

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 9TH DECEMBER 2020

Meeting held remotely, 12.00 hrs

Directors present:

Chair: Drew Powell (SHDC); **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), **Nick Lamb** (Brookbanks), **Alex Siegle** (Mainstay), **Richard Thompson** (Mainstay).

1. Apologies: Gina Small (DCC)
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 representative 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. Actions and Review of Minutes: All Directors agreed and approved the previous minutes.
4. Mainstay update: Nick confirmed that Mainstay will now be taking over the management of various community assets which had previously been looked after by the consortium. They are now contacting residents to notify them that these transfers are going ahead and to clarify the annual service charge. There is a program in place to deliver the other facilities in due course. There is also a green infrastructure plan which is being worked on with Alex Whish from SHDC. Nick clarified that the land ownership remains with the consortium and Mainstay are the main management vehicle to deal also with the ongoing maintenance of facilities such as the sports pitches and other community facilities. The planning permission in place will ensure that all the maintenance and standards for the ongoing management must be authorized by the planning authority. The management guide has now been completed and sets out responsibilities for the various areas within the scheme. Alison confirmed that she had reviewed the guide and had two areas to clarify. Judy has sent these to Hannah at Brookbanks and the guide can then be sent out to residents. Directors stated that the communications need to be clear in letting residents know who deals with which area ie. Infrastructure by the consortium, parcels by Mainstay and community development by the Trust. Jenna confirmed that some historic parcels are currently being handed over to the assigned management company and Vistry will agree on works to be completed before the handover. The consortium will send out a standard letter which will be included in the new purchase packs. This will clarify the existing situation with the management company. <i>Gina to clarify with the Sherford Board the Manco and its role.</i>
5. Coordinator update: Judy gave her update to Directors. A firm date is needed for the completion of the NEAP and Skate park. <i>Judy to ask Brookbanks and Analogy to communicate these dates to residents in order to manage expectation.</i>

6. Community Hub:

Brookbanks have now confirmed that the hub will be delivered early February. Directors discussed Devon Communities' pricing plan for their proposals and it was agreed that an initial financial feasibility study should be carried out.

Kat, Gina and Judy to look at the offer and instruct Devon Communities.

7. Elections/Membership:

Judy confirmed that Livewest are happy to meet with the Trust's appointed legal team in the New Year to discuss the necessary amendments to the Articles regarding membership. Directors are happy for Drew to proceed in outsourcing the legal work for the Article amendments. It is estimated that these may amount to around £3,000.

Drew to appoint a legal team for the Article amendments.

<p>8.</p>	<p>Finance/Trust Income monies: Judy had circulated the options paper detailing the historic payments required from both TW and Vistry as well as options for the scheduling of future payments. Directors held a discussion over these options and agreed to accept the figures presented by both housebuilders. It was also agreed that a flat fee of £40 would be charged to residents from January onwards for the yearly in advance payment. Richard also discussed the ongoing collection of the charge. Mainstay do not wish to include the Trust fee within the estate charge as the fee is not included within their overall management budget. Therefore, it will be collected as a separate item on behalf of the CLT and a legal agreement will be formalised at no cost to the Trust.</p> <p><i>Jenna to discuss internally to see if Vistry are happy to cover 2020 payments on a pro rata basis.</i> <i>Both TW and Vistry to pay the Trust the agreed historic payments.</i> <i>Richard and Jenna to agree a legal format and payment plan with Mainstay.</i></p>
<p>9.</p>	<p>Grant applications: The Trust thanked Vistry for the plywood which was donated to the community for the Santa sleigh. A grant application was received from the Resident's Association and Youth Club for £400 towards the sweet's selection gift packs for the Santa sleigh ride on the 20th December. Directors approved the application.</p> <p><i>Judy to notify the RA that the application has been approved and reimbursement will be made as soon as receipts have been sent through.</i></p>
<p>10.</p>	<p>Community engagement update: Judy and Charlotte have been working on a community calendar of events for approval in January. Once agreed and approved a budget can then be allocated against each event. Judy has received confirmation that Brixton PC will kindly share their Zoom access for use of Zoom meetings with residents. Judy has been in touch with the local free magazine Sherford Matters with regards advertising. Rates have been received so once a calendar of events have been approved then a schedule of bi-monthly advertising can be put into place.</p> <p><i>Judy to complete the calendar of events to circulate prior to January's meeting.</i></p>
<p>12.</p>	<p>Date of next meeting:</p> <p>Wednesday 13th January at 12pm.</p> <p>Meeting closed at 1.50 pm.</p>