

**COMPANY NO: 11463703**

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 15<sup>TH</sup> AUGUST 2025**

***Meeting held at 1PM on Teams***

**Directors present:** Chair: Drew Powell (South Hams District Council); Jason Allen (Devon County Council)

**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); Steven Williams (Brixton PC).
<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, June and July's minutes could not be approved as the meeting was not quorate. <ul style="list-style-type: none"><li>• <b><i>Judy to re-send the Personal Bankers' form to those Directors who have not completed it.</i></b></li><li>• <b><i>Judy to send the Trust's bank details to Jason for library payments to be made.</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>Brookbanks update:</b> Occupations are now around 1,182. Phase 1b is now 80% complete and Phase 2d also has a large number of occupations. Area 3A/B -all developers have their Reserved Matters consent for their parcels within Phase 3AB south. Developers have commenced foundations as of 11 <sup>th</sup> August 2025. Business Park - Tender information was issued 25 <sup>th</sup> June 2025 with works anticipated to start early September 2025. A contractor will be appointed imminently. The power diversion works will continue. The northern pitches' public access arrangements are being finalized and the pitches will hopefully be ready for use by Sherford Vale FC in October. Local centre - Site investigation works have commenced on the old compound areas adjacent to Sherford Vale Primary School Land. Subject to finalising the legal agreements and planning applications are now being prepared by Vistry and units will be marketed by JLL in Exeter.
<b>5.</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. All Comms packs have now been sent out to householders and the initial response has been positive.</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</li></ul>

ongoing procedures. 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.
- 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 will be completed in the autumn.
- 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.
- Farmer's markets are continuing and a successful Family Fun Day/market was held on August 10<sup>th</sup> with over 700 people attending.
- 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.
- Meetings over the forthcoming allotments are being progressed with Brookbanks and the Green Infrastructure team at SHDC. Allotments' research has completed with visits to Modbury and Plymouth to gather background information for possible future management. Judy to chase up pro-formas and agreements from these sites.
- ***Judy and Ed to discuss TP1 lists w/c 25<sup>th</sup> August to formulate a strategy.***
- ***Judy and Jason to continue progress with the library space.***

**6. RIO update:**

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

A draft Directors' code of conduct has been drawn up and will be circulated to Directors with a view to pass a resolution for adoption at the September meeting. It is recommended that a Membership Code of Conduct is reviewed at a later date as it has been confirmed that a bye-law to enact this can not be created as it would contradict the Articles.

The website brief and tenders were circulated with three tenders now received. Amy and Ed are following up with a few queries for two of these. Once received, recommendations will be sent out to Directors and an appointment can be made in September to progress the new website.

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. The speaker on behalf of Saltram will attend with one more speaker required for the event.

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.

**7. Trust Engagement sessions/Enforcement policy:**

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)

Ed has drawn up a Talking Points document for those attending the Trust event sessions so that everyone is clear on the main points which may arise in discussion. Any panel members interested in coming to the sessions will also receive the document.

The enforcement policy is being reviewed with Firstport and a meeting with Brookbanks was held to agree a way forward. Awaiting a response from Brookbanks with regards invoice timescales and details around the logistics.

- ***Judy to re-circulate new dates for the engagement sessions together with the Talking Points document to Directors.***
- ***Judy to arrange a meeting with Directors and Firstport to progress the enforcement procedures.***

**9. Strategy Day:**

A strategy day has been arranged for Friday 26<sup>th</sup> September from 10am to 3pm. Some of the panel members may be invited to part of this meeting.

Judy and Ed are discussing the agenda format and will circulate in due course.

- ***Drew to re-circulate the meeting invite with amended timings and location at RIO's offices.***

**10. Trust Shed:**

Costings for a shed and plinth to be installed have been circulated to all Directors. All are in agreement to go ahead with the construction as the storage space is needed and the hub will not be moving in the near future. The Church will share the space, and Judy will speak to them regarding a small financial contribution.

- ***Judy to speak to the Church to update on progress and agree a small monthly contribution for the space.***

**9. Close:**

Next meeting to be held on Friday 26<sup>th</sup> September from 10am to 3pm at RIO's offices.

Meeting closed at 2.05pm.