

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 21st APRIL 2021

Meeting held via Microsoft Teams, 12.00 hrs

Directors present:

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

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Sarah Gibson (South Hams District Council); Kathryn Deeney (Plymouth City Council)
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 works for Vistry, Richard for Taylor Wimpey. Kat is now on the Estates Committee for the Schools Academy which includes Sherford Vale Primary School. It was noted for the purpose of registering Directors on Companies House that Charlotte Olver resigned from the Board on 11 th December 2020.
3.	Actions and Review of Minutes: All Directors agreed and approved the previous minutes.
4.	Coordinator update: Judy gave her update and it was noted that both the NEAP and Skate Park are scheduled for opening on the 3 rd May. It was also noted that the RA's AGM is now scheduled for the 9 th June and Judy will give a brief introduction about the Trust. Drew will be meeting with the RA's newly elected Chair thereafter. The meeting with Livewest who are currently one of the main social housing landlords was helpful in discussing how they could have some representation on the Trust and to consider if this needs to be reflected in the articles. A further meeting in June will be held to develop the discussions further to gain resolution. Financial summary: Current Account as of 8 th February 2021: Balance £52,782.63 November/December spend to date: <ul style="list-style-type: none">• £0.90 – Bank charges• £757 – coordinator payment (Jan invoice)• £821 – coordinator payment (December invoice)• £678 – coordinator payment (November invoice)• £150 – Grant payment (K Turvey)• £0.40 – Bank Charges Deposit Account as of 2 nd December: Balance £20,019.68
5.	Articles of Association/CLT fee: The proposed legal amendments for the Articles are with solicitors and the housebuilders are also dealing with a number of legal amendments to their proposed Deeds of Covenant in relation to the CLT fee. This will be discussed further at the next meeting.
6.	Community Hub: Gina presented a briefing note, appended to these minutes.

Devon Communities were commissioned to carry out a management plan and costings review. These have all been circulated to Directors. Gina summarized the background and detail to the hub in a briefing paper which all Directors had received.

The pertinent issues for agreement are:

- Lease with the consortium; 12 month rolling contract which the Trust's solicitors have reviewed. There is an 8-week notice period built in for both parties. The use of the building as set out in the s.106 needs to be clearer in its definition within the lease. This would clarify the subletting and facilitating of community use.
- Income/Expenditure deficit of approx. £16,000 in the first year needs to be underwritten by the Trust. This is based on 40% occupancy, overall management costs of the hub, external contractor for the first year and the set-up costs for the fit-out.

The Trust's role in facilitation of the building aligns with the Trust's objectives and targets and the decision as a Board to take on this liability was agreed in principle some time ago. It is noted that this will be an interim space as once 1,300 houses have been built, then a multi-use building will be constructed by the consortium.

It was agreed by Directors that the community must have a facility and the financial concerns are outweighed by the needs in the long-term to the community. Directors agreed that Devon Communities should start immediately on the operational plan and the marketing/communications plan thereafter. They will be asked to carry out a phased fit-out plan and quotes for an external contractor.

Consideration must also be given to funding opportunities for the cost of hiring to groups. It was also agreed that the finance for the set-up and any deficit would be underwritten by the developer's financial contribution. The District and County Councillor hold monies within their Locality Funds which could also be pursued. A six-month review will be carried out to understand the financial implications and to consider overall performance. There are now clear channels of communication in place through the survey and Sherford Matters magazine to enable optimum performance and occupancy.

Directors agreed that a sum of £4,000 would be allocated towards the fit-out which should be sufficient to start with alongside the £4,000 Livewest grant.

It was agreed that everything will be signed off at the next meeting in order to put plans into place.

It was agreed that there would be a phased approach to the fit out to make sure that there is the ability to see what the needs are as the building is used.

Judy and Gina to instruct Devon Communities with the operational and marketing plans and draw up a timeline of actions.

Judy to work with Devon Communities in drawing up the necessary quotes for the fit-out and contractor. Also, to set-up the necessary booking software.

Gina to finalise the amendments with solicitors and Brookbanks with regards the lease.

Jenna to consider whether any financial assistance can be gained from Vistry towards the fit-out.

2. Sherford Residents' Panel:

Gina shared a paper, appended to the minutes which Gina walked Directors through.

Gina discussed the need to progress a business plan for the Trust.

Gina has been liaising with RIO (Real Ideas Organisation) over both the panel and the business plan and how best to engage the community over the summer.

The second Sherford Residents' survey will be carried out over the summer and the results will be shared with the community and stakeholders in the Autumn.

Directors approved the proposal and a costed proposal will now be needed from Rio.

An interim business plan will be needed in the meantime in order to draw down the S106 Community Trust payment.

Gina to request a formal proposal from RIO.

Gina and Drew to draw up an interim Business Plan.

7. Community Trust Resourcing:

As discussed previously in meetings, the original vision for the Trust would be that it would create capacity and resource to undertake community projects and developments. The role of Directors is to steer the Trust and be accountable for its decisions and expenditure. An interim business plan is required with detail of key projects and triggers for a payment schedule from the s106 Consortium monies.

Gina and Drew to develop ideas around resourcing, in particular a role for an Executive officer to shape and develop the Trust.

8. Sherford Matters advertising:

The content has been approved for the May/June edition of the Sherford Matters magazine and this will be circulated to all residents during May. Directors had agreed that a double-spread would be produced along with the Consortium's content for the next six months' editions.

9. Grant applications:

Two grant applications are awaiting approval:

Friends of the Country Park are seeking £600 for equipment and towards membership/insurance from the RHS. Directors approved it on the basis that the insurance and membership would need to be renewed each year so a separate application would need to be submitted.

The Toddler Group applied for £500 to assist in setting up the group with the necessary resources and holding it outside at the Forest School space in the Country Park. Directors approved it on the basis that a new cheaper quote would be obtained for the storage boxes. All other items can be ordered and invoiced for.

Judy to notify both applicants of the above detail.

11. Date of next meeting:

Wednesday 19th May at 12pm.

Meeting closed at 1.50 pm.