

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES March 14 2019

Meeting held at Taylor Wimpey Sales Office, Sherford 10.00hrs

Directors Present:

Nadine Trout (South Hams District Council) – Chair; Emma Colin (Linden) Kat Deeney (Plymouth City Council), Gina Small (Devon County Council), Helen Deas Williams (Brixton Parish Council)

1.	Welcome and confirmation of HDW as note taker
2.	Apologies: Emma Smith.
3.	Declarations of interest: Gina, Kat and Chair work for Local Authorities which are all involved in the delivery of the new Town and Helen for Brixton Parish Council. Gina is seconded to SHDC from DCC. Emma Colin works for Linden.
4.	Previous Minutes: There being no amendments, other than a date, adoption of these was agreed by all who participated in the December meeting. ACTION: Chair to lodge minutes.
5.	Matters arising
Accountants: Bromhead accountants having been selected, Helen would now contact them advising that the Trust planned to invite them to provide services once its Triodos bank account was open.	
Banking: Helen had completed the online process to apply to open two Triodos accounts (current and 90days interest bearing) having received personal details from four Directors – others would be added when confirmed with Companies House and agreed by the Board. £84,242.53p was held for the Trust within Plymouth City Council’s bank account. All Triodos payments would require two (electronic) signatures of any of the directors agreed to be signatories. Action: HDW to advise on progress with Triodos.	
Legal update: Richard Plant had advised by email that his replacement would be Richard Harrison, but this confirmation had yet to be received formally to be forwarded to Companies House. Emma had yet to advise her replacement. ACTION: Richard and Emma (or Gowlings) to forward the paperwork on their replacements.	
Alternate Directors: Paperwork for Mike Deaton, DCC had been received electronically and Gina would obtain and forward a hard copy to the Chair for public record. Zoe Sydenham, PCC was approved as an alternative director for Kat. ACTION: Emma to seek an alternate and Gina to forward hard copy.	
Trust Income: The Management company should collect both the consortium and £40 per household Trust contributions from residents. The financial year for contributions starts in April. At present it appears that each of the three companies carries this out in a different way. There was no realistic possibility of the Trust enclosing a letter of explanation with the bills issued in April along the lines of the draft HDW had prepared. Action: Other means of communication were needed from the Trust to Sherford community and further work needed to identify and receive from the Developers the element of the funds they obtained on behalf of the Trust.	

Sherford Community:

It appeared that different surveys of the 220 Sherford residents were planned shortly to help identify the demographics of residents and their actual and likely needs. Cranbrook ran a survey every year. Evidence was needed for the Trust to focus its activities on actual needs and a survey would be most helpful (but several would not be well received by residents).

HDW reported back a useful meeting with Tom Brassil, Sherford Church, who had met Brixton Parish Council earlier that week and announced an event on 1st April, to which BPC and Sherford Trust were invited, at Sherford Vale School, for Sherford residents to meet service providers or contacts locally. Tanya Skinner, DCC Childcare Health Advisor, had been instrumental in suggesting this event to which all the Councils would be invited. The Trust hoped that Community expectations would not be raised too high.

It was agreed that the comprehensive survey planned by DCC, SHDC and PCC should be brought forward to be available at the 1st April event as well as Postcards from the Trust outlining its objectives.

The Board then worked on the draft survey which Gina and the Chair would help ensure covered the questions relevant to residents of Sherford or those 35% of Sherford Vale School intake whose families were non-residents of Sherford. Participants would not be identified by name or exact address.

Paul Boilleau of Brookbanks had said that the Developers would not be hosting any more 'meet the residents' events. This was thought to be unfortunate.

It remained to be seen to what extent the School (the only available meeting place in Sherford) might be able to be used as a venue for residents needing to meet.

Action: the Chair would work with Gina and Kat to ensure the survey was available and complete for 1st April and she would attend the event with HDW and other directors encouraged to do so if they could.

6. Any other business

An outline for tendering for a business plan for the Trust would await participation in the 1st April event at Sherford Vale School to help with the mapping exercise and ground actions in evidence.

Date of next meeting:

Agreed: 10.00hrs Tuesday May 9th at Bovis Office, Sherford

Meeting closed at 11.45hrs