

**COMPANY NO: 11463703**

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 25<sup>th</sup> APRIL 2025**

***Meeting held at 10AM at Linden Hub***

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

**Other attendees:** Ed Whitelaw (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

<b>1.</b>	<b>Apologies:</b> Kathryn Deeney (Plymouth City Council); Emma Warden-Nevins (Vistry)
<b>2.</b>	<b>Declarations of interest:</b> 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.
<b>3.</b>	<b>Actions and review of minutes:</b> March's minutes were approved by all Directors.  <ul style="list-style-type: none"><li>• <b><i>Awaiting Kat to appoint new alternate Director.</i></b></li><li>• <b><i>Louise and Judy to continue chasing Richard Plant re. CLT completion fees from 2022 and 2023. A meeting has now been scheduled to speak to him.</i></b></li><li>• <b><i>Louise will follow up for a new contact with Brookbanks following Rebecca Synnott's departure.</i></b></li></ul>
<b>4.</b>	<b>Coordinator update:</b> Judy discussed her recent update with the main points:  <ul style="list-style-type: none"><li>• Working with RIO setting out Comms Strategy, Admitting Members and Data-Sharing.</li><li>• Development of a community kitchen is being progressed with advice and information packs now received from Environmental Health team at SHDC over training and ongoing procedures. An oven will now be fitted out in May and Carers' Groups will be contacted in June to progress possible community lunches.</li><li>• Final stages of delivery of the NHLF heritage plan are underway. Skills training has now completed for the Country Park Group. These complete all the activities for the Heritage Plan leading to final plan and evaluation.</li><li>• Sherford Day was well attended for the Food Share. However, there was limited participation in the Country Park activities. Pre-loved sale and farmer's markets are planned from May to October on the 2<sup>nd</sup> Sunday of every month.</li><li>• The midwife team have now been given notice for the end of May in order that the library provision can be fitted out.</li><li>• New bank account with Barclays is being progressed.</li><li>• Meetings over the forthcoming allotments are being progressed with Brookbanks and the Green Infrastructure team at SHDC. Bring to the Board for review in the summer.</li><li>• Meetings with Sherford Vale FC and Brookbanks have been continuing over further use of the Northern pitches and discussions regarding a longer-term Home Ground proposal.</li></ul>

	<ul style="list-style-type: none"> <li><b><i>Judy to arrange a site visit for Jason to look at the midwife room in May</i></b></li> </ul>
5.	<p><b>RIO update:</b>  Work is continuing with the Community Panel and two new working groups; Environment/Heritage and Youth. An Awards for All Youth grant has been submitted for around £18.5k.  The Heritage work has now been completed so Ed will progress the heritage plan and evaluation report.  The majority of work is now gearing up for the below areas of Members' admission and the wider Comms Engagement Strategy.</p>
6.	<p><b>Householder membership:</b>  Louise confirmed that her team are now working on obtaining all the householder information. Judy to discuss the TP1 details further with her along with additional details needed.  Steven and Louise confirmed that they have now received a detailed letter from Firstport setting out the various charges applicable to their house and parcel. These include the Country Park maintenance charge.</p> <ul style="list-style-type: none"> <li><b><i>Emma and Louise continue to chase their legals and sales teams for the TPI householder lists.</i></b></li> <li><b><i>Steven to send a copy of the Firstport letter to everyone.</i></b></li> </ul>
7.	<p><b>Comms Engagement Strategy:</b>  The Vision, Mission Statement and Values Paper has been worked up with the Community Panel and has been circulated to Directors as part of the wider Comms Strategy paper. The Comms welcome pack to all householders was also circulated for Directors' approval. Directors approved the pack letter and infographic with a few comments on detail about the Grants monies to be included in the letter with some possible case studies. Possible inclusion of the forthcoming youth grant application too. The Branding brief tenders were then discussed at length. Directors agreed that Ed will go back to a couple of them to ask for some further examples of work in order to make a decision.</p> <ul style="list-style-type: none"> <li><b><i>Louise gave Judy details of a local Plymouth distribution company to adhere to procurement rules.</i></b></li> <li><b><i>Ed to circulate further Branding brief work in due course.</i></b></li> <li><b><i>Judy to circulate community engagement sessions' dates for June and July.</i></b></li> </ul>
9.	<p><b>Close:</b>  Next meeting to be held on Friday 23<sup>rd</sup> May at 1pm at the Community Hub.    Meeting closed at 11.40am.</p>