

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 13<sup>th</sup> JANUARY 2021**

*Meeting held remotely, 12.00 hrs*

**Directors present:**

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

**In attendance: Judy Talbot** (Trust Coordinator), **Richard Thompson** (Mainstay).

<b>1. Apologies: Charlotte Olver</b> (Vistry)
<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 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.
<b>3. Actions and Review of Minutes:</b> Gina discussed the document which Analogy are producing which will need further clarification on the various roles within the development. They will liaise with SHDC and coordinate information with the street-scene document. This will then be distributed as a flyer to residents. It was emphasized that the main points of contact must have phone numbers available as well. A meeting will take place with Analogy, Jenna and Gina and her team to ensure all this information is in place before publication. Jenna confirmed that the pro-rata payments for Bovis properties have now been agreed up until December 2020. This amounts to a sum of £11,174. Linden payments have been agreed and already collected by First Port so these monies are all ready to transfer into the Trust's account. Richard confirmed that TW payments can also now be transferred. Both housebuilders are also working with Mainstay to ensure that the mechanism is in place to collect all future payments as well.  All Directors agreed and approved the previous minutes.
<b>4. Mainstay update:</b> A draft service charge letter has been sent to all interested parties to check and authorise. It is confirmed in the letter that the CLT fee will be billed separately. Alison stated that residents would also like a breakdown of costs to look at in the letter and a map of the open spaces and facilities that they are contributing to (separate to the parcel charge). Directors also requested that a date as to when the CLT fee will be billed should also be given in the letter; possibly by the end of the tax year. Mainstay will also look into the possibility of using some community land for the 'Incredible Edible' project once this area has been handed over to them.  <b><i>Richard will confirm the CLT fee payment date and let Judy know.</i></b>
<b>5. Coordinator update:</b> Kat gave an update on the financial accounts:  Current Account: Balance £54,250.53 November/December spend to date • £821 – coordinator payment (December invoice)

- £678 – coordinator payment (November invoice)
- £157 – Grant payment (K Turvey)
- £272 – Grant payment (Bauble competition)
- £0.40 – Bank Charges

Deposit Account:

Balance £20,007.13

Kat asked for the relevant Directors to assist in the transferring of some monies from the current account to the savings one to ensure a better rate of interest.

Judy gave her update to Directors.

Complaints have been received about the recently opened Skate park relating to antisocial behaviour and dogs being allowed in. Brookbanks will fix notices with regards Covid guidelines and dog fouling. There are also parking issues around the skate park and additional landscaping needs to be addressed.

Directors emphasized that any policing of the park cannot be carried out by the Trust or Council and facilities need to stay open if possible.

***Jenna will look at the Skate Park's landscaping plans.***

**6. Elections/Membership:**

Drew is liaising with the legal team at SHDC in appointing solicitors to progress the Article amendments. A price needs to be agreed and then an appointment can be made.

***Drew to appoint solicitors to progress the amendments to the Articles.***

**7. Community Hub:**

Gina explained the options within the proposal from Devon Communities which will eventually lead to a management plan. The Trust has now received pricing for an options appraisal and a financial costings review. Directors agreed that they should be appointed to start work on these two options.

***Judy to liaise with Devon Communities and provide them with any information needed to start work on this report.***

<p><b>8. Business Plan:</b></p> <p>Gina will now progress the Business Plan and ask for costings for a project plan from a couple of external agencies. Directors agreed that a community panel should be set up to assist in moving this forward.</p> <p>It was agreed that a one-page flyer should be produced to promote the role of the Trust and give an overview of its vision.</p> <p><i>Gina and Jenna will speak to Analogy to instruct them on this brief.</i></p>
<p><b>9. Steve Rogers – Sherford Festival of Music and Culture</b></p> <p>Alison and Judy met with Steve Rogers who is a Bands promoter and works with PCC. He is keen to work with the school in setting up a band and a Saturday club. His vision includes working with the community in other youth projects and future music ventures such as 'Band on the Green'.</p> <p>Directors were supportive in principle of the ideas proposed but felt that as it is a private venture then other organisations could be invited to pitch for this type of work. The proposed community panel could be involved in steering this project in the future. It was agreed that Judy and Alison would ask Steve to provide a more detailed proposal for the Trust to consider.</p> <p><i>Judy and Alison to meet with Steve to request a further proposal.</i></p>
<p><b>10. Community engagement update:</b></p> <p>A draft calendar of events had been circulated to Directors. In the future monthly gardening club events and green infrastructure meetings will be listed here. It was agreed that due to the current uncertainty with lockdown restrictions, the calendar needs to be put on hold.</p> <p>Zoom sessions with residents will also have to be put on hold until this information is ready to be published and discussed.</p> <p>The one-page flyer from Analogy can be used in the Sherford Matters magazine. The deadline for the magazine is 12<sup>th</sup> February so Judy will liaise with Jenna over the details.</p>
<p><b>11. AOB</b></p> <p>It was agreed that Judy would speak to the applicant for the forest school activity packs and ask her to resubmit with lower costings and set out a breakdown of these costs. This could then be agreed on email with Directors.</p> <p>Directors discussed the new director forms and Jenna agreed to follow these up with Gowlings to see if they have registered them with Companies House.</p> <p>Judy stated that the financial accounts will now be set out in the minutes each month. These can then be accessed from the Trust website once the minutes have been agreed and uploaded. The Articles of Association will also be uploaded to the website once the amendments have been finalised with solicitors.</p>
<p><b>12. Date of next meeting:</b></p> <p>Wednesday 10<sup>th</sup> February at 12pm.</p> <p>Meeting closed at 1.25 pm.</p>