

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 18th MAY 2022**

*Meeting held via Microsoft Teams, 12.00 hrs and at the Community Hub*

**Directors present:**

**Chair: Drew Powell** (South Hams District Council; **Gina Small** (Devon County Council); **Jenna Waters** (Vistry); **Kathryn Deeney** (Plymouth City Council)

**In attendance and Notetaker: Judy Talbot** (Trust Coordinator)

<b>1.</b>	<b>Apologies: Liz Hitchins</b> (Brixton PC); <b>Louise Yung</b> (Taylor Wimpey)
<b>2.</b>	<b>Declarations of interest:</b> Gina, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town. Jenna works for Vistry, Louise for Taylor Wimpey. Kat is now on the Estates Committee for the Schools Academy which includes Sherford Vale Primary School.
<b>3.</b>	<b>Actions and Review of Minutes:</b> All Directors agreed and approved the previous minutes. Judy updated everyone on the current position with the ASB forum. ASB activity has calmed down in the last couple of months since the increased Police presence and CCTV was installed along Aquarius Drive. There will be another meeting later in June but the group may be disbanded in time if ASB activity continues to be low. Judy also updated on the current LTA position with the tennis courts. They are trying to hold a meeting with Mainstay with regards the management and contract arrangements. Brookbanks are also having discussions with Plymouth City Council regarding their tennis court management across the city.
<b>4.</b>	<b>Coordinator Update:</b> Judy gave her update and discussed the Community Fridge project which is progressing with a member of the community who works for Feed Devon and Brookbanks. Other main updates included the Jubilee plans, the legal agreement and room alterations with the NHS midwife room. The Youth Cooperative Action group has had to be postponed as there weren't sufficient numbers taking up the course. More discussions can be held with RIO in the future over other potential projects which could be carried out in the interim.
<b>5.</b>	<b>S.106/CLT fees:</b> Jenna confirmed that the outstanding payments from last year were being settled and one payment had been transferred. The 2021 payments were also currently being resolved. Jenna had a meeting with Brookbanks, Mainstay and Taylor Wimpey to confirm that the fees in relation to those properties that completed in a certain year would be held by their solicitors and then released at the beginning of the next financial year. Previous years' completions would have their fees collected by Mainstay along with their estate management fee. Mainstay may require a letter of instruction to do this from the CLT but will confirm. They will also collect the fees in relation to the Social Housing providers. Therefore, the Trust should in future receive all monies in January/February for the previous year's fees. Louise had confirmed that the TW fees from last year should be transferred imminently.

CLT FEES	2017-2020 FEES	2021 FEES	
		2021 Completions	2017 -2020 Completions *
<b>Bovis</b>	11,174 received	1,200	5,880
<b>Linden</b>	1,520 pending	760	2,920
<b>Taylor Wimpey</b>	7,366 received	1,600	4,920
<b>Affordable Homes**</b>	Not known	640	Not known

\*To be collected by Mainstay

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Please note that Mainstay will be invoiced for the affordable homes fee collection for 2021; previous affordable homes completion figures are not known. Mainstay will also collect for 2021 fees for the previous years' completions for Linden and Bovis.

Directors discussed the amended Business Plan, and all agreed that this could now be sent out with a schedule of s.106 payments. A total payment of £980,000 is stipulated in the s.106 of which only approximately £75,000 has been received. This is now overdue by five years.

Directors agreed that a reasonable request would be for half the payment as one lump sum and the remainder to be scheduled over the next five years with specific payment dates. It was also agreed that financial advice should be sought in relation to the safeguarding provisions required for such large sums of money. Procedures need to be put in place as soon as possible.

It was proposed that RIO will also look at the proposed amendments within the Articles with a view to finalizing these soon.

- ***Jenna to confirm with Judy when the 2021 payments have all been made.***
- ***Mainstay need to confirm that they will be transferring last years' fees for previous completions. Judy to issue an invoice for these.***
- ***Judy to circulate the previous amendments in relation to the Articles of Association.***
- ***Gina to draft an email for approval by Drew to be sent by the LPA setting out the schedule of s.106 payments together with the Business Plan.***
- ***Gina to liaise with RIO over procuring financial services consultancy for Safeguarding measures in relation to the forthcoming s.106 monies.***

**6. Grant applications:**

Three grant applications had been received; two for the Jubilee and one for Forest School sessions. Funding of £225 was approved for the Jubilee event on Sunday 5<sup>th</sup> June as it is a publicized community-wide event organized by the Church and will have street-food traders as well as games and a bouncy castle. The other event was not approved as it wasn't representing the whole community and was replicating similar activities.

The Forest School application was turned down as it appears to be a private enterprise with no plans for sustainability and therefore did not meet the Trust's criteria.

- ***Judy to notify all grant applications of the Directors' decisions***

**6. Date of next meeting:**

Wednesday 15<sup>th</sup> June at 12pm.

Meeting closed at 1.50pm.