

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 26TH SEPTEMBER 2025

Meeting held at 10am at RIO's offices

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

Other attendees: Ed Whitelaw (RIO); Tom Butt (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: 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 and Steven are both homeowners in Sherford.
3.	Actions and review of minutes: May, June, July and August's minutes were approved with all Directors in agreement. • <i>Judy to re-send the Personal Bankers' form to those Directors who have not completed it.</i>
4.	Brookbanks update: Awaiting further update from Brookbanks. 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 th August 2025. Business Park - Tender information was issued 25 th 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. Planning applications have now been submitted and plans are available on the SHDC planning portal.
5.	Coordinator update: Judy discussed her recent update with the main points: • An emergency response team has been set up by Feeding Devon and volunteers for residents from Aquila Drive following the recent fire. A massive thank you from the Trust to all those who have contributed so far and given up time and resources to ensure the smooth running of this operation from the Hub. There are now regular meetings scheduled with the SHDC housing team, local Councillors and Clarion. Judy also met with Clarion Futures, the charitable arm of Clarion, to request funding for Feeding Devon, available counselling sessions, help with storage and digital needs.

- 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. Studio 51/Altitude have been appointed to design the new website with the first presentation at the next Community Panel meeting in October.
- 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. Carers' Groups will be contacted soon to progress possible community lunches. Further fit-out of the kitchen has been held up due to lack of available credit card – Judy now to progress with own finance and claim back.
- TP1 breakdown information was received from Louise and Emma to assess fee invoicing.
- New child safeguarding training has been carried out for future youth groups. Further adult safeguarding training will be completed in the autumn.
- Farmer's markets are continuing and a successful Family Fun Day/market was held on August 10th with over 700 people attending. The next market will be held at an Autumn Fayre on 12th October with a dog show, craft traders, arts activities, Community Choir and clothes swap.
- 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. This room is currently being used for the emergency response over the next month.
- 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 has now received pro-formas and agreements from these sites.
- ***Judy and Jason to continue progress with the library space.***

6.	RIO update: A draft Directors' code of conduct has been drawn up to discuss and will be adopted at the October 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 cannot be created as it would contradict the Articles. The Environment and Heritage group is progressing their work with a focus on the Country Park and appropriate signage to be considered according to the SHDC signage strategy. The Youth survey has also come back from the Church/Youth group which has been useful in formulating a forward strategy. 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 January 2026. The speaker on behalf of Saltram will attend along with the CEO of Riverford. S.106 and s.73 discussions with the Urban Fringe team at SHDC are ongoing. It was agreed that both Councillors Nix and Carson will be engaged with future talks.
7.	Admitting Members: Directors are able as set out in the Articles to admit as members, all those residents who have the right to become a member of the Trust within their TP1's. It was confirmed that admitting members has no impact until the invoice has been paid in terms of voting rights. It was agreed that this will be enacted at the October meeting with an agreed format stated on the website in order to notify the community. • <i>Judy and Ed to prepare an appropriate statement for the new website to this effect.</i>
8.	Trust Fee Invoices/Enforcement: Brookbanks are pursuing information from Firstport regarding current invoicing dates and how this might work with the CLT fee. It was agreed that the Housebuilders will write to those householders pre-2021 who do not have relevant clauses within their TP1's and invite them to be members of the Trust. The membership Policy will need to be amended accordingly. • <i>Judy and Ed to meet to discuss the detail on which Housebuilders will send out the Trust membership invite to some pre-2021 Householders.</i>
9.	Directors' Code of Conduct: The code of conduct had been circulated and various comments were made regarding attendance requirements over 6 months. There is no current process for alternate Directors so a review needs to be carried out and put into place. • <i>Ed to recirculate the Code of Conduct and look at an alternate Directors form to be enacted at the October meeting.</i>
10.	FOSCP – Christine King A donation of £100 has been proposed towards Christine's retirement gift in recognition of her invaluable work and contribution in setting up the FOSCP along with all the work and projects associated with it over the last 5 years.

11. Close:

Next meeting to be held on Friday 17th October at 1pm at the Community Hub.

Meeting closed at 11.52 am.