

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 8th July 2020

Meeting held remotely, 10.00 hrs

Directors present:

Drew Powell (South Hams District Council) – Chair; **Gina Small** (Devon CC); **Joseph Federiscox** (Vistry), **Richard Harrison** (Taylor Wimpey). **Helen Deas Williams** (Brixton PC)

In attendance: Judy Talbot (Trust Coordinator)

1.	Apologies: Kathryn Deeney (Plymouth City Council), Emma Colin (Vistry)
2.	Declarations of interest: Gina, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town and Helen as a Councillor for Brixton Parish Council. Emma works for Vistry, Richard for Taylor Wimpey.
3.	Actions and Review of Minutes: These were agreed by all who had been present. A separate meeting to focus on the Business Plan will be arranged and a meeting invite sent out by Judy.
4.	Elections/Membership Helen explained that the Articles currently stipulate four neighbourhoods and that these have now changed to three which comprise Western, Town Centre and Eastern. The Articles currently allow for eight Neighbourhood Community Trust Representatives (NCTR's) to be nominated from 'C' and 'D' directors. Directors proposed that the split of NCTR's should be 3 for the Western Neighbourhood, 3 for the Town Centre Neighbourhood and 2 for the Eastern one. It was noted that the Western Neighbourhood would be the only established one for the next five years. This split will enable better community representation early on in the development. It can be amended later if necessary to redress the balance. Any such amendments as outlined above will need to be amended by a special board meeting and submitted to Companies House. It was clarified that only one vote per household can be made for any forthcoming NCTR election and would require 50 nominations from other households. It was agreed that 'D' members should have access at an earlier stage to stand as Directors so that rights can be transferred to those occupying their properties regardless of tenure. However, the Board doesn't have the authority to retrospectively change purchase agreements. In order for the first election to be held householders need to 'opt in' in order for the formal mechanism to be triggered, as set out in the Articles, at 300 occupied properties. It was agreed that the Trust will write to each household and formally ask them to consent to be a member. It was agreed that the purchase agreements in the future will allow for all new occupants to be members automatically. There are currently 400 occupied properties and they have not yet been billed for any fees. Directors have arranged for Mainstay to collect all payments in the future and thanks was given to Emma for dealing with this. A Code of Conduct for Directors following the Nolan principles will be included in any future amendments to the Articles. <i>Drew will arrange for solicitors at SHDC to liaise with Helen over these amendments. Judy to contact Mainstay to chase up Trust fee payments. Judy to draft a letter to residents regarding membership and will formally request that they sign up in order to opt in. To liaise with Helen.</i>

<p>5. CT Building</p> <p>The planning application will hopefully be approved soon. The draft licence has been issued by Brookbanks and issues such as insurance and repairs have been addressed. The Trust will be the managing body and will be responsible for licensing requirements, bills and insurance.</p> <p>The licence also needs to provide some flexibility with regards to forming a management committee in the future which might possibly be run by volunteer groups. Helen's recent paper researching other similar facilities all concluded that none made a profit.</p> <p>A booking management software package would need to be researched and a scale of fees set for community groups through to commercial users.</p> <p>The internal layout needs to allow for separate storage facility for furniture and occupants' use, three unisex toilets and corridors providing partitions to the main meeting room space.</p> <p><i>Kat to review the financial liability of the management of the hub and Helen and Judy to consider the internal layout with Brookbanks.</i></p> <p><i>Lease will need to be looked at by solicitors for due diligence.</i></p>
<p>6. 20th July Councillor Surgery – 6pm</p> <p>All Directors are invited to attend this Surgery as it will be a good opportunity to meet residents and address their concerns.</p>
<p>7. Funding requests</p> <p>A grant application has been made jointly on behalf of the Residents' Association, the Youth Project and Sherford Mutual Aid Group for the sum of £565. A number of items would be purchased to benefit and assist community events such as tables, gazebo, first aid kit.</p> <p>Directors were agreed in supporting this application and asked for Judy to request invoices for both this and the litter-picking application which can now go-ahead as long as social distancing and Public Health England guidelines are adhered to.</p> <p><i>Judy to notify applicants of above.</i></p>
<p>12. Date of next meeting:</p> <p>12th August 2020</p>
<p>Meeting closed at 12.00 pm</p>