

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 17th MAY 2024

Meeting held at 13.00 pm at the Community Hub

Directors present:

Chair: Drew Powell (South Hams District Council); **Steven Williams** (Brixton PC)

Additional attendees:

Ed Whitelaw (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Kathryn Deeney (Plymouth City Council); Jason Allen (Devon County Council); Emma Warden-Nevins (Vistry); 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. Emma works for Vistry, Louise for Taylor Wimpey. Louise has moved to Sherford and is now a resident homeowner as of December 2023. Steven declared a conflict of interest under pt.6.
3.	Actions and review of minutes: Actions from April's meeting have been followed up. Minutes could not be approved as the meeting was not quorate. <ul style="list-style-type: none">• <i>Drew to contact PCC regarding a Director representative for ongoing meetings.</i>• <i>Emma to forward information from her meeting with Firstport over the enforcement policy re. CLT fee to residents.</i>• <i>Ongoing banking issues to resolve re. balance to be distributed across wider accounts. Drew and Judy to set up a meeting for a new account.</i>• <i>Judy to chase Kat re. banking authorization forms.</i>
4.	Brookbanks update: Judy updated the group on the latest news from Brookbanks. The main points include: <ul style="list-style-type: none">• Red Lion Hill will be reopening at the beginning of August despite safety concerns from the Consortium with construction continuing both sides of the road. Concerns have been submitted to DCC.• Awaiting final legal sale agreements for completion for the Local Centre. These are hoped to result in submission of a planning application in Q3 2024 with construction commencing in Q2 2025.• The temporary shop has been installed and now has power. The operating licence agreement should be signed in the next week, with a target opening date in mid-June.• The S278 legal agreement for the Sherford Road traffic calming works is agreed. The Consortium have applied for road space booking for the works and are waiting for confirmation of dates from PCC. The groundworker is appointed and ready to start their 10-week programme of works as soon as we have the space booking.• The legal agreement with Argyll is ready for completion, car parking area is installed and storage cabin/office is on order. The use of the pitch and bookings with ACT will commence in June.

- Works on access to the Country Park continue. The Consortium are working with SHDC Planning Officers to provide suitable access to the Park in a phased manner over the coming months.

5. Coordinator update:

Judy discussed her recent update with the main points:

- Awaiting final marketing directory from Analogy and completed database from Firstport.
- S.106 monies from 2022 have now been received.
- Skills Centre discussed with possible uses for both the NHS and the Trust within the two buildings. Judy to arrange a site visit and find out what stage negotiations have reached.
- Allotments are being brought forward with work to commence once Sherford Road calming works have completed; approximately in October. Judy to obtain more details at the Liaison Meeting in June.
- New banking software has now been installed and all historic payments have now been reconciled so systems are up-to-date for the accountants.
- Trust's accounts for 2023 are now on the website.
- Good progress is being made with the Heritage Plan; meetings held with the Box and the Consortium's archaeologist. Site visits for the Box and Maker Heights are booked in for the Panel to attend. To arrange an autumn community event with speakers.
- ***Judy to issue 2023 s.106 fee invoice to Consortium.***
- ***Ed to circulate shortened version of Health & Safety Policy to Steven for approval.***
- ***Ed to source relevant Safeguarding training for Drew and Judy to complete.***

6. CLT fee – legals/enforcement policy:

Discussions held over the ongoing issue re. the pre-2021 deeds as there is no explicit clause requesting the CLT fee. There is a clear requirement under the s.106 agreement for developers to collect and ensure payment of the CLT annual fee. It was agreed by Directors that under the Articles it is clear that members must pay the fee in order to vote at the AGM or stand for election.

It was felt that the re-drafted letter and accompanying CLT information was much clearer and more concise further to Working Group input.

- ***Ed to research suitable solicitors who can advise over the ambiguity of payment of the fee for the pre-2021 deeds as well as the position for the RP's.***
- ***Judy to ask the housebuilder Directors the date at which the new TP forms came into force in 2021/22.***

7. Skills Centre Options:

Drew discussed his meeting with Ian Sosnowski regarding the potential use of the Skills Centre. It has been confirmed that Plymouth City College's contract had ended for the time being but that some short courses may run occasionally from the Carpentry building. Awaiting an update from the NHS Commissioning team on their progress.

- ***Judy to arrange a site visit with Brookbanks and discuss further at the Liaison Meeting in June.***

8. RIO update/Business Plan:

Ed gave an update on his Scoping Report which is progressing well with financial elements being factored in and forecasts for the next 3-5 years.

There is potential for a couple of different markets to be held in Sherford. The events working group are progressing the farmer's market with support from the Torpoint organisers. There is also a possibility of running a 'Destination Sherford' market with the Royal William Yard market organisers and Analogy.

Ed is also progressing the Youth element with Devon Youth team and possibly Space. Bid-training to be researched for a few panel members so that future grant funding applications can be carried out by the panel.

The Articles are at the second stage of authorization with Directors so Ed will continue to chase.

9. Community Panel members:

Two panel members attended towards the end of the meeting and a general discussion was held around all household fees at Sherford as well as the general structure of the Trust and development companies. It was also proposed that a Comms strategy with an engagement event prior to the CLT fee letters being sent out could be developed. To discuss further with the Working Groups.

10. Close:

Next meeting to be held on Friday 21st June at 1pm.

Meeting closed at 3pm.