

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 14<sup>TH</sup> DECEMBER 2021**

*Meeting held via Microsoft Teams, 13.00 hrs*

**Directors present:**

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

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

**1. Apologies: Louise Yung** (Taylor Wimpey); **Kathryn Deeney** (Plymouth City Council). Jenna has confirmed that Josh Harris will not be joining future meetings but an alternative Director from the Development side of the business will be appointed in the New Year. Judy will continue to work with Josh on the community events.

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.

Gina confirmed that the Business Plan is now on Teams for everyone to look at and amend. Drew and Gina will populate the plan and complete it for circulation.

A discussion was held with regards the payment collection of the CLT fee to be carried out by Mainstay. Mainstay have now agreed to collect the monies but will require a separate agreement with the Trust. The formulation of this agreement will be paid for by the Consortium as it is their obligation to ensure the fee monies are collected and paid to the Trust.

A draft proposal is therefore required from Mainstay which will protect the interests of the CLT in the short and long-term. Legal advice will need to be sought in this regard.

However, this will not cover the historic payments. A Deed of Variation will capture the sales of historic properties. A response from the developers is required with respect to other outstanding payments. Judy and Jenna will look at the previous schedules to determine the numbers which are outstanding. Jenna will request figures for those now due to be collected.

The social housing transfers will also need to be captured. Mainstay will need to advise on this matter as well.

Jenna confirmed that at the end of the development the residents will form the various Manco boards. Mainstay will continue to deal with the overall management of the communal areas.

- **Jenna to instruct Mainstay to draft a proposal agreement for the CLT fee collection.**
- **Judy and Jenna to collate historic figures and current figures for the CLT fee.**

**4. Coordinator update:**

Judy had circulated her update for all Directors to review. An explanation of the income and expenditure spreadsheet was given. Judy is still awaiting confirmation on the business rates from the VO. Directors discussed the forthcoming NHS long-term booking of the meeting room and agreed that as the current rate is so heavily subsidized then a 6-month rent review should be built into the room hire agreement.

Judy confirmed that a further meeting on the ASB forum will be held in January as Alison reported further problems in this area.

The Councillor surgery will be held in the School Hall on January 28<sup>th</sup> at 6pm. Judy will ask Cllr Brown to add this online as well in order that Brookbanks can attend in some format.

The Friends of the Country Group will sign the agreement with the Consortium in the New Year and some publicity will be held around this in the Spring. They are seeking further funds for their insurance renewal so Alison will request them to seek monies from the Developer.

- ***Judy to arrange online access for the Councillor Surgery.***
- ***Judy to liaise with solicitors and NHS over the meeting-room booking.***
- ***Judy to set up the next ASB forum for January.***

**5. Community Hub update/finance review:**

It was confirmed that the LED screen has now been installed in the main hall and the heater guards are now on order.

Judy confirmed that the bank application for the hub could not be easily progressed without the Directors giving personal bank details. It was suggested that a Director phone Triodos to set up an additional account as the easiest option.

- ***Gina to phone Triodos for the new account.***
- ***Drew to chase Kat on the outstanding Triodos authorization forms.***

<p><b>6. Resident's Panel</b></p> <p>Rio held a successful market event at the hub recently and will also be holding residents' panel workshops in January and February. Gina will be meeting with them this week to discuss these and get feedback from the market event.</p>
<p><b>7. Commercial Units:</b></p> <p>Judy had circulated a document detailing the provisions in the s.106 agreement and Articles of Association regarding the CLT fee for commercial units. It is set out as 'a fair and reasonable fee'. The two options to discuss include a flat £40 fee as in the case of residential units or a fee based on a square meter rate.</p> <p>Gina explained that as with the retail centre, the Council are keen to attract new businesses to the area so don't wish to set too high a rate. All business owners will also be able to be nominated as members of the Board in time as will be the case with residents.</p> <p>It was agreed by all that the £40 fee would be set for units up to 2000 sqm and then increase incrementally by £40 for each 2000 sqm. The highest rate would be set at £200 for units over 8,000 sq m.</p> <ul style="list-style-type: none"><li>• <b><i>Gina to relay this decision back to Brookbanks.</i></b></li></ul>
<p><b>8. Grant Application:</b></p> <p>An application for £550 for the gift selection boxes for the community Xmas event has been received and circulated. The event will include carols around the tree and a Santa sleighride. The gifts will be distributed by the 'elves' to residents' doors. All volunteers will take Lateral flow tests and will wear gloves. A risk assessment has also been carried out in this regard.</p> <p>Directors approved the application.</p> <ul style="list-style-type: none"><li>• <b><i>Judy will inform Karen that the application has been approved.</i></b></li></ul>
<p><b>9. Coordinator review:</b></p> <p>Further to a review, Directors agreed that the Coordinator would receive a 5% pay increase and contract hours be increased from 95 to 100 per month.</p>
<p><b>10. Date of next meeting:</b></p> <p>Wednesday 19<sup>th</sup> January at 12pm.</p> <p>Meeting closed at 2.50pm.</p>