meetings before deciding whether or not to join the Board explained.
* AE explained that Barnham & Eastergate PC are interested in whether a potential conflict of interest could arise, particular if Board members are on planning committee and sites come forward. SL had circulated a draft conflict of interest policy. More Barnham/Eastergate residents would be welcomed to join the Board.
1. **Declarations of Interest –**n**one**

1. **Notes, actions and matters arising from previous meeting**:
2. **Notes**: The notes of the May meeting were approved.
3. **Outstanding Actions**: See attached table.
4. **Matters Arising**:
* **KD** to arrange insurance.
* **SL** to deal with annual FCA return.
* **AirS** will invoice Arun directly for the housing need survey.
* Equality & Diversity policy: **EP** to draft.
1. **Financial Report :**

4.1 Circulated by e mail. Current balance £8,294.90. The CLT has 8 members to date, generating a membership income of £47. Domain payment for new separate website had been kindly met by APC**.**

4.2 **SL** to get quotes from Lewis Brownlee in Chichester/Jones Avens for future audit.

**SL** to ask Head of Finance at Aldingbourne if eligible and able to sign off 2019 EoY statement. **SL** to submit accounts to FCA by end of Sept.

1. **Housing Needs Survey - publicity and action**.
	1. **Survey form**: To be forwarded to Andy. Some minor amendments to be done by **GM**.

JB suggested asking Arun for info from previous Arun Housing Needs Survey but it was thought to be 2 – 3 years old and a sample survey, whereas ours is specific. Agreed to seek info from ADC as part of review of our results with ADC. AirS will be undertaking the analysis. BEPC have delegated sign off to two members. Alison Crabb & GM have been liaising.

* 1. A draft **press release** had been circulated and sent to Sussex Local & Parish magazine. To be released to Observer & Spirit FM by **HW** nearer to the survey date (likely to be 2nd July) ie by 25th June.

5.3 **Social media:** Thanks expressed to HW for her assistance with updating information for new website. **HW** will put links on social media. We will aim to share to local groups. **HW** will monitor social media accounts. E mail address will be monitored by **JB**.

5.**4 Local schools** – **EP** to advise LB as to whether she has contacted primary schools about sending a letter round. **LB** to check with Ormiston Academy and St Philip Howard.

5.5 **Leaflets – HW & EP** actioning. Needs to be smaller than A5 to fit into envelopes. EP had queried changes needed to privacy statement, which needs to include contact for GDPR (SL) and our e mail address. **HW & EP** to liaise with GM and distributor of forms as needed and with GM Design for printing. **Board authorised** HW to agree expenditure on printing as GM design had previously provided a competitive quote and proved reliable.

5.**6 Posters** – **HW & EP** to design A4 posters tomorrow. Due to be displayed towards end of month. **SL** can arrange printing of posters, cost previously circulated. Distribution **– LB** to ask Tom Blaylock (APC) topost on Aldingbourne noticeboards, Alison Crabb to post on Barnham noticeboards. Schools, shops, churches, GP’s – **HW/Board** to assist **– HW** will let us know where we need to help.

5.7 **Postage**: Additional postage costs of enclosing the leaflet will be £275 – to be met by ABE CLT.

5.8 **Results**: Next agenda to include setting a date for a public meeting to present results.

1. **Approval of Draft Heads of Terms between AirS, CLT and selected HA’s.**

Circulated by GM. Much of the info appears to relate to later stages when land/developments are available. GM has asked that we formalise the working arrangements and copied it to HA’s. Members felt it would be prudent to obtain an informal legal view of it now and to check if we need to obtain legal advice/due diligence when final agreement needs to be put in place. **Agreed to discuss at next meeting**.

**ML** will check if National CLT network have info.

**LB** will contact a local resident who has offered to review legal agreements.

**LB** to ask GM if HA’s have responded to the document and for the names of legal firms used by other CLTs.

1. **Draft Delivery Action Plan**

**7.1) Business Plan preparation.** GM has forwarded a draft plan. ML & KD have been working on this and included the Nolan principles. There are some queries which they need to raise with GM. A risk management chart had been drafted. The CLT cannot provide all the details required (eg financing) at this stage. **ML** to circulate draft for July meeting and agenda.

