

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 20th JUNE 2025

Meeting held at 1PM on Teams

Directors present: Acting Chair: Jason Allen (Devon County Council); Steven Williams (Brixton PC); Emma Warden-Nevins (Vistry); Louise Yung (Taylor Wimpey) for part of the meeting.

Other attendees: Ed Whitelaw (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Kathryn Deeney (Plymouth City Council); Drew Powell (South Hams District 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 and Steven are both homeowners in Sherford.
3.	Actions and review of minutes: May's minutes could not be approved as the meeting was not quorate. <ul style="list-style-type: none">• <i>Drew to chase Kat to appoint new alternate Director.</i>• <i>Judy to chase Firstport re. CLT completion fees from 2022 to 2024.</i>
4.	Coordinator update: Judy discussed her recent update with the main points: <ul style="list-style-type: none">• Working with RIO setting out Comms Strategy, Admitting Members, Data-sharing and website brief. The householder lists have now been compiled for the Comms output and the CRM has also now been subscribed to.• 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 has now been fitted and Carers' Groups will be contacted soon to progress possible community lunches. Further fit-out of the kitchen to be completed.• Awaiting TP1 breakdown information from Louise and Emma for assessing fee invoicing; Firstport meeting scheduled for 1st July.• New child safeguarding training has been carried out for future youth groups – now meeting Space and the Church to coordinate activities and discuss youth facility. Further adult safeguarding training to be completed in the autumn.• Final stages of delivery of the NHLF heritage plan are being completed with all submissions by 30th June. Draft heritage plan is in place.• Farmer's markets are now running from May to October on the 2nd Sunday of every month. Good attendance for the June market and successful Open Gardens event with teas and plant sales in the hub later in the day.• The meeting room is now awaiting the library fit-out. Jason is liaising with the Ivybridge team over staff and development plan. A friends' group will be set up and relevant PR coordinated for the start-up. It has been agreed that the income for the room will be split with the Library s.106 monies and other room hirers.• New bank account with Barclays is being progressed.

- Meetings over the forthcoming allotments are being progressed with Brookbanks and the Green Infrastructure team at SHDC. Allotments' research continuing with visits to Modbury and Plymouth to gather background information for possible future management.
- 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.
- ***All to send back personal details' forms for new Barclays account.***
- ***Judy and Jason to continue progress with the library space.***

5. RIO update:

The new CLT branding and infopack is now in its final stages. The community panel have interacted with the documents in a positive way. An amendment has been made with regard to the D membership so that the FAQ's clarify that owners of a D membership house will pay the CLT fee. It was confirmed that the RP's as homeowners do fall within the C membership so will have the same enforceability.

Directors were shown the latest CLT branding and are generally happy with it apart from the bird being a little too big! Ed will circulate the final draft w/c 23rd June and looking towards the end of June/early July for the Comms packs to be issued. As a result, the Comms engagement session dates will need to be amended.

The website brief has been circulated and this will go out to tender in due course. Recruitment papers have also been sent to Drew for feedback.

The heritage plan is now in draft form and the evaluation report together with all other documents will be submitted for final evaluation.

The GI naming is progressing well for Phase 2D with the Panel and Brixton PC interacting with the named options. They will be presented at a Heritage evening in the autumn.

Judy and Ed met with the Urban Fringe team to continue work on the s.106 document and various ensuing triggers relevant to the CLT. The group are working through the planning and how best to optimize the options available. Regular meetings will continue.

- ***Ed to circulate final draft of the Infopack.***
- ***Judy to circulate new dates for the engagement sessions.***

6. TP1's/Enforcement Policy:

Directors had received the flow diagram relating to the pre-2021 TP1 deeds further to Michelmores' legal advice. Those members falling within Groups 3 and 4 will be written to by the Housebuilder and invited to join the Trust via an online application form. The Trust will not be discussing individual Deeds at the engagement sessions as there is no contract in this regard between homeowners and the Trust. This falls between residents and their housebuilders. There is a contractual obligation however for Trust members to pay the fee as set out within the Articles and the ability to vote at an AGM only if the fee is paid up within 14 days of an AGM.

Directors agreed that the TP1 data should be available for the next meeting on 18th July in order to discuss final arrangements over Groups 3 and 4.

The meeting with Firstport will discuss any enforcement policy together with options to pay. There should be an option to pay without being signed up and a BACS payment possible.

It was also agreed that the fee invoicing would be best issued early September to avoid the holiday period and any missed correspondence.

- ***Meeting with Firstport to discuss enforcement policy.***
- ***Emma and Louise to provide the pre-2021 TP1 data as per Michelmore's advice.***

7. Grant application:

Space (DCC contracted youth provider) have applied for a £1k grant which is broken down into two parts; the first £700 for trips' expenditure over the summer and £300 for resources to aid the group's development. As explained within the application, the group have very limited resources at present so are currently unable to carry out any varying activity over the summer unless grant funding is available.

Jason offered to assist with DCC s.106 match funding of £300 for the resource element. A discussion was held over the grant scheme criteria of set-up capital and running costs. The scheme has occasionally been flexible in its grant-making in this regard especially if it involves the development of roles within the community as is the case here.

It was agreed that Directors could vote over email as the meeting was no longer quorate for a decision.

- ***Judy to notify the applicant of Directors' decision once a majority view has been taken.***

8. AOB:

Steven raised the Car Club s.106 financial contribution further to recent notes about the CLT's involvement from Brixton PC.

Judy and Ed clarified that they had met with SHDC Urban Fringe team recently and had held a brief discussion over the car club potential for the CLT. There is a £60k financial contribution for the potential set up of a car club service. The considerations discussed were whether the CLT wanted to run such a club, give money to provide a Co-wheels service, or form a partnership with Co-wheels in some format.

Issues to consider are a membership discount option and a parking option within Sherford for viability.

- ***Judy and Ed to progress with Mark Harris (SHDC) and Plymouth City Council.***

9. Close:

Next meeting to be held on Friday 18th July at 1pm at the Community Hub.

Meeting closed at 2.15pm.