

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 8th NOVEMBER 2024

Meeting held at 13.00 pm on TEAMS

Directors present: Chair: **Drew Powell** (South Hams District Council); **Louise Yung** (Taylor Wimpey); **Emma Warden-Nevins** (Vistry); **Steven Williams** (Brixton PC); **Jason Allen** (Devon County Council).

Additional attendees:

Ed Whitelaw (RIO)

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

1.	Apologies: 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 moved to Sherford and is now a resident homeowner as of December 2023.
3.	Actions and review of minutes: Both September and October's minutes were reviewed and approved by all Directors present. <ul style="list-style-type: none">• <i>Drew to write to Kat's senior Director to ask for some direction on an Alternate Director. Bank forms still to be signed off and also the Articles. Drew to continue chasing.</i>• <i>Judy to ask NCLT for some guidance on which banks to approach for a new account as no satisfactory response from Barclays.</i>• <i>Judy to chase Louise re. CLT completion fees from 2022 and 2023 re. Richard Plant.</i>
4.	Brookbanks update: Judy discussed the main updates received: <ul style="list-style-type: none">• Work continues on the sale agreement for the local centre adjacent to Sherford Vale Primary School Land. Subject to finalising the legal agreements, these are hoped to result in submission of a planning application in Q4 2024 or Q1 2025 with construction commencing as soon as planning permission is received.• The temporary shop is now open, although is receiving very few customers. This will be monitored by the operator over the coming months, but if not financially viable will not be sustainable as a longer-term venture.• The legal agreements for the Sherford Road traffic calming works are out for signing. A road space booking has been applied for. It is anticipated that works on the highway will commence early in 2025. Work on the footpath behind the stone wall will start earlier than work on the carriageway. Dates for this are to be confirmed.• The Argyll Community Trust successfully ran their open day during the October half-term week. The level of interest in use of the pitches remains very high, with many local sports clubs registering interest in use of the facility. Unfortunately, there have been several cases of vandalism already, with members of the public climbing the fences outside of operating hours, breaking into the Argyll Trust office and breaking the toilets. The Consortium is liaising with the Local Authorities and the police to try to address these issues. These are a concern however, as the Trust

often only has one employee on site and so we need to consider the potential risk to a lone worker.

5. Coordinator update:

Judy discussed her recent update with the main points:

- Michelmores are now progressing with the legal brief and advice on fee enforceability and membership. Judy is in communication with them over various documentation required; awaiting some TPI's from Vistry.
- Policy documents have been drawn up and worked on with RIO. Training booked for Safeguarding and Health & Safety; Health & Safety policy completed with some final comments from Steven.
- Making good progress with the Heritage Plan. Visit to the Box complete and Maker Heights visit completed in October. Community Heritage evening to be held on 4th December. Further meeting to be held with the Archaeologist and the Box regarding the format for the evening. Skills training planned for the Country Park Group in January and February.
- Successful Food and Craft Market held on Sunday 13th October and 8th September with around 450 people attending. The Xmas weekend celebration will be held on Saturday 14th December from 11am to 4pm. The day will consist of a Craft Market in the School Hall from 11am to 3pm and the Hub will house Santa's grotto along with some Children's Arts and Crafts activities. There will be food and drink vans in the Square and Carol singing led by the Church, the School and Community Choir from 3.30pm
- 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 November.

- ***Judy to continue work on the Xmas Celebration weekend on the 14th December and the Heritage evening on the 4th December. To send around Eventbrite invite to Directors and BPC as well as the usual marketing channels. To link up with Michelle Pearce at SHDC with regards marketing both events.***

- ***Drew to send Judy details for Suzannah Hunter from the SHDC community development team.***

- ***Judy to chase up the NHS estates team re. midwife room as the date of repossession will be end of January. No response so far.***

6. RIO update:

Last month's update had been circulated. The draft Business Plan is also awaiting comments from Directors. Judy and Ed have finalised some further detail on this and are awaiting additional information from the Trust's accountants. The next main meeting has been agreed for 10th January to meet at RIO's offices to run through the long-term strategy in more detail.

Ed discussed the Bennett Report with regards Townscapes discussion paper. Power to Change (SSE funders) are also using the Trust as an example and will be looking round Sherford and interviewing Judy later in November.

- ***Ed to book boardroom at RIO's offices and draw up an agenda with Judy for the 10th January meeting.***

7. Skills Centre:

Judy and Ed outlined the existing set up with the two buildings at the Skills Centre and the current costs and liabilities. The feasibility of running these as separate entities and two tenancy agreements was also discussed. They had held a meeting with the Planners at SHDC to discuss the s.106 obligation re. NHS services in Sherford.

Directors discussed the options and figures as set out and agreed that the cost would be prohibitive and is not in the best interest of the Trust to take on the management of this set-up. The NHS funding gap is not for the Trust to address and all agreed that the Trust would not be pursuing this further.

- ***Drew will speak to the District Councillors to let them know the above decision.***

8. Business Park CLT fee:

Brookbanks have requested details of how the CLT fee should be set for the future Business Park operators. An options paper which had previously been drawn up in 2021 had been circulated to all. It was agreed that a square metre rate would be prohibitive for some operators so a flat fee of £40 might be considered.

Directors are now in receipt of the Business Park Master Plan. Although the layout will vary greatly on implementation, it gives an idea of size of the units. Directors agreed that the best way forward would be to have a number of bands for sq metre sized units.

- ***Steve will look at the sized units and draw up a plan for 3-4 bands to cover all occupations.***

9. Grant Application:

An application has been received from the Sherford Vale PTA for a new shed costed at approximately £1k. The PTA Chair had set out their membership and fund-raising activities along with the poor condition of the existing shed. Directors all agreed that it satisfied the conditions for the grant approval system.

- ***Judy to notify the applicant of the Trust's decision.***

10. Close:

Next meeting to be held on Friday 20th December at 10am on Teams.

Meeting closed at 2.20pm.