

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES May 9 2019

Meeting held at Bovis Sales Office, Sherford 10.00hrs

Directors Present:

Nadine Trout (South Hams District Council) – Chair; Richard Harrison (Taylor Wimpey) Zoe Sydenham (Plymouth City Council), Helen Deas Williams (Brixton Parish Council)

1.	Welcome to new Director Richard Harrison and alternate Director Zoe Sydenham; confirmation of HDW as notetaker
2.	Apologies: Gina, Kat, Emma Colin.
3.	Declarations of interest: Zoe and Chair work for Local Authorities which are involved in the delivery of the new Town and Helen for Brixton Parish Council. Richard works for Taylor Wimpey.
4.	Previous Minutes: There being no amendments, adoption of these was agreed by all who participated in the March meeting. ACTION: Chair to lodge minutes.
5.	Matters arising
Accountants:	
Bromhead have been contacted and have confirmed their outline fees for the first year of £300 (based on current estimate of minimal account activity). This figure may have to be revised in line with higher activity.	
Banking:	
The Triodos bank account was now open and online processes to confirm and ensure effective transfers would need further work. All directors other than Linden had been registered. £84,242.53p was held for the Trust within Plymouth City Council's bank account. All Triodos payments would require two (electronic) signatures of any of the directors agreed to be signatories. Action: HDW to update progress with Triodos.	
Legal update:	
The Chair would contact Gowlings to check progress on appointment of a new director from Bovis to replace Emma Smith. DCC, SHDC and PCC legal teams were looking at the draft amended Articles of Association for the developers' MANCO company; this was not for SHDC consideration.	
Alternate Directors:	
Paperwork for Mike Deaton, DCC had been received electronically and Gina would obtain and forward a hard copy to the Chair for public record. ACTION: Richard would consider who might act as an Alternate for Taylor Wimpey; Emma is seeking an Alternate and Gina to forward hard copy for Mike Deaton.	
Trust Income:	
The Management company should collect both the consortium fees and £40 per household Trust contributions from residents. At present it appears that each of the three companies carries this out in a different way. It is unclear whether the £40 Trust contribution has been collected from all residents. The Chair suggested that the annual fee might be reserved to be used at grant funding for approved Sherford residents' projects in line with the Trust objectives. It was agreed this was a positive idea after the funds had been found and transferred. Action: re obtaining the annual fee - Richard would check to see how Taylor Wimpey carried this out. The Chair would raise this at the next Sherford Directors' Board.	

Sherford Community:

Residents were active in Sherford and keen to build a new community there; however not all used Facebook, the main comms vehicle used by many residents. Feedback from three Sherford community/Main road events showed that improvements were needed in communication between the developers and residents in dealing with housing issues. The survey currently underway should provide evidence of needs for the Trust and others. Opinions given at the events were: a play space for children urgently needed; access to a community meeting place; a shop. A pillar box was scheduled to be installed. Bin stores were of different designs and not all worked as needed for Plymouth to collect from them.

The Trust would base its decisions and actions on the feedback from the Household survey. Residents would provide postcodes, not identifiable individual addresses. The Trust had promoted the Survey at the Main Road event in Sherford.

6. Communications

It was clear that communications with Sherford residents would require the Trust to have its own website and email addresses for contacts, it was agreed contact@Sherfordcommunitytrust.org.uk would be a preferred contact email address if available. Helen volunteered to receive emails to the Trust for up until the end of this year, until the Trust took on services. There was a possibility of a Trust link on the Sherford consortium PR company (but that this company would not have capacity to provide additional services).

The Trust needed to engage with all Sherford community and be inclusive.

A noticeboard for Brixton Parish Council would be erected in the South Hams Area of Sherford, confirmed by the Consortium.

Action: the survey would continue be promoted by the Trust and possible use of Sales offices as well as postal drops to residents. Helen would obtain costs of domain names/website supply and dedicated email addresses from Brixton Parish Council. The Chair would also check website costs and hosting options based on her experience. Helen would produce a letter asking Sherford Vale school if their pupils would like to design a logo/look for the Trust.

7. Any other business

It was unclear how Brookbanks would progress their suggestion of a temporary shop and managed the bidding process; it appeared residents also wanted a space to meet/café facilities. The Trust would await the survey results to evidence needs before engaging.

Helen advised that Milk and More delivered a range of foodstuffs to doorsteps in Sherford three days a week.

There was a discrepancy in the Articles of the Trust which refer to 4 wards in Sherford from which members and directors can be nominated to the Trust, but Sherford's plans refer to three areas.

The Chair had contacted LiveWest Housing Association – they reported owning 66 properties for renting or shared ownership in Sherford.

There was likely to be a Sherford Residents Association formed in the near future.

Action: Chair would check with Ian Sosnowski SHDC re the 4 wards discrepancy. Helen would contact Milk and More to suggest they promote their services.

Date of next meeting:

10.00hrs Tuesday June 4th at Taylor Wimpey Office, Sherford

10.00hrs Tues July 23rd venue tbc

14.00hrs Thursday 12th September venue tbc

Meeting closed at 11.30hrs