

An aerial