

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 20th November 2019

Meeting held in Linden Homes office, 14.30 hrs

Directors present/participating by Skype:

Nadine Trout (South Hams District Council) – Chair; **Zoe Sydenham** (Plymouth City Council), **Gina Small** (Devon CC); **Joey Federis Cox** (Linden Homes), **Helen Deas Williams** (Brixton PC), **Judy Talbot** – Project Coordinator.

1.	Welcome: confirmation of Judy Talbot as notetaker.
2.	Apologies: Pete Castley from Bovis, Emma Colin from Linden and Richard Harrison from Taylor Wimpey.
3.	Declarations of interest: Gina, Zoe and Chair work for Local Authorities which are involved in the delivery of the new Town and Helen for Brixton Parish Council. Joey works for Linden Homes.
4.	Previous Minutes: These were agreed by all who participated in the October meeting. Action: Chair to lodge minutes.
5.	Matters arising: Joey mentioned the likely merger between Bovis and Linden Homes. Once this is finalized it will be necessary to look at the Articles of Association for any likely amendments. Banking: Nadine had received the invoice from Tozers regarding the self-employed contract which was drawn up for the Coordinator role. There was only a slight increase from the original quote. Bromhead accountants require ID from Emma and Helen directors. Online banking it was agreed Judy will have administrator access but will not authorize payments. Action: Helen or Gina to authorize Tozer invoice. Helen to set Judy up as administrator for the Trust's online account with Triodos. Helen to chase outstanding Triodos forms from Emma and Richard. Helen and Emma to provide proof of ID to Bromhead Accountants.
	Legal update: Nadine discussed how the Shadow Board should now look to appoint a Neighbourhood Director. After the 'initial development period' as stated in the Articles of Association, the Shadow Board should seek to appoint up to eight Neighbourhood Directors over time. However, the Articles of Association state that one can only become a member of the Trust if they are a homeowner or employed in Sherford. This excludes any tenanted householders. All were agreed that the membership criteria is currently too restrictive and should be amended to include all Sherford residents. A reminder to Directors that a quorate for the meeting to be able to proceed requires a minimum of one Housing Director and three out of the four Local Authority Directors. A candidate for the Coordinator role had offered to hold a workshop in relation to advice on the Articles document based on his experience. All agreed that the document does need to become more inclusive and involve residents. Initially it was agreed that Nadine would condense it and possibly arrange a workshop in the future. Action: Nadine to draft changes to the Trust's Articles of Association and circulate. Zoe to ask PCC colleagues for best practice Articles of Association templates for similar organizations to the Trust. Judy to contact NCLT for possible Articles of Association templates to work with.
	Alternate Directors: Alternate Directors were in place apart from Bovis but this is on hold at present due to the potential merger.

Trust Income:

Residents contributions are paid annually via the Developer's agents. These should then be collected by the Developer and paid to the Trust. Emma is due to clarify the discrepancy in the amounts for Linden and Judy will liaise with her and Jonny Chilcott from Linden to rectify.

Action: Judy to obtain estimates from Anna in Gina's team who will provide a list of the number of completions per contractor by each year end x £40. Judy will then request a figure from each of the Developers in order that an invoice can be raised for the monies to be paid to the Trust.

6. Grant Applications:

An application has been received from a resident with a request for funds to assist in the continued set up and running of a Netball Club. All agreed that the applicant needs to demonstrate some support from potential or existing members so that the Trust can be sure that this will be used by the community.

Action: Judy to thank the resident for her application and ask for further information. Judy to inform the resident that the Trust can also offer to help promote the club via posting information on the noticeboard.

7. Communications:

- Western Web to meet on Tuesday 26th November with Judy, Nadine and Anna from the Sherford Team. The purpose of the meeting is to review the timeline of information given to residents and ensure that it is accurate. It was emphasized that any information to Formedia should be reviewed and considered before going live.
- The Coordinator role was discussed and the main day-to-day contact will be with Gina. Judy will invoice at the end of each month and her contract will be uploaded onto Glasscubes along with a contact list of Directors.
- The community meeting space was discussed as there seems to be some discrepancy within Linden Homes as to the progression of the new space which had been located close to the School. Despite this confusion and any merger, it is clear that a community centre has to be provided by the Consortium and hopefully this can be achieved within the next six months to a year.
- Gina reported on the Sherford Surgery which was held on Thursday 14th November. Local Councillors and the Developers hold these every three months for residents to inform and work with residents.

Action: Judy will start updating the website, populate the noticeboard and join the residents' facebook page. Judy will liaise with Joey and Emma as to how to progress the community space. Nadine and Gina will raise the Trust's concerns over the Community Space with the Chair of Partnership Board on the 20th January.

8. Any other business:

Gina reported back that further to recent complaints about Bovis working at weekends, she will gain the necessary consents from the planners to ensure that low maintenance/noise works can be carried out. This will be conveyed to the Residents' Association.

Dates of next meeting:

Wed 15th January 10.00 am venue tbc

Wed 18th March 10.00 am venue tbc

Wed 13th May 10.00 am venue tbc

Meeting closed at 4.10pm