**7.2) Policy and Procedure Documents.**

**7.2a: Conflict of interest policy** circulated by SL. SL to forward copies to observers. **All to comment to SL before July meeting**.

**7.2b:** GM had forwarded a recommended list of policies required which was checked. Board members need to sign a statement setting out our obligations and agreeing to comply with the standard of conduct – **GM to provide template**. **JB to liaise with GM** on requirements and report to LB.

**7.2c:** **Skills audit** – would be useful to identify gaps. At present – legal & clerking skills are needed. **GM** to be asked to circulate skills audit for us to start to complete.

**7.2d**: **Board recruitment & election policy** – LB suggested amendments to include intention to invite people to attend a couple of meetings prior to being co-opted & to include membership from both Barnham & Eastergate and Aldingbourne parishes. **Policy then agreed**.

**7.2e**: **Rolling AGM retirement**: Agreed one third of board will retire in a rota based on alphabetical order, but will be eligible for re-election. The first AGM is due by the end of September 2019 so it was agreed to hold the first AGM on 9th September, a short formal meeting before usual business at 7.15pm**. JB** to advertise vacancies – will forward info to HW to put on website. **SL** to forward info to members with invitation to the meeting.

**7.2f**: **Equality & diversity policy** – **EP** to provide a draft.

**7.2g**: **Health check assessment** – on hold.

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

8.1 NDP for Aldingbourne slightly delayed due to South Downs National Park Plan identifying a Special Area of Conservation with a 12km radius designated for bat protection which covers Aldingbourne. Importance of hedgerows for bat population noted. The ANDP now has to have a Strategic Environmental Assessment (SEA) to take this into account.

LB met Metis Homes rep (Hook Lane site) at APC meeting, reinforced CLT interest in the affordable homes and exchanged details.

8.2 Wings Nursery development – discussions underway over s105 agreement.

8.3 Barnham & Eastergate – **Andy** was asked to provide HEELAA info/knowledge of developments and ask BEPC to encourage developers to consider CLT input, as appropriate.

1. **Any other business**

9.1 LB has spoken to Astor to make contact. EP has spoken to Saxon Weald.

9.2 **LB** to ask Maureen to update info on Aldingbourne PC website for CLT.

9.3 **HW** to check there is live link from APC website to CLT website.

9.4 Arun Housing Lead is Pauline Gregory. Arun have set up a housing working group.

9.5 LB met Isobel Thurston, new Green District Councillor for ABE, who is supportive of our aims.

1. **Confirmation of Dates of Next Meetings**: 8th July, 9th September, 14th October. **LB** to ask Parish Council to book meeting venue & dates. Frequency & venue to be reviewed in Oct.

**Outstanding Actions from previous meetings**

**14th May 2018**

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| **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 attended B and E PC APM on 28th May. Cllr Andy Earwaker attended 10th June meeting.  |

**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, to be presented to APC 2.4.18. 10/6/19: Barnham and Eastergate is 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 composition to be determined | SG/Board | March 2019 | Discussed April and June 2019.  |

**18th March 2019**

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| **Item** | **Action** | **By who** | **By when** | **Comment** |
| **8** | Financial year end and accounting statements to be checked | MLPH | 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. 10/6/19 SL to get quotes from Lewis Brownlee in Chichester/Jones Avens for future audit. SL to ask Head of Finance at Aldingbourne if eligible and able to sign off 2019 EoY statement. SL to submit accounts to FCA by end of Sept.  |
| **9** | Housing Need Survey – draft covering letter, approvals, print costs of leaflet. Publicity | GMLB, SL, HW | April 15th | SL provided costs for printing by AT. EP and HW liaising re adjusting and printing membership leaflet for circulation with HNS and poster. Press release to be issued towards end of June. HW developing social media presence. |

**13th May 2019**

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| **Item** | **Action** | **By who** | **By when** | **Comment** |
| **3b** | Directors’ Liability Insurance/public liability | KD | 8th July | Authorised 13.5.19. KD to arrange.  |
| **3b** | Annual return to be submitted with statement of accounts to FCA |  SL | Sept 2019 |  |
| **9a** | Preparation of draft Equality and Diversity Policy | EP | July 2019 |  |