

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 17TH NOVEMBER 2021

Meeting held via Microsoft Teams, 12.00 hrs

Directors present:

Chair: Drew Powell (South Hams District Council; **Jenna Waters** (Vistry); **Gina Small** (Devon County Council); **Kathryn Deeney** (Plymouth City Council);

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1. Apologies: Louise Yung (Taylor Wimpey; **Alison Nix** (Brixton PC);
Jenna will confirm if Josh Harris will be joining future meetings.
Richard Harrison has resigned from the Board and Louise Yung will attend future meetings. Judy will register her details on Companies House once Gowlings give the go-ahead.

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.

3. Actions and Review of Minutes:
All Directors agreed and approved the previous minutes.

4. Coordinator update:
Judy had circulated her update for all Directors to review.

We received complaints that the tennis courts were not accessible on Saturday but it was confirmed that they are now open.
They will be free of charge until the Spring approximately when a contract with the LTA will be considered. Gina will also speak to relevant contacts about timings for the opening of the all-weather pitch.

Directors agreed that a new Communication Plan needs to be drawn up and incorporated into the draft Business Plan. Judy will continue to work on a calendar of community events with Analogy and Vistry.

Through the work of the Green Infrastructure Plan with SHDC, a Memorandum of Understanding has been drawn up between the Consortium, CLT and Friends of the Country Park Group. The majority of Directors agreed that the agreement itself did not require the Trust's signature from a legal standpoint as the bulk of the obligations within the document lay between the Group and the Consortium.

The Trust will continue to facilitate the work of the Group and assist with funding and PR/Comms in the future. There will be a publicity launch in the Spring to help the Group gain more volunteers and to inform the community about the work around the Country Park and Open Spaces.

Financial summary:

Current Account as of 13th October 2021:

Balance £35,251

Expenditure:

July £1,990.11

August £9,356.50

September £7,300.54

Deposit Account as of 13th October 2021:

Balance £20,041

- ***Gina will speak to Alex Whish at SHDC to relay the information about the MOU.***
- ***Judy to speak to the Friends Group to reassure them of the Trust's ongoing support.***

5. Community Hub update/finance review:

Judy confirmed that the launch went well and both Cllr Dan Brown and Sir Gary Streeter were in attendance to formally open the hub with two representatives from Sherford Vale School. The community attended the Open Day and a number of groups running from the hub were present to talk to residents about their activities.

Judy also confirmed that the long-term booking of the meeting room with the NHS Midwifery team has confirmed and approved by the Consortium. Quotes will now be drawn up for the potential room alterations. Judy is awaiting final confirmation of their start date. Solicitors will draft a room booking agreement to formalize the arrangement.

Gina has spoken to a financial advisor who can offer a full review of the Trust's financial and governance requirements.

The NCLT offer free advice within the Trust's membership so options will be explored first in relation to any toolkit that may be available in relation to the governance and policies used by other CLTs nationwide.

In the meantime, a bank account will need to be opened for the hub and it was agreed that Drew, Gina and Kat would be authorized signatories on the account to make the accounting clear.

- ***Judy will approach the NCLT about financial provisions for other Trusts.***
- ***Judy will open a bank account for the purposes of the Hub's finances.***

<p>6. Community Market event/Resident's Panel The Community Market event will take place on Saturday 20th November at the hub. There will be ten stallholders from local businesses in the community and the event has been organized by RIO. Everyone is encouraged to pop in if possible.</p>
<p>7. Grant applications: Judy is awaiting the application for the Xmas event at the hub. She will forward on details when these details are available for Directors to consider.</p>
<p>8. AOB Directors discussed the current situation in relation to the payment of the CLT fee. Jenna will inform Directors in writing how Vistry propose to move forward with regards to the payments from current householders as opposed to new house purchasers.</p> <p>Gina also discussed the forthcoming commercial units who will be obliged to pay a 'reasonable fee' as set out in the s.106. There is a need to look at comparable units within similar Trust set-ups. It will be necessary at some stage to decide how a fee is agreed.</p> <ul style="list-style-type: none">• <i>Judy to produce a short one-page options paper after speaking with the NCLT to gain information about other Trusts who have similar commercial units in place. To be tabled at the next board.</i>
<p>9. Date of next meeting:</p> <p>Judy will circulate new dates for the December meeting.</p> <p>Directors to meet on Tuesday 30th November at 12.30 to draft the Business Plan.</p> <p>Meeting closed at 1.30pm.</p>