

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 21st DECEMBER 2022

Meeting held via Microsoft Teams at 11.30 hrs

Directors present:

Chair: Drew Powell (South Hams District Council); **Jason Allen** (Devon County Council); **Steven Williams** (Brixton PC); **Jenna Waters** (Vistry)

Ed Whitelaw (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1. Apologies: Kathryn Deeney (Plymouth City Council); Louise Yung (Taylor Wimpey);
2. Declarations of interest: Jason, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town. Jenna works for Vistry, Louise for Taylor Wimpey.
3. RIO: Ed had sent through the updated proposal which considers the main elements drawn from the Transactional Business Plan. The timeline has been adjusted accordingly with a start date in January for contract discussions. Directors had a couple of questions; who will RIO be reporting to daily and will there be a need to allocate workstreams to Directors? Ed confirmed that as a 'quasi-secondment' they will be working with Judy on a day-to-day basis with a presence in the hub and community. As workstreams develop then there may be a need to have specific work allocated to Directors as well. Directors also emphasized the need for the membership and allocation process for election to be amended within the Articles in order that community members can be appointed to the Board. Ed agreed that discussions will be carried out about the constitution of the Trust and its ongoing governance. Directors voted and all were in agreement with the proposal for work to commence in January. <ul style="list-style-type: none">• <i>Judy and Drew will meet with Ed and Amy at the beginning of January to firm up initial workstreams and contractual issues.</i>
4. Actions and Review of Minutes: All Directors agreed and approved the previous minutes. Drew confirmed that he will discuss the nature and structure of future Councillor Surgeries with Ian Sosnowski and Dan Brown. It is important to establish if Councillors want to help resolve the various site issues with the developer. Ian's team is responsible for helping to resolve any issues that fall within the scope of the s.106 obligations. <ul style="list-style-type: none">• <i>Drew to speak with Ian and Dan Brown further about future Councillor surgeries.</i>
5. Coordinator Update: Judy updated on all the main points. It was confirmed that the NHS Estates team are in negotiations over another site for the midwife team in Plympton. They will confirm this in January and provide some notice period for vacating the meeting room.

The Food Hub will be advertised in Sherford Matters for January's edition and Judy will also post information on the Trust website. It is due to open officially on the 12th January and Judy will help oversee the first couple of weeks to ensure that the hub is operating smoothly still for all other users.

There have been some traffic issues reported by a Wembury Parish Councillor who believes that this is due to increased traffic through Sherford. Directors confirmed that this is not the responsibility of the Trust. The Consortium have already put in place a traffic counter in Brixton so the relevant contacts have been put in touch to pursue this course of action.

- ***Judy to speak with the NHS Estates team to confirm the use of the midwife room. To notify Directors if and when the room is vacated in order to find another user.***
- ***Judy to oversee the start of the food hub on a Thursday afternoon and advertise accordingly.***

6. Finance:

Judy had circulated information relating to a number of savings accounts. The most suitable were the one-year fixed terms with interest rates around 4%. Directors agreed that the Trust would not want to have £100k tied up for longer than one year. The remaining sums could be split between the existing current and savings accounts with Triodos.

- ***Drew to open up the relevant high-interest bank account and arrange for funds to be split between the three accounts.***

7. Portfolios:

Directors discussed the draft portfolio proposals as circulated. It was confirmed that Jason would head up Youth Services and Libraries. Drew and Kat would deal with Governance and Finance as previously agreed. Steven and Jenna agreed to assist with Legals and Community portfolios. The transport heading would be deleted. Louise will be consulted at the next meeting as to which area she would like to assist with.

- ***Judy to circulate the updated portfolio document.***

8. AOB:

A grant application had been circulated detailing a proposal for planters to be located along a stretch of Hercules Road where at present cars are parked and dangerous drivers mount the pavement on occasion.

It was agreed by all that the Trust has no jurisdiction legally to intervene in this matter. The applicant should address their query to the Consortium as although the road has been adopted by DCC, the ongoing traffic management is still retained by the Consortium.

- ***Judy to notify the applicant of the Directors' decision and request that they speak to the Consortium about their proposal.***

9. Date of next meeting:

Wednesday 18th January at 12.30.

Meeting closed at 12.40.