

COMPANY NO: 11463703

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 17<sup>th</sup> MAY 2023**

*Meeting held via Microsoft Teams at 12.30pm*

**Directors present:**

**Chair: Drew Powell** (South Hams District Council); **Steven Williams** (Brixton PC); **Jenna Waters** (Vistry); **Louise Yung** (Taylor Wimpey).

**Additional attendees:**

**Andy Tinnelly** (Brookbanks), **Amy Cooper** (RIO)

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

<b>1.</b>	<b>Apologies: Kathryn Deeney</b> (Plymouth City Council); <b>Jason Allen</b> (Devon County 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.
<b>3.</b>	<b>Brookbanks Update:</b> Andy confirmed occupation figures of 732 at the end of March. The 2D phase infrastructure works are well underway. The planning application for Area 3 has now been submitted so awaiting the review and determination from SHDC. Works are likely to start in the first quarter 2024. The NHS and temporary GP facility will share the new space with the midwife team. Beacon are the group who will manage the unit. Planning and legals are to be progressed soon with an expected occupation towards the end of the year. The facility will be located on the secondary school site. Heads of terms have been agreed for the shop and planning is due to be submitted by the end of May. It is hoped that the shop will open mid-August with a location close to the School Square. The leisure centre is progressing with a final few points being addressed within PCC. The tenders are also progressing well. Argyll Community Trust will manage the pitches and the agreement is being drawn up. The opening date will be later in July.  Just awaiting an update on the allotments still which Judy is chasing with Brookbanks. The Sherford Road issues are being addressed and PCC will progress legals. A number of road safety issues have been raised which the various Highway teams are reviewing and Brookbanks are speaking to relevant parties to increase pedestrian safety.
<b>4.</b>	<b>RIO:</b> Amy outlined the Aims and Objectives for the three working groups: Events, Shops and Amenities and Communications. Directors had received the papers for these. The groups are meeting regularly now, and the Community Panel is meeting monthly. There is a new page on the Trust website on how to get involved in the community and it outlines RIO's work. This information is also going out in the summer edition of Sherford Matters. There is a lot of research being undertaken on the various groups and activities currently ongoing within the community. The group have a shared calendar which will

encourage events building within the diary. An events toolkit is being put together to enable groups to initiate activities in the future.

The groups are learning about the existing businesses in Sherford and how to enlarge upon this information. There will be an e-newsletter and a need for future training in various areas.

Directors previously agreed an 'in principle' amount up to a certain level. Rio will need to give details of a budgetary allowance with itemized costings and tenders where necessary. It was agreed that the Aims and Objectives all align with the main principles as set out in the Business plan.

The young persons' group is focusing on links with Space and the Church group leaders. The Environment and Heritage group is considering external funding streams. These will be workshopped at the next panel meeting on the 22<sup>nd</sup>.

Directors discussed the need for RIO to continue to link in further with the Consortium over the local centre and other developments within Sherford.

- ***Amy to continue with the work groups and expand on the Aims and Objectives papers to include costings for Directors to approve.***
- ***Drew to arrange a site meeting with Ian Sosnowski in Sherford to look at the overall development.***

**5. Governance review:**

This review is to be rearranged when all Directors and Ed are present. All Directors need to read through these papers in preparation for the governance meeting.

- ***Judy to circulate possible dates for a separate in-person governance meeting at the Hub.***

**6. Coordinator update:**

Judy updated Directors of all actions. The food hub set up will be reviewed in July but is currently running well and in good demand.

The hearing loop survey was carried out and a quote has been received giving details of the specification. This will go on next month's agenda for a decision.

The Trust fee invoice letter for Firstport has now been amended and is ready to be issued to residents. This will be sent with the marketing flyer which gives details of all the various bodies and organisations within Sherford.

The communities' officer at Clarion will be joining the community panel meeting on the 22<sup>nd</sup> to discuss how they can support the forthcoming initiatives within the working groups.

The Trust's 2022 accounts have now been finalized and published on the Trust website. The use of the 'midwife's meeting room' will be considered towards the end of the year once the Trust is aware of their moving date into the GP facility.

**7. Housebuilder Directors:**

Jenna explained that her role as Director now falls under the Bovis remit as opposed to both Linden and Bovis as had previously been the case originally under the 2020 Vistry Partnerships merger. There now needs to be another Director appointed on behalf of Linden to account for the two separate legal entities.

- ***Jenna to contact Pete Castley at Linden Homes to notify him of the situation.***

**8. Finance:**  
Kat and Drew will continue to transfer funds from the Current account to the Savings one.

- ***Jason and Steven to ensure that their bank authorization forms have been returned to Follaton House for Drew's signature.***

**9. Date of next meeting:**

Wednesday 21<sup>st</sup> June at 12.30.

Meeting closed at 13.40 pm.