

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 12 September 2019

Meeting held at Linden Sales Office, Sherford 15.05hrs

Directors present/participating by Skype:

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>1. Welcome confirmation of HDW as notetaker</p>
<p>2. Apologies: No response from Bovis or Taylor Wimpey about their representation at the meeting.</p>
<p>3. Declarations of interest: 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>4. Previous Minutes: These were agreed by all who participated in the July meeting. ACTION: Chair to lodge minutes.</p>
<p>5. Matters arising</p>
<p>Banking: Funds had been transferred from Plymouth City Council and bill for ice cream paid. It was agreed that all Directors should become signatories. HDW would set up reimbursement of Company's House payment made by the Chair of £13.00. Action: HDW to obtain Triodos forms for Emma, Richard and Pete.</p>
<p>Legal update: Paperwork received for Bovis director Pete Castley and for Gina's Alternate director for DCC. It was agreed that Legal advice should be sought to ensure the self employed status of the Administrator post to be advertised was not open to challenge. The Trust would join the National Community Land Trust association and benefit from their legal experts. Action: HDW to contact NCLT and proceed with membership and contacting lawyers.</p>
<p>Alternate Directors: Alternate Directors were in place apart from for Bovis. However, there was no response on Board meeting attendance or emails requesting action from either the Director Richard or alternate for Taylor Wimpey.</p>
<p>Trust Income: On 16 August Linden had paid £2920 to the Trust's bank account for Trust payments made by residents. Linden were thanked for this and asked to advise on the difference from the original estimate of £3440 owed (though not all collected). Despite requests Bovis and Taylor Wimpey have still failed to provide either estimate or payment of Trust monies they or their agents should have collected from residents. The outline numbers of properties sold per year per developer were still awaited for Gina's team, needed to help estimate the Trust income due. The Trust Grants would be drawn down from Residents' annual contributions, not from Trust start up funds. Action: Gina's team were to provide a list of completions per contractor by each year end to give an indication of the amounts x £40. Linden and Taylor Wimpey would again 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.</p>

Sherford Community survey and launch:

The survey had been dropped along with the invitation to all residents by Gina's team ahead of the Trust launch event on 13th August. HDW had organized catering and had notified event and sent thanks to all on Facebook. Linden were thanked for their hospitality in hosting this in their showroom and garden. Residents and directors had noted various suggestions from residents. These would be circulated by the Chair following the Board meeting to all directors. Follow up was needed for the ideas noted.

Action: Where residents had provided an email HDW would contact them by email and the Chair those who left phone numbers by phone.

6. Communications

HDW had contacted Western Web, whose invoice for domains and emails addresses had gone astray in Follaton House. HDW had sent outline text for six pages of a website to directors and Western Web and would organize payment. HDW had circulated to all directors ahead of purchase the spec and costs for notice boards to be purchased by Brixton Parish Council for its use in Brixton and Sherford but had no agreement for Trust purchase of similar from other Board members by email. Brixton had therefore made its purchases and would deliver the BPC one to Sherford for Brookbanks to install. The Trust would be welcome to put the Coordinator job ad on this noticeboard but it could not be used for general community notices. The Trust decided against purchasing a Community noticeboard but would instead invite a bid from Residents to use Community for Trust funds to purchase this. Formedia's draft notice about the Trust Launch to appear on the Formedia site (but not wider press/media release) had a minor amendment made to the text during the meeting, and the quote from Emma approved by Linden and it was sent to Formedia.

Action: HDW to pursue payment and domains with Western Web and forward invoice to Chair to investigate where it went in Follaton House.

7. Any other business:

The draft job description for a Trust coordinator had been revised following the 30th July skype meeting. It was confirmed as self employed. Legal advice would be sought to prevent a challenge from HMRC etc to self employment contract rather than employees status using National CLT lawyers when membership approved. Possible ways of promoting the job were agreed and the deadline of end September. Gina would not now provide a 106 timeline with outline dates as initial discussions with developers had raised concerns about being 'held to ransom' on dates, as had happened at Cranbrook in Exeter recently.

Gina's team had ensured street litter bins were installed.

HDW had agreed with Roger Smith from Brixton to talk to Sherford Residents about traffic speeding and measures that could be taken by the Community.

HDW advised that Pip's pick your own were interested long term in having a presence in Sherford but not on an honesty box basis at present.

Action:

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 forward Job Description on Facebook and Residents Association for wider awareness.

HDW would book next meeting in Taylor Wimpey showroom and check on Richard Harrison, given his silence for months.

Dates of next meeting:

Friday 18th October, 09.00hrs Taylor Wimpey

Wed 20th November 2pm Linden

Wed 11th December 09.00hrs tbc either Bovis or Taylor Wimpey

Meeting closed at 16.30hrs