

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 15th MARCH 2024

Meeting held at 13.00 pm at the Community Hub and on Teams

Directors present:

Chair: Steven Williams (Brixton PC); **Louise Yung** (Taylor Wimpey)

Additional attendees:

Ed Whitelaw (RIO); **Ian Sosnowski** (SHDC); **Lisa Hurley** (Firstport); **Leah Green** (Firstport)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Kathryn Deeney (Plymouth City Council); Drew Powell (South Hams District Council); Jason Allen (Devon County Council); Emma Warden-Neveins (Vistry)
2.	Declarations of interest: Jason, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town. Emma works for Vistry, Louise for Taylor Wimpey. Louise has moved to Sherford and is now a resident homeowner as of December 2023.
3.	Brookbanks update: No update received.
4.	Firstport – CLT fee invoices/AGM; Introductions were made from Firstport along with all others in attendance. Lisa from Firstport agreed to chase their personnel for the updated database of householders. They need to ensure that all Bovis homes are included as well as all Livewest and Clarion properties. The existing enforcement policy from Firstport had been circulated to all Directors. It was discussed and agreed that a delay of one month would be proposed to all Directors. It was explained that once the process for the enforcement was in place then it could not be halted. It was explained that the Trust will hold an AGM in the autumn and a shared database will be required showing which residents have paid. The TP1 Deed on purchase ensures that they are a member of the Trust as reflected in the Articles. However, in order to be a member of the Trust and be able to vote/be elected at the AGM, the resident will need to have paid their fee. Ed will look at the Articles to ensure that a clause is included stating that the fee must be paid within a certain date before the AGM. This will make the administration of the process easier and more transparent. <ul style="list-style-type: none">• <i>Firstport to send Judy the new proposed policy and contact details for the marketing directory.</i>• <i>Ed to check the Articles for AGM and membership rules.</i>
5.	Local Centre: Ian discussed the forthcoming planning application from a developer for the Local Centre. It has not yet been submitted as legal issues are continuing. It was agreed that the Trust need to have a discussion about their local centre aspirations in order to table a meeting with any developer.

- *Louise to speak to Andy Tinnelly regarding the proposed developer to find out more detail.*

6. RIO update:

Ed will now send the written resolution to Drew for the final Articles to be agreed and signed by all Directors. These will then be lodged with Companies House.

The Lottery Heritage grant has been approved for just under £10k to develop a heritage plan, enable some skills training, talks and local heritage visits. Judy and Ed to progress this in April.

Policy papers are being finalized and some training will be required for the Safeguarding and EDI areas.

RIO's Year 2 plan has been circulated to Directors and quarterly meetings will be held with Drew and Judy.

7. Actions and review of minutes:

The meeting is not quorate so February's minutes could not be approved.

8. Coordinator update:

All going well at the hub. Waiting to hear about new health facility for Midwife unit to move to and meeting room to be vacated.

Working groups progressing well with two events planned; Sherford Day on 6th April and Farmer's market in June (date to be agreed). The newsletter is now going out bi-monthly and sign-up has nearly doubled in the last month.

New membership to be signed up for Canva and Chamber of Commerce. Business events can then be scheduled over the next few months.

Lottery heritage plan to be progressed once monies are received.

Accounts training with Bromhead to take place for new software to be implemented.

Awaiting s.106 monies still for 2022 invoice – continuing to chase.

9. Close:

Next meeting to be held on Friday 19th April at 1pm.

Meeting closed at 2pm.