

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 20TH SEPTEMBER 2024

Meeting held at 13.00 pm on Teams

Directors present:

Jason Allen (Devon County Council); **Emma Warden-Nevis** (Vistry); **Louise Yung** (Taylor Wimpey); **Steven Williams** (Brixton PC);

Additional attendees:

None

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Chair: Drew Powell (South Hams District Council) Ed Whitelaw (RIO); Andy Tinnelly (Brookbanks); Kathryn Deeney (Plymouth City Council);
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.	Actions and review of minutes: Both July and August's minutes were reviewed and approved by all Directors present. It was noted by Directors and reported by a Community Panel member that the PCC Director has not attended meetings for a long time. The bank authorization papers are also still outstanding. <ul style="list-style-type: none"><i>Drew to write to Kat to request another Alternate Director as soon as possible or to stand down as Director and appoint another representative in PCC. Drew also to ask for the bank forms to be signed off as soon as possible.</i>
4.	Brookbanks update: No update received.
5.	Coordinator update: Judy discussed her recent update with the main points: <ul style="list-style-type: none">Meeting with NHS University Trusts Estates was held and midwife unit looking to move to new premises towards the end of January once the fit-out has been completed. Notice has now been served. Jason and Judy to review the room use in November to set out a plan.Firstport letter to residents for CLT fees has been amended with consultation from the Working Group. Legal brief drawn up regarding the fee enforceability and membership issues. Quote received from one solicitor as the remaining have all had conflicts of interest and one other did not respond.New Barclays appointment to be set up as they do not receive applications from Trusts in branch.Meeting held with NHS Estates, SHDC and Consortium over potential use of the Skills Centre. Financials from Brookbanks now received, and costs are being reviewed. NHS's architects' plans received but require more information on specific accommodation needs from the Practice.

- Policy documents have now been completed. Training needed for Safeguarding; Health & Safety policy now finalized.
 - Making good progress with the Heritage Plan. Visit made to the Box with Panel members, and another planned for Maker Heights to be held in October. Meeting held with Archaeologist and Skills training planned for the autumn along with a community event early December.
 - Joined Chamber of Commerce to support Sherford SME's. Will expand Sherford business listing and look at plans for first business event in partnership with the C of C.
 - New bi-monthly e-newsletter is now running with the next edition to be sent out late September.
 - First Food and Craft market was held on 8th September and was attended by nearly 450 people which is the highest attendance so far. All stall holders were happy, and another market is scheduled for October 13th.
- ***Drew to set up another banking appointment with Barclays.***
 - ***Judy to continue work on the next Food and Craft market.***

6. RIO update:

Update to be circulated imminently.

- ***Ed to continue chasing for relevant sign-off on Articles.***

7. Legal brief:

Judy had circulated the one quote received from Michelmore's Solicitors. The other remaining firm had not sent through a quote despite chasing. It was agreed by all Directors that the Trust would appoint Michelmore's to carry out the work as set out in the legal brief.

- ***Judy to instruct Michelmore's to carry out work set out in the brief.***

8. Grant application:

An application from Sherford Vale Football Club had been received for a ride-on mower from £850 to £1,000. The Club currently own one other mower which they use to maintain the School's grass pitch. They are now due to use the new grass pitch which they maintain themselves. This directly benefits the Community members using the pitch.

All Directors were happy to approve the application on the proviso that it's a one-off cost and all insurance, maintenance and storage is the responsibility of the Football Club.

- ***Judy to notify the applicant that their grant was successful.***

9. AOB:

Judy has asked Taylor Wimpey to request CLT fees from Solicitors for those 2022 and 2023 completions to be paid to the Trust.

Both Louise and Emma confirmed that the Trust marketing information is now being included within all new purchasers' information packs.

Emma discussed the possible new resident engagement meetings via the management companies. It was suggested that these are held parcel by parcel in order to manage numbers and be able to hold constructive engagement.

- ***Louise to request relevant monies from Richard Plant within TW.***

10. Close:

Next meeting to be held on Friday 18th October at 1pm in person at the hub.

Meeting closed at 1.40pm.