

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 18<sup>th</sup> AUGUST 2021**

*Meeting held via Microsoft Teams, 12.00 hrs*

**Directors present:**

**Chair: Drew Powell** (South Hams District Council; **Kathryn Deeney** (Plymouth City Council); **Alison Nix** (Brixton PC); **Richard Harrison** (Taylor Wimpey)

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

<b>1.</b>	<b>Apologies:</b> <b>Jenna Waters</b> (Vistry); <b>Gina Small</b> (Devon County Council);
<b>2.</b>	<b>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.
<b>3.</b>	<b>Actions and Review of Minutes:</b> All Directors agreed and approved the previous minutes.
<b>4.</b>	<p><b>Coordinator update:</b> Judy had circulated her update for all Directors to review.</p> <p>The September advertorial for Sherford Matters had been circulated and all Directors agreed that the wording should be amended to allow for any possible delay in the Hub opening.</p> <p>Concerns were given over the delay in the tennis courts and all-weather pitch opening and the continuing queries from the community about their future use. It was agreed that this issue lies with the Consortium and the Planning Authority and Directors should speak to the Sherford Board with regards these ongoing delays. Kat will speak to Gina initially regarding the constitution of the Board meetings and how best to approach it.</p> <p>Directors all agreed that the s.106 letter from the Planning Authority to the Consortium should be sent out and a response gained before any amendments to the Articles can be made.</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> <ul style="list-style-type: none"> <li>• <b><i>Kat and Alison to speak to the Board with regards infrastructure progress.</i></b></li> <li>• <b><i>Gina and Drew to ask Ian to send out the s.106 obligations letter.</i></b></li> <li>• <b><i>Judy to finalise amendments to Sherford Matters article.</i></b></li> </ul>
<b>5.</b>	<p><b>Community Hub:</b></p> <ul style="list-style-type: none"> <li>• <b>Handover date/lease agreement</b> Judy gave an update on the legal and insurance issues. It is hoped that the lease can be completed by the 27<sup>th</sup> August in order for the handover to take place the week after. Directors agreed that Kat would speak to Brookbanks to ensure that the hub will be</li> </ul>

allowed to be opened for both the family fun day and the Tour of Britain even if a handover hasn't taken place yet.

Kat left the meeting at this point.

- **Fit-out**

The ordering of the fit-out items has begun and should be completed by the 3<sup>rd</sup> September. Judy will contact the community for help with some assembling of furniture.

All contractors are in place now to carry out the necessary works and the blinds have been fitted.

- **Marketing launch**

The marketing of the hub has been put on hold until we have a formal handover date.

Once there is certainty over this date then Judy will let the community know along with various groups like Connecting Sherford and Livewest.

Richard left the meeting at this point.

- ***Judy to confirm quote for contents and public liability insurance.***
- ***Judy to chase Brookbanks over the lease, insurance and s.106 side letter.***
- ***Kat to speak with Rebecca Synnott over the above items also and to ensure that the hub will be open for the 5<sup>th</sup>/6<sup>th</sup>.***

**6. Tour of Britain:**

Kat rejoined the meeting.

Directors agreed that there wouldn't be time now to organize a stall for the Trust at the Tour of Britain.

Judy updated Directors on the Family Fun Day on the 5<sup>th</sup> and the various elements of the School and Community's involvement at the Tour of Britain.

Judy confirmed that the Trust have been named in all marketing information about the event as the main contributor to the funding.

**7. Resident's panel – RIO appointment:**

RIO have now been appointed and Judy informed Directors that she had been in touch with Amy to discuss the Trust's work and the key community stakeholders. Amy will now be meeting with Alison and Rachel Harrison-French along with other members of the community.

**8. Grant applications:**

Alison outlined the details of the proposed Seniors Community Café. They are seeking to use the hub for a couple of hours each week and are currently sending out flyers to gather interest.

Judy discussed the new funding criteria which Devon Communities have put together and had been circulated. It will be used by new community groups seeking funding for the use of the building.

It was confirmed that the café did satisfy all the criteria. The organizer has asked for a one-off free session to gauge interest before submitting a grant application. All Directors agreed that one free session for an inaugural meeting for not-for-profit community groups could be granted.

- ***Judy will amend the Terms and Conditions for the hub to include a clause for a one-off inaugural free session to community groups.***
- ***Alison will inform the applicant of the Directors' decision and will propose an initial session on Thursday 16<sup>th</sup> September.***

**9. AOB:**

Alison discussed the recent comments she received from a post which she had put on the community facebook regarding the night-time closure of the playpark on behalf of the Consortium. Directors all agreed that the Trust should not be posting material from Brookbanks and they should be communicating this information directly to the community. It was also agreed that the Trust should set up a Business Facebook page. Judy will explain to Brookbanks when necessary that Directors have requested she does not act on their behalf in posting their communications.

Directors agreed that this matter should be put on the agenda at the next meeting to discuss how communications from the Consortium are being managed. Directors will look at drafting a letter to both the Consortium and the Planning Authority detailing concerns.

Banking authorization forms are needed for all other Directors so Kat will send out these forms to Directors next week.

- ***Kat to issue banking forms to Directors.***
- ***Judy to put communications item on the Agenda for the next meeting.***

**8. Date of next meeting:**

Wednesday 15<sup>th</sup> September at 12pm.

Meeting closed at 1.30pm.