

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 28<sup>th</sup> MARCH 2025

*Meeting held at 12.30PM on TEAMS*

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

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

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

<b>1. Apologies:</b> Kathryn Deeney (Plymouth City Council)
<b>2. 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. Actions and review of minutes:</b> January and February's minutes were reviewed and approved by all Directors present. <ul style="list-style-type: none"><li>• <i>Awaiting Kat to appoint new alternate Director.</i></li><li>• <i>Louise and Judy to continue chasing Richard Plant re. CLT completion fees from 2022 and 2023.</i></li><li>• <i>Louise and Emma confirmed that Firstport are continuing to work through their existing contracts, but no new ones are being progressed following their recent suspension from their governing body.</i></li></ul>
<b>4. Coordinator update:</b> Judy discussed her recent update with the main points: <ul style="list-style-type: none"><li>• Work progressing with RIO setting out Comms Strategy, Admitting Members and Data-Sharing.</li><li>• Development of a community kitchen is being progressed with advice from Environmental Health team at SHDC over training and ongoing procedures.</li><li>• Final stages of delivery of the NHLF heritage plan are underway. Skills training is continuing for the Country Park Group in February and April. These will complete the activities for the Heritage Plan leading to final plan and evaluation.</li><li>• New events are planned in April for Sherford Day, Pre-loved sale and farmer's markets from May to October on the 2<sup>nd</sup> Sunday of every month.</li><li>• The midwife team have notified the Trust of their ongoing delays with legals and fitout of new space.</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.</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>Directors agreed that final notice is to be given to the Midwife team for 31<sup>st</sup> May so that the Trust can move forward with the Library funding and fitout of the room.</b></li> <li>• <b>Directors agreed that Judy can invoice for some additional hours per month in the lead up to a Contract being drawn up.</b></li> </ul>
<p><b>5. 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 majority of work is now gearing up for the below areas of Members' admission and Comms Strategy.</p>
<p><b>6. Admitting Members:</b>  The Trust will admit members towards the end of April/May. Data sharing agreements will need to be signed with the Housebuilders, but the data is allowed to be shared contractually within the terms of the s.106 agreement.  A CRM system will need to be uploaded and infilled accordingly. D members will need a separate application form along with a membership policy; fee invoices to C members only.</p> <ul style="list-style-type: none"> <li>• <b>Emma and Louise continue to chase their legals and sales teams for the TPI householder lists.</b></li> <li>• <b>Ed to circulate the relevant papers re. admitting members.</b></li> </ul>
<p><b>7. Comms Strategy:</b>  The Vision, Mission Statement and Values Paper has been worked up with the Community Panel and will be circulated after the meeting for Directors, approval at April's meeting. This will form part of the Comms welcome pack to all householders in May/June. The Comms plan will include a rebranding of the logo, infographic detail and leading to a new website later on.</p> <ul style="list-style-type: none"> <li>• <b>Drew will forward details of distribution companies to adhere to procurement rules.</b></li> <li>• <b>Ed to circulate Branding brief and Comms Plan papers.</b></li> </ul>
<p><b>8. Business Park CLT fee:</b>  Directors had received the final amendment to the spreadsheet from Steven and Ed. This gives the banded fees for units in the Business Park. Directors agreed that these could be forwarded to Brookbanks and SHDC Planning team for inclusion within the legals of the Business Park moving forward.</p>
<p><b>9. Close:</b>  Next meeting to be held on Friday 25<sup>th</sup> April 2025 at 10am at Linden hub office.   Meeting closed at 1.30pm.</p>

