

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 14th OCTOBER 2020

Meeting held remotely, 12.00 hrs

Directors present:

Drew Powell (South Hams District Council) – Chair, **Gina Small** (Devon CC); **Jenna Waters** (Vistry), **Charlotte Olver** (Vistry); **Kathryn Deeney** (Plymouth City Council); **Alison Nix** (Brixton PC); **Richard Harrison** (Taylor Wimpey)

In attendance: **Judy Talbot** (Trust Coordinator)

1.	Apologies: None
2.	Declarations of interest: Gina, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town and Alison as a Councillor for Brixton Parish Council. Jenna and Charlotte work for Vistry, Richard for Taylor Wimpey. Kat is now on the Estates Committee for the Schools Academy which includes Sherford Vale Primary School.
3.	Welcome to new Directors: Drew introduced and welcomed all three new Directors. Charlotte discussed her role at Vistry as Development and Communities Manager as did Jenna who is Head of Sales for Vistry South West. Alison represents Brixton Parish Council and has also been a Sherford resident for 2.5 years. She explained her background as well in Housing and Education.
4.	Actions and Review of Minutes: All Directors agreed and approved the previous minutes.
5.	Coordinator Update: Judy summarized her September update to Directors which is attached to these minutes. Gina mentioned that the School has a traffic and travel plan so this will need to be coordinated with Space in looking forward to Road Safety week. There is also a new temporary crossing going in along Hercules Road to assist in ongoing safety measures for school children. Vistry will be able to assist with providing hi-viz jackets as part of the Road Safety week campaign. Alison discussed the necessity for reaching out to the wider community through other methods than just facebook, the noticeboard and the Trust website. Judy will get in touch with Residents' Association to provide some information for their quarterly newsletters. Kat also suggested regular updates on the website to raise awareness within the community. <i>Judy to develop the grants schedule further in colour coding.</i> <i>Next update to include a brief summary of recent activity within the development.</i> <i>Judy to use Teams to update and post documents as well as email.</i> <i>Jenna to include Trust information in handover documents to new purchasers at point of sale. To coordinate with Livewest also.</i>
6.	Directors' Portfolios: Communications; Finance; Legals The below portfolios were agreed upon: Finance: Kat and Drew Communications: Charlotte Legals and Governance: Richard Trust Development: Kat and Gina Membership: Alison

The portfolios' content will be expanded upon as the Trust's work progresses.

Judy to forward the relevant information to each Portfolio director.

7. Elections/Membership:

Alison to work with Judy on elections and membership. Awaiting feedback from Livewest on the transferring membership issue. Drew will forward details of the legal contacts in due course and instruct solicitors for the Articles to be amended as agreed at the recent meeting.

8. Business Plan:

Gina confirmed that a draft Business Plan could be accessed on Teams. Kat and Gina are considering a couple of possible consultants to progress a Business Plan along with setting out a brief for community engagement.

9. Strategic Board and Community Working Group

Gina relayed information from the recent strategic board meeting. Commercial and retail facilities will be considered by a Community focus group who will help shape these aims. The Master Plan has some commercial areas set within it so ongoing discussion with Brookbanks will be necessary.

10. Finance/Trust Income monies

Richard confirmed that TW have now sent through the final sums for the trust income monies due to date up until 31st December 2020. They are on a pro-rata basis and TW will not be seeking to recover these funds from residents. Mainstay will then collect all future payments on a set date in advance each year.

Vistry have already paid some monies from the Linden properties. Jenna stated that they would probably request the 2020 monies from residents but carry the cost of the historic monies due.

Directors expressed a preference that one approach should be taken to avoid any conflict or confusion with residents. There is no clear statement regarding payment schedules of the trust monies in the s.106 so Trust Directors will need to take a decision on this.

Judy will circulate an options paper setting out final figures and a strategy for the next financial year before November's meeting once she has received all the necessary information from Vistry.

11. Grant applications:

There are no new applications at present. Judy confirmed that the schedule and deadline dates have now been posted on the Trust website and the facebook page. Charlotte discussed the Social Value Calculator as a useful tool showing the financial rewards for actions carried out by the Trust. This could then be posted on the website as a useful information tool to raise awareness of the Trust's activities. She is happy to discuss this further at the next meeting.

12. Date of next meeting:

Wednesday 11th November at 12pm.

Meeting closed at 1.30pm