

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 15th SEPTEMBER 2021

Meeting held via Microsoft Teams, 12.00 hrs

Directors present:

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

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

<p>1. Apologies: Kathryn Deeney (Plymouth City Council); Richard Harrison (Taylor Wimpey).</p>
<p>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.</p> <ul style="list-style-type: none">• Jenna to confirm Director details for Josh Harris at Vistry Partnerships.• Judy to add Josh's details to Companies House.
<p>3. Actions and Review of Minutes: All Directors agreed and approved the previous minutes.</p>
<p>4. Coordinator update: Judy had circulated her update for all Directors to review. Directors agreed to a double-page spread at the next November/December edition of Sherford Matters due to the increased content for the hub and RIO's work.</p> <p>It was confirmed that the tennis courts will open informally soon on a free of charge basis. Anna Murray will release a press release to this effect. The LTA system will be used eventually but as yet there is no electricity feed to the courts for the gate system or floodlights.</p> <p>Judy confirmed that Devon Communities have a couple of days resources remaining from their contract. These can be used in a few months' time for further community consultation. In the meantime, Judy will send out the feedback survey to all hirers. Judy will also update the income and expenditure spreadsheet for the hub over the next month and circulate.</p> <p>Financial summary: Current Account as of 5th May 2021: Balance £60,354.63 Credit March/April to date:</p> <ul style="list-style-type: none">• £5000 – Livewest• £7,418.41 – Taylor Wimpey Trust Income to December 2020 <p>Deposit Account as of 5th May 2021: Balance £20,027.08</p> <ul style="list-style-type: none">• Gina will request additional banking forms in order that all Directors can authorize payments.• Judy to update the income/expenditure spreadsheet for the hub and circulate.

5. Community Hub:

Judy confirmed that a projector and screen will be installed in the hub shortly. Directors also suggested an LED screen to be purchased and installed as well.

The alarm system has now been fitted out and a quote for one CCTV camera has been circulated. Directors have requested details of GDPR for this system as well as ensuring that the bookings software adheres to GDPR also.

A signing in process was discussed as a possibility with an electronic system and Judy will order a board for hirers to post information and the Trust's Insurance certificate will be displayed.

It was agreed that a new bank account should be opened for the hub purposes.

Directors discussed a formal launch date for the opening of the hub. Judy will ask Sir Gary Streeter and Councillor Dan Brown to open the building later in October. Judy and Anna Murray will discuss launch activities for the day and Livewest will be included as well.

- ***Judy to order LED screen and arrange for all to be installed in the main hall.***
- ***Judy will confirm GDPR arrangements with security camera and software.***
- ***Judy and Gina to look at new bank account options.***

6. Resident's panel – RIO appointment

RIO attended the recent Tour of Britain family fun day and were able to carry out effective consultation with a wide number of people in the community with the aid of a 'wishing tree'.

They are now consulting with fourteen residents over ongoing discussions towards the forming of a residents' panel. The retail centre will involve the panel and training will be available to members in the future. In time there will be a permanent community building on the High Street.

Directors discussed the need for an interim business plan to be completed over the next few months in order that funds can be released. There will be a number of scheduled payments coming in over the next 10 years now that the trigger point within the s.106 agreement has been reached. The process of drawing down these funds will need to be agreed upon and a requirement from the LPA to be involved in this.

- ***Directors agreed a follow-on meeting on the 20th October from 2-4pm to draft an interim business plan.***

7. Communications:

Directors discussed the forthcoming letter from the Planning Authority which will be issued to the developers in respect to discharging their s.106 obligations. It was agreed that the Trust will send an email to this effect requesting that the LPA seek clarification from the developers in this matter.

Jenna confirmed that the Trust fees are being collected for all new house completions moving forward. However, there is still the outstanding matter of the fee collection for the 400 homes already occupied where monies are not being recovered. Both housebuilders will look further into the legal position regarding this.

Directors agreed that the Trust will not be a go-between with Brookbanks and the community. There is an adequate communication route via the info@sherford.org email and Customer Services for residents to access.

Alison is in the process of setting up a business facebook page for the Trust. The possibility of using a local social media group was also discussed and would be looked at further at the next meeting.

- ***Judy to send out an email to the LPA on behalf of the Trust regarding the s.106 obligations.***

8. Grant applications:

The Seniors' Community Café have applied for funding for the payment of the hall hire costs up until next Easter. They have satisfied the grant assessment criteria and Directors were happy to approve it as long as it can be self-funding from April 2022 onwards.

Once a new bank account has been set up, Judy will transfer the relevant hall hire costs for the group in order to keep transparent accountancy records.

9. AOB:

It was agreed that a follow-on meeting after the main CLT one on October 20th will be necessary to prepare an interim business plan.

8. Date of next meeting:

Wednesday 20th October at 12pm.

Meeting closed at 1.50pm.