

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 3 June 2020**

*Meeting held remotely, 11.00 hrs*

**Directors present:**

**Drew Powell** (South Hams District Council) – Chair; **Kathryn Deeney** (Plymouth City Council), **Gina Small** (Devon CC); **Emma Colin** (Vistry), **Richard Harrison** (Taylor Wimpey). **Helen Deas Williams** (Brixton PC)

<b>1. Apologies:</b> Judy Talbot – Trust Coordinator
<b>2. Declarations of interest:</b> Gina, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town and Helen for Brixton Parish Council. Emma works for Vistry, Richard for Taylor Wimpey.
<b>3. Previous Minutes:</b> These were agreed by all who had been present. Actions were covered in the agenda.
<b>4. Papers submitted for the meeting: Agenda, Community Hub outline costings, S106 schedule of community assets, Articles of Association revision needed. Business plan contents page and starter for 10 was shared with TEAMS.</b>
<b>5. Articles of Association</b> The note set out the main areas for amendment within the Articles which are currently not fit for purpose. It was agreed that as well as the necessary corrections – three Neighbourhoods, not four, Vistry Partnerships to replace Bovis and Linden, the following changes were desirable:  Directors from Taylor Wimpey and Vistry would have 10% voting rights for Board decisions each. Four directors (from A or B) would be sufficient to be quorate. The Articles should confirm that a director of the Trust could not at the same time be a Director of the MANCO and vice versa.  There was considerable discussion of the need for the Articles to be more inclusive of those renting ie D members and to simplify the Articles to encourage those renting to participate fully in the Trust. An Opt out, rather than Opt in approach should be considered for Membership, so Residents, C and D, are encouraged to become Members and then Directors. Voting for C and D Directors was still desirable as they should have community support.  Helen advised that the Articles currently require a separate Board meeting be held to agree changes to the Articles. The Articles should be updated this year.  <b><i>Helen to review the Articles and provide detail ahead of the next board meeting so legals can be consulted to make the changes needed and wishes.</i></b>
<b>6. Business Plan – review of Trust’s objectives and discussion on setting a high-level action plan for further work.</b> A draft plan was presented by Gina for which the Board were grateful. This framework would move forward the 12 month programme and 3-year strategy for the Trust. There were three strands Portfolio Management, Fund Raising and Growing Community Initiatives. Gina advised that a drawdown of £900k would be needed.  <b><i>Gina and Drew would continue to develop this with input from Directors.</i></b>

**7. Programme and COVID response**

A highly successful VE Day support in celebration had been made by the Trust, based on Emma's ideas and delivery of letters from the Trust, cress packets for children to grow and paper bunting for families to decorate, supplied in time for the event, helped by Judy and Helen. This had received good publicity as part of a wider Sherford Community event and Emma was congratulated on this initiative.

The Community of Sherford had responded well in dealing with COVID-19 with two larders and some meals delivery to those most vulnerable and had received good publicity, deservedly. Brixton Emergency Response liaised with Sherford sharing local information.

Judy could not currently visit Sherford, there being nowhere she could work from and the Website and Facebooks were the only means of communication at present.

**8. Funding requests**

A funding request was made for purchase of crockery for use with older people at social events could not be supported as premature; there being no COVID-19 safe way of holding such events, or venue to hold them at present. To be re-considered when circumstances change.

***Judy to notify applicants of above.***

**9. Community Building**

Gina gave an update on the community hub proposal which Brookbanks have submitted for outline planning permission to SHDC. She advised that there was a draft Leasehold agreement for the Trust as holders of the lease, without which the building would be unlikely to proceed. This was sent to Directors in the course of the meeting and they were asked to comment.

The original S106 list of Community Assets showed many that were overdue. It was not known by the Board what, if any, agreements had been made between SHDC and the Developers on S106 Community Assets no longer required as envisaged (Police Station) or others overdue but not yet taken up by those responsible (Health Facilities). Helen asked whether the costs envisaged to fund these by the Developers should be taken into account when agreeing any discharge releasing Developers from obligations for community buildings no longer needed or currently on hold. The Trust was now being asked to take on running costs of an asset long before originally planned. While this was a decision for SHDC the Trust would like to be informed of decisions.

It was agreed that as patient numbers were growing, capacity in healthcare needs to be addressed now, not left, whether by increasing Elburton/Plymstock capacity in the short term or commitment to a facility in Sherford, or both. Devon Health had given a holding reply in December following Councillor John Hart's letter to them.

Kat observed that given Gina's responsibilities it can at times place her in a difficult position in dealing with both the Trust and delivery in key areas and some consideration might be needed of this.

***Action: Helen and Kat would obtain running costs and information from other community buildings to help inform the decisions.***

***It was agreed that Devon health should be chased again as it was six months since their holding reply in response to Cllr John Hart's letter asking for their decision on facility needs.***

<p><b>10. Covid -19</b> The only construction taking place was DCC works along Main Street. The public can still reserve a home online and some distanced works would start when permitted.</p>
<p><b>11. Financial matters</b> Helen read the latest Statement from Triodos with bills paid and confirmed no funds had been deposited since Linden's payment last year of Trust monies owed. All Directors needed to be confirmed as signatories but Triodos checks Companies House so records there would need to be updated first. Helen would check the situation and advise what steps were needed. Vistry (Linden) would provide company details so Triodos and Companies House could be updated. Vistry would also undertake to secure the £40 Trust income owed by Bovis who had not made any contribution in three years. Taylor Wimpey had not charged or paid the £40 Trust income due for three years and were invited to follow Linden's example, accept responsibility and provide what was owed to the Trust, then seek to recover the money from residents. Both would need to check that their Managing Agents were charging this fee alongside their Management Service Charge.</p> <p><i>Action – Helen, Emma, Richard as above.</i></p>
<p><b>12. Date of next meeting:</b> 8 July 2020</p>
<p>Meeting closed at 1.30pm</p>