

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 19th APRIL 2023

Meeting held via Microsoft Teams at 12.30pm

Directors present:

Kathryn Deeney (Plymouth City Council); **Jason Allen** (Devon County Council); **Steven Williams** (Brixton PC); **Jenna Waters** (Vistry); **Louise Yung** (Taylor Wimpey).

Additional attendees:

Andy Tinnelly (Brookbanks), **Ed Whitelaw** (RIO), **Amy Cooper** (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Chair: Drew Powell (South Hams District Council)
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.	Actions and Review of Minutes: Both sets of minutes from February and March were agreed and approved by all Directors.
4.	Brookbanks Update: Andy confirmed that the agreement with Argyll Community Trust is currently being finalized. No bookings can be made yet for the grass pitch or the all-weather pitch until the Trust formally take over the management. The power will be live by mid-July at which time the pitches can be used. The parking is currently being arranged as it will not be desirable to have large numbers of cars along Hercules Road. The application for the temporary shop is being progressed and it will be located in the Local Centre near the Coffee shop. The timeline is expected to be 3-4 months. The GP surgery is progressing and the midwife team have confirmed that they now wish to share the premises. Judy confirmed that she had not received feedback from the NHS as it now seems they have changed their minds in relation to their preferred location. The planning for the reserved matters for the next phase of the infrastructure will be submitted soon. Judy requested an alternative contact at Brookbanks for day-to-day matters. A number of health and safety issues within the development have been raised but no response has been received from the info@sherford.uk email address. The parking along Hercules Road was also raised as an ongoing issue where residents and other vehicles are parked up on the pavement. Discussions with the Consortium are currently being held regarding this problem. <ul style="list-style-type: none">• Andy to send Judy alternative contact details for day-to-day matters.• Andy to follow up on the lack of response from the info@ email.
5.	RIO: Ed confirmed that they had received the contract now and their invoice was being progressed. The community panel meetings and working groups are all moving along well.

Amy discussed the working groups: Comms and events, Shops and amenities. Both groups have a few residents within each group. They are currently drawing up Terms of Reference along with a formal plan of action. Workshops for each group were held at the last panel meeting.

A new heading 'Get Involved' is being added to the main page of the Trust website which will outline the Panel's aims and detail the project work-streams. This will help encourage more residents to be involved in the groups.

Kat will contact Argyll Trust to ask if they are able to do any informal 'drop-ins' to help encourage more community activity. Amy mentioned that some pop-ups may be set up around the neighborhoods in the near future.

Ed discussed the progress being made over the governance. Previous recommendations for alterations to the Articles have been considered which include areas of membership, fee structure and other additional considerations. He has also met with their legal specialist to outline the draft document with some initial options for recommendation.

Once there has been further legal input, a document will be issued to Directors the week commencing 2nd May. This can then be presented at the next CLT meeting on 17th May. A special General Meeting will need to be held eventually to gain unanimous consent from all Directors to enact any agreed amendments. In the meantime, the registered Social Housing Providers, both Livewest and Clarion, will need to be consulted along with Brixton PC.

- ***Ed to circulate the Options paper prior to the May meeting.***

6. Coordinator update:

Judy updated Directors of progress over the last month. A couple of wildlife grant applications were approved for the Country Park group and the School.

It was agreed that a new bank account for the s.106 monies needs to be opened soon. The accounts are ready for signature and have been circulated. All Directors to sign the Letter of Representation and Drew to sign off on all other documents. Judy will ensure a link is accessible for the accounts to be viewed on the Trust website once they are finalized.

Judy had a productive meeting with Clarion Futures who are the charitable arm of Clarion Housing. It was proposed that their community development officer attends the next community panel meeting. They can offer assistance with grant funding and are keen to be involved with future community initiatives.

Sherford Matters edition will be published for June – August with the next deadline on 15th May. Judy and RIO will discuss relevant content for this edition to include information about the project work-streams and the panel in general.

Judy is still awaiting an update from Firstport on an issue date for the CLT fee invoices to residents. Directors have asked that the draft letter will be sent to them for approval before being issued. It was also suggested that the marketing directory of Sherford might accompany the letter so that residents are clear over the responsibilities and contact details throughout the development. The new Consortium website is up and

running www.sherford.uk and includes a comprehensive section on community with links and information to the Trust and the Hub.

Jenna discussed the issues being raised with Firstport and confirmed that there are ongoing discussions internally. It is essential that there is developer agreement over correspondence to residents and always encourage good community relations with a visible presence on site.

Ed mentioned that in the future the Trust might act as a management company which would encourage community wealth building. This would need to consider whether it makes good financial sense.

- ***Judy to liaise with Firstport and ensure that the draft letter is circulated to Directors.***
- ***All Directors to sign off the Accounts.***

7. Grant application:

The Sherford Rangers leader has submitted an application for £720 to cover three terms for the use of the hub once a week. They will start fundraising and hope to increase their membership in September by merging with another Girl Guides group also. Directors have asked for more precise details on current membership numbers and anticipated numbers by the end of the year.

- ***Judy to request the additional information and circulate to Directors for a decision.***

8. AOB:

Judy will send another bank authorization form to Steven to sign and send to Drew for signature. Jason has confirmed that his forms have been sent to Follaton House. Once all signed off, Drew will send these on to Kat for final signature and for her to send back to Triodos.

Directors are happy for the Transactional Business Plan to be published on the Trust website under the new banner 'Get involved'.

Directors all agreed that Kat should move the bulk of the funds from the current account to the savings account.

- ***Kat and Drew to move the Trust funds to the savings account.***
- ***Bank forms to be sent through for signature and Drew/Kat to sign off and send to Triodos.***

9. Date of next meeting:

Wednesday 17th May at 12.30.

Meeting closed at 13.40 pm.