

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 16<sup>TH</sup> JUNE 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); **Andy Tinnelly** (Brookbanks)  
**In attendance and Notetaker: Judy Talbot** (Trust Coordinator)

<p><b>1. Apologies: Kathryn Deeney</b> (Plymouth City Council)</p>
<p><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 works for Vistry, Richard for Taylor Wimpey. Kat is now on the Estates Committee for the Schools Academy which includes Sherford Vale Primary School.</p>
<p><b>3. Actions and Review of Minutes:</b> Drew welcomed Andy Tinnelly from Brookbanks. Alison confirmed that there were no details in her house purchase pack relating to the Sherford Management Company. All Directors agreed and approved the previous minutes.</p>
<p><b>4. Coordinator update:</b> Judy had circulated her update for all Directors to review.</p> <p><b>Financial summary:</b> Current Account as of 5<sup>th</sup> May 2021: Balance £60,354.63 Credit March/April to date:</p> <ul style="list-style-type: none"><li>• £5000 – Livewest</li><li>• £7,418.41 – Taylor Wimpey Trust Income to December 2020</li></ul> <p>Deposit Account as of 5<sup>th</sup> May 2021: Balance £20,027.08</p>
<p><b>5. Community Hub:</b> Directors discussed the various components for the establishment of the community hub as set out below.</p> <ul style="list-style-type: none"><li>• <b>Lease agreement</b> Andy will follow up the outstanding amendments as the Trust is still waiting for a response from Brookbanks on these. Andy confirmed that the security lighting to the rear of the building will be installed next week. He will also follow up the possibility of a disabled parking place to the front of the building and will ensure that the entrance is DDA compliant. He confirmed that the shed will not be possible as there are water pipes running along the stretch of grass to the rear of the building.</li><li>• <b>Budget plan</b> Judy talked through the various elements of fit-out and contractor costs against the estimated income. Alison will provide details of a local contact for Fire Alarm systems. Directors were happy to approve the predicted deficit.</li></ul>

- **Banking options**

It was agreed that Judy would progress an application for a credit card for the Trust in order to order the various fit-out items for the hub.

- **Contractors**

Judy updated directors on the various contractors required for the management of the hub which include caretaking/cleaning/alarm installation and monitoring and Fire Alarm installation.

- **S.106 framework agreements**

Judy discussed the draft framework agreement which DCT have provided the Trust with after recent discussions with the Church.

- **Proformas for booking software**

All the various proformas for the booking management system have been prepared and will need authorization prior to the booking system going live.

Judy will email the various details for these items over the next couple of weeks in order to gain Directors' approval to move these forward.

The marketing and hub launch will be key on the agenda for July. Jenna discussed using Sherford Matters as a good channel for raising the profile of the hub along with Analogy's other marketing tools. Alison mentioned Brixton magazine as another possible source of advertising.

Judy discussed the Tour of Britain on the 6<sup>th</sup> September as a possible date for a soft launch. The TOB team are keen to use the hub on the day for refreshments and for the community to come in to watch the race on a large screen.

Judy informed Andy that an offer from the LTA with respect to the management of the tennis courts is now sitting with Brookbanks to follow up.

Alison asked if the [info@sherford.org](mailto:info@sherford.org) email could be monitored more closely as an email from six weeks ago had not been responded to.

- ***Judy to chase Brookbanks for the lease, commissioning pack and agreement on the parking.***
- ***Judy to progress the credit card application.***
- ***Judy to send final details to Directors with regards to quotes on the contractors, draft s.106 framework agreement and proformas for the booking system.***

**6. Tour of Britain:**

Gina discussed the TOB event on Monday 6<sup>th</sup> September as an exciting opportunity for the Trust to be involved in community actions. Directors will discuss at the next meeting the possibility of holding a stand in the Events village area within School Square.

Judy has organized a residents' action group to look at various activities which could take place in August and on the day itself. She is also coordinating catering opportunities for businesses for the event. The School has been contacted with regards involving the children in possible activities both over the summer and on the day itself.

**7. Livewest/CLT Articles' amendments:**

The recent scheduled meeting with Livewest has been postponed until the Trust's solicitors have been in touch with regards the proposed amendments to the Articles.

Letters to the management company have been sent out from the Trust requesting details of the constitution of the ManCo as well as a statement of interest to be involved.

Both Richard and Jenna confirmed that the Deeds of Covenant for new purchases has now made the Trust membership and fee clause more explicit. Jenna asked if the previous monies for fees had now been received.

***Judy to confirm with Kat receipt of the Vistry and TW fee monies.  
Drew to chase the solicitors for the Articles' amendments.***

**8. Grant application:**

An application on behalf of the Resident's Association has been received and circulated to Directors. The request for funding is for 'Sherfest', a proposed BBQ party on 7<sup>th</sup> August for £880 towards catering, generator and insurance.

Directors discussed how this would be managed effectively such as numbers and risk assessment. Concern was raised over the uncertainty of the lifting of restrictions date in July. It is likely that some restrictions will still be in place for large crowds gathering. Directors also expressed concerns over setting a precedent for donating funds towards one-off parties. They would be happier to contribute towards planned annual events which had undergone wide community consultation. The resident's panel will be ideal for these types of planned events and decisions once it is established. It was felt that the Trust's funds should contribute towards community projects with a legacy and a mandate from the wider community.

Also, the start of Stage 2 of the Tour of Britain is going to be held at Sherford so the Trust will welcome applications for planned community events around this.

***Judy will inform the applicant that the Trust can't support this application for the above reasons.***

***Alison to ask Judy Roughton to resend her recent application which Judy did not receive.***

**9. AOB**

Judy confirmed that the accounts have now been finalized. Documents will be circulated with the correct Director details for Drew to sign off.

Gina updated Directors regarding Rio's forthcoming appointment to deal with the formation of the Resident's panel.

Richard asked Directors if they are happy for a separate agreement to be drafted between Mainstay and the CLT for the collection of the Trust fees. It was agreed that the £2k fees should not be paid by the Trust as the fee collection process is the responsibility of the Developer consortium as set out under the S.106 obligations.

Alison enquired into the second sales of existing properties and how the fee would be collected. Richard confirmed that any successors in title in terms of the transfer of Deeds will be obliged to pay the fee. Although the clause is not explicit he confirmed that there is a clear legally binding clause relating to the obligations of the s.106 agreement which includes payment of the Trust fee. This clause has now been made explicit within the Deeds for new purchasers.

***Drew to sign off the accounts from Bromhead.***

***Judy to ensure that confirmation is gained from Bromhead that there will be no liability held against Directors in respect to any late accounts or penalty.***

**10. Date of next meeting:**

Wednesday 21<sup>st</sup> July at 12pm.

Meeting closed at 1.40pm.