

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES July 23rd

Meeting held at Linden Sales Office, Sherford 10.30hrs

Directors Present:

Nadine Trout (South Hams District Council) – Chair; Joseph Federis-Cox (Linden) Zoe Sydenham (Plymouth City Council), Gina Small (Devon CC); Helen Deas Williams (Brixton PC)

<p><b>1. Welcome</b> confirmation of HDW as notetaker</p>
<p><b>2. Apologies:</b> No response from Bovis or Taylor Wimpey about their representation at the meeting.</p>
<p><b>3. Declarations of interest:</b> Gina, Zoe and Chair work for Local Authorities which are involved in the delivery of the new Town and Helen for Brixton Parish Council. Joseph works for Linden Homes.</p>
<p><b>4. Previous Minutes:</b> There were amendments, read out, changes agreed and were agreed by all who participated in the May meeting. <b>ACTION: HDW to amend minutes, Chair to lodge minutes.</b></p>
<p><b>5. Matters arising</b></p>
<p><b>Banking:</b> The funds had not been transferred as expected despite assistance from Zoe. Nothing had as yet been received from Linden, Bovis or Taylor Wimpey. This was now urgent as we were at year end. HDW was chasing with PCC. <b>Action: Zoe to expedite with Kat, copying in PCC Financial director.</b></p>
<p><b>Legal update:</b> A replacement director from Bovis – Peter Castley - had been named but paperwork still awaited despite chasing. Gowlings had asked that Emma Smith not be removed until the replacement Bovis director was confirmed. <b>Action: Chair would continue to pursue this with Gowlings. HDW would continue to pursue as Triodos Bank requires personal details of all directors and Bovis have failed to provide this for months.</b></p>
<p><b>Alternate Directors:</b> Directors were reminded to copy in alternate directors so they were prepared in case of last minute changes in attendance at meetings. <b>Action: The Chair had contacted Taylor Wimpey's alternate to welcome her. Gina would chase for paper copy of her alternate director.</b></p>
<p><b>Trust Income:</b> Linden had circulated a helpful spreadsheet of properties sold, Trust contributions owed (£3440, although much less had actually been collected); nevertheless Linden were prepared to cover this and forward the full amount to the Trust. Bovis and Taylor Wimpey were encouraged to follow suit. Criteria for the agreed Community Trust grant fund were discussed and agreed in outline, starting at a £50 contribution up to £1000 – evidence of matching funding or contribution/commitment in kind would be required from the Sherford community members applying as well demonstrating sustainability. Various options for matching funding sources were discussed, Vital Sparks, Crowd Dunder, Devon County etc.. <b>Action: Gina's team would prepare a list of completions per contractor by each year end to give an indication of the amounts x £40. Linden and Taylor Wimpey would be chased to continue to pursue this with their agents – Firstport and Mainstay - to ascertain the fund due to the Trust and advise ahead of transferring the lump sum.</b></p>

**Sherford Community survey:**

Action: the survey had been circulated and would be printed for drop to each occupied residence in Sherford.

It was hoped that the Chair could arrange for a postcard invitation to the Trust launch could be printed in time to accompany this.

The Trust launch event would be held on 13<sup>th</sup> August, Linden had helpfully offered their showroom and garden, as the school was not available during the school holidays.

**Action:**

***Gina's Urban Fringe team would carry out the drop of both to all residents.***

***HDW would organize glass hire, ice, mocktails, ice cream and sundries needed for the launch event.***

**6. Communications**

Having, unsolicited, offered to provide noticeboards, Brookbanks had now withdrawn this offer. The Trust and Brixton Parish Council would now consider funding a community and a Parish Council noticeboard.

Following discussion, the use of Formedia's existing website was proving difficult as the Trust would not be able to edit/update and would be charged set up by Formedia so it was decided to revert to a Western Web designed site for the Trust and seek links on all appropriate Sherford websites to signpost the Trust.

***Action: HDW to pursue with Western Web and circulate initial draft web pages to the Board. HDW to circulate options and costs of notice boards.***

**7. Any other business:**

It having been agreed that the Trust should push for a) a merger of various separate community facilities (pharmacy, GP, Police, etc.) and accelerate the build of a multi-functional community centre with facilities to allow service provision and b) a temporary community space with shop in a portacabin for use while the above is being constructed this was now being pursued through all channels. NT had attended the Directors' Board meeting and this now needed to be pursued with Brookbanks.

It was agreed that the Trust employee could work from the office planned in the portacabin. An honesty box and supplies from Milk and More might provide a temporary shop facility.

A draft job description for a support staff member for the Trust has been circulated and was discussed and various aspects agreed.

**Action:**

***Gina would provide a 106 timeline with outline dates for Formedia and Trust Directors. The UF delivery team will follow up action with the consortium to put in place street bins and the maintenance of them, it being uncertain how these would be emptied.***

***HDW would continue to pursue a meeting between Brixton PC traffic team with Sherford's residents to share knowledge in monitoring speeding and other options.***

***HDW would speak to Pip's pick your own to check their interest in local veg/fruit provision.***

***All would review the job description and submit amendments which HDW would circulate before the skype/phone in on 30 July.***

**Date of next meeting:**

***Skype/Teleconference to confirm and approve job description on 30 July, 14.30hrs., Chair to circulate phone in details.***

***14.00hrs Thursday 12<sup>th</sup> September venue tbc***

***Meeting closed at 12.40hrs***