

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 14th FEBRUARY 2025

Meeting held at 1PM on TEAMS

Directors present: Chair: Drew Powell (South Hams District Council; Steven Williams (Brixton PC); Jason Allen (Devon County Council).

Other attendees: Ed Whitelaw (RIO); Rebecca Synnott (Brookbanks)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Kathryn Deeney (Plymouth City Council); Louise Yung (Taylor Wimpey); Emma Warden-Nevins (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 and Steven are both homeowners in Sherford.
3.	Actions and review of minutes: January's minutes were reviewed but could not be approved as the meeting was not quorate. <ul style="list-style-type: none">• <i>Awaiting Kat to appoint new alternate Director and also chase up on bank forms. Judy and Drew to continue chasing.</i>• <i>Judy to continue chasing Richard Plant re. CLT completion fees from 2022 and 2023.</i>
4.	Brookbanks update: Report to be circulated on receipt. The number of occupied houses at the end of January was 1,083. The Consortium is holding early discussions with SHDC over community facilities within the planned Town Centre along with a full review of s.106 obligations. A full list of discharged facilities to date will soon be published. Sherford roadworks will start at the end of February with a 4-week schedule. The preparation for the allotments can then progress. Judy will have a site meeting with Brookbanks early summer. Ongoing delays with the Local Centre's legal transactions. Discussions have recommenced so some progress is being made. Tenders have been received from a few operators in relation to the Leisure Centre. The Consortium is currently considering these. Steven reported some paths around the Country Park with standing water. He will send photos to Becky so these can be remedied. The Consortium is looking at buying four separate boards for installing around Sherford. The Trust has sent a quote for a double board to house the Trust and Brixton PC's ongoing comms – to be located in front of the hub. Awaiting final decision on funding for this from the Consortium.
5.	Coordinator update: Judy discussed her recent update with the main points: <ul style="list-style-type: none">• Michelmores have now completed their legal brief and advice on fee enforceability, membership and Articles' amendments. Meetings have been held with them to finalize details on the Articles' sign-off process and Firstport in relation to invoicing and data-sharing.

- Final stages of delivery of the NHLF heritage plan are underway. Skills training is continuing for the Country Park Group in February and April. These will complete the activities for the Heritage Plan leading to final plan and evaluation.
- New events are planned in April for Sherford Day, Pre-loved sale and farmer's markets from May to October on the 2nd Sunday of every month.
- Midwife team are planning to vacate the room in the hub towards the middle of April. Judy and Jason to meet late March to discuss logistics of Library funding and fit-out of the room for the library space.
- New bank accounts are being considered for the Trust; Coop and Barclays.

Drew thanked Judy for her effective hub management which is now bringing in a small annual profit.

6. RIO update:

The 5-year financial business plan is now completed and Directors discussed it at the away-day in January. The Youth Awards for All grant is being worked up with all relevant partners in the community. The development of the green infrastructure naming process is continuing with Mark Harris from SHDC. Further to the recent consultation process at the Heritage evening, a process is now being put in place for the next phase of the naming in Sherford.

The forthcoming article from Power to Change will soon be published and will be circulated to Directors. The Social Impact Evaluation framework is being populated and the Panel is feeding into this also on a monthly basis.

7. Legal brief update:

Final details on the Articles' process have now been received. Stage one has been completed with all Directors agreeing to proceed. A special general meeting can now be called to sign off at Stage 2. As long as the meeting is quorate and 75% of B Class members are present then the amendments may be ratified if the decision is unanimous.

There are some issues with the enforceability and membership scenarios for a few of the pre-2021 TP1 agreements. There is a process proposed by the Solicitors which can be taken for these.

- ***Ed to email details for Stage 2 of the Articles' sign-off and call for a SGM to coincide with the next Trust meeting on 21st March; to meet in person at the hub.***
- ***Judy has sent out details of the pre and post 2021 TP1s to both Emma and Louise. They are now chasing their solicitors/sales teams for provision of the two distinct housebuilder lists including the RP's.***

<p>8. Business Park CLT fee:</p> <p>Directors had received the final amendment to the spreadsheet from Steven and Ed. This gives the banded fees for units in the Business Park. Directors need to agree this at a quorate March meeting and Judy will forward on to Brookbanks for inclusion within the legals of the Business Park moving forward.</p>
<p>9. Sundry expenses:</p> <p>Judy had circulated the quote for the noticeboard. Awaiting confirmation from the Consortium that they will fund this. It will be located in front of the hub and shared with Brixton Parish Council.</p> <p>There have been requests from various community groups for an oven in the hub kitchen. Judy has sourced and circulated details. Directors discussed a timed cut-out switch in order to avoid fire risk. There may also be issues relating to food hygiene in the preparation of food.</p> <ul style="list-style-type: none">• <i>Judy will follow-up the oven issues with the local electrician and Food hub coordinator re. hygiene scenarios.</i>
<p>9. Close:</p> <p>Next meeting to be held on Friday 21st March 2025 at the Community Hub.</p> <p>Meeting closed at 2.20pm</p>