

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 19<sup>TH</sup> OCTOBER 2022**

*Meeting held via Microsoft Teams and at the Community Hub, 12.30 hrs*

**Directors present:**

**Chair: Drew Powell** (South Hams District Council; **Jason Allen** (Devon County Council); **Jenna Waters** (Vistry)

**Ed Whitelaw** (RIO)

**In attendance and Notetaker: Judy Talbot** (Trust Coordinator)

<b>1.</b>	<b>Apologies: Louise Yung</b> (Taylor Wimpey), <b>Liz Hitchins</b> (Brixton PC); <b>Kathryn Deeney</b> (Plymouth City Council)
<b>2.</b>	<b>Declarations of interest:</b> Jason, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town. Jenna works for Vistry, Louise for Taylor Wimpey. Kat is now on the Estates Committee for the Schools Academy which includes Sherford Vale Primary School.
<b>3.</b>	<b>RIO:</b> Ed had sent through the draft proposal which considers the main elements drawn from the Transactional Business Plan.  He proceeded to talk through the outline proposal as set out within the spreadsheet. The main three sections incorporate the test and learn activities, the staff time and costs and the outputs with key performance indicators.  The activities will obviously have more certainty in the first three months but then will develop organically with regards to governance issues and the project areas. The key projects will incorporate the retail and business element, youth services and environment and heritage. Funding bids can be drawn up at a later stage to move certain key projects forward. Jason mentioned that there may be some funding from DCC in relation to the youth element and any consultation with a youth centre at Sherford. Jenna also discussed the Vistry hub at Sherford which can also be used for drop-in sessions for developing residents' involvement. Ed informed Directors that they were having ongoing discussions with Ian Sosnowski's team at SHDC as well so that any involvement will be helpful with future projects.  The outputs will consider how and when the outcomes will occur. Directors emphasized the need to evaluate and evidence the outputs and the actual work achieved as the project work continues. The objectives of the proposal must be in line with the Trust's objectives.  Directors will meet monthly with RIO with a formal 3-month review and a 6-month break clause.  Drew mentioned that in light of any forthcoming project work that Directors need to review their portfolio areas. Judy will put this on the next Agenda.  <ul style="list-style-type: none"><li>• <b><i>Judy will forward the proposal again to all Directors and ask for comments before the next meeting so that a decision can be made at the November meeting.</i></b></li></ul>

<p><b>4. Actions and Review of Minutes:</b></p> <p>All Directors agreed and approved the previous minutes.</p> <p>The S.106 monies were discussed in relation to the £85,000 protection limit from the FSCS. The monies are due in the accounts within a few days so some insurance needs to be considered. Drew will speak to the Finance team at SHDC and Judy will ask for advice from the NCLT.</p>
<p><b>5. Coordinator Update:</b></p> <p>Judy gave her update and mentioned that the Councillor Surgery will be held at the hub on Monday 14<sup>th</sup> November at 5pm. Jason hopes to attend so Judy will send him the previous Councillor minutes and confirm that Ian Sosnowski will also attend in order to give any necessary planning updates on the development.</p> <p>Judy also discussed the continuing negotiations with the NHS over the room hire agreement for the Midwife team. They don't wish to be tied into a long-term agreement given that the room is not really suitable for long working hours due to its lack of natural light and no reception or security.</p> <p>Directors agreed that some flyers could be printed in order to advertise the hub more widely. Further social media advertising can also be carried out.</p> <ul style="list-style-type: none"><li>• <b><i>Judy will continue discussions with the NHS Estates team to agree a way forward with a more simplified legal document.</i></b></li><li>• <b><i>Judy to continue with the marketing of the hub.</i></b></li></ul>
<p><b>6. Community Food Hub:</b></p> <p>Judy updated Directors of the food hub project which had been circulated. A Sherford resident is a project manager for Dartmoor Community Food Hub and already runs several food hubs across Devon; Horrabridge, Tavistock and Ashburton. Directors had a look at the facebook pages and agreed that the model looked well established and organized. All relevant documents had been received detailing the necessary procedures and structures to move this project forward. It had been confirmed that the organization is a not-for-profit one.</p> <p>The group are seeking the use of the kitchen to house the necessary fridge/freezer and storage units. They will also be applying for a grant to use the hall for an hour and a half once a week on a Thursday afternoon.</p> <p>Directors mentioned that as this is a food hub and not a food bank that residents should also be made aware of other resources should they need. All agreed to support the project and approved the 6-month use of the hall to be reviewed in May.</p> <ul style="list-style-type: none"><li>• <b><i>Judy to inform the food hub manager and request a grant application.</i></b></li></ul>
<p><b>7. Date of next meeting:</b></p> <p>Wednesday 16<sup>th</sup> November at 12.30pm at the Community Hub.</p> <p>Meeting closed at 2.10pm.</p>

