

**COMPANY NO: 11463703**

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 18<sup>TH</sup> JULY 2025**

***Meeting held at 1PM at the Community Hub***

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

**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); Louise Yung (Taylor Wimpey)
<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> May and June's minutes could not be approved as the meeting was not quorate. <ul style="list-style-type: none"><li>• <b><i>Drew to speak with PCC Director with regards lack of presence from PCC. Need a regular Director in attendance.</i></b></li><li>• <b><i>Ed to draw up a Code of Conduct for Directors in line with the Articles' requirements.</i></b></li><li>• <b><i>Judy to send Drew the Personal Bankers' form to re-circulate to Kat.</i></b></li><li>• <b><i>Jason has instructed their finance department to set up payments from 1<sup>st</sup> June for the library self-service room hire. To continue for 10 months.</i></b></li><li>• <b><i>Mark Harris has gone back to SHDC to take a view with regards the proposed Car Club contribution before approaching PCC.</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, Data-sharing and website brief. The householder lists have now been compiled for the Comms output and contact database produced on new CRM.</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 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.</li><li>• Awaiting TP1 breakdown information from Louise and Emma for assessing fee invoicing.</li><li>• 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.</li><li>• Final stages of delivery of the NHLF heritage plan have now been completed and submitted with an ongoing live Heritage Plan in place to be continued.</li><li>• Farmer's markets are now running from May to October on the 2<sup>nd</sup> Sunday of every month. Working on the August 10<sup>th</sup> Family Fun Day and farmers' market.</li></ul>

- 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.
- 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.***
- ***Judy to contact Susannah Hunter at SHDC regarding further marketing for the farmers' markets.***

**5. RIO update:**  
 D membership application is now available via the website. Slight amendment to be made in relation to the 6-month minimum live/work requirement. Directors will need to consider the process of how to admit members.

Comms packs ready to go and final branding products have been received.

The website brief has been circulated, and tenders have now gone out to a number of companies.

Recruitment papers have also been sent to Drew and the Board for feedback.

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.

**6. TP1's/Enforcement Policy:**  
 A meeting with Firstport was held and a number of agreed actions scheduled to be carried out. The enforcement policy has not been received but it was agreed in principle that the Board would want to see the response from residents before enacting Firstport's policy. The policy can be delayed so that enough time is given to residents to pay. A number of payment options will also be available.

No TP1 data has been received yet so Judy to chase.

- ***Emma and Louise to provide the pre-2021 TP1 data as per Michelmore's advice.***
- ***Judy to chase Firstport for the enforcement policy – to agree a way forward at the August meeting.***

**7. Trust engagement sessions:**

A new set of dates for September have been scheduled:

- Tuesday 2<sup>nd</sup> September 5-7pm (Steve)
- Saturday 20<sup>th</sup> September 12-2pm (Steve – possible)
- Wednesday 24<sup>th</sup> September 5-7pm (Drew/Jason)
- ***Judy to re-circulate new dates for the engagement sessions.***
- ***Ed and Judy to draw up some information for the sessions and liaise with the Panel to see which members would like to attend.***

**7. Grant application:**

The Church has applied for funding towards a shed to be sited at the rear of the hub to enable storage for toddler group sessions. Current arrangement is not sustainable.

Directors agreed that as the land and hub are leased directly to the Trust then a better arrangement would be for the Trust to buy a larger shed as storage is needed for our marketing and events equipment as well. The Church could then use some of the space at a small monthly charge for a fixed period of time to help with the initial costings. In principle supportive of the storage idea.

- ***Judy to notify the applicant of Directors' decision and ask the Consortium about hard-standing or plinth to be laid down.***

**9. Close:**

Next meeting to be held on Friday 15<sup>th</sup> August at 1pm at the Community Hub.

Meeting closed at 2.25pm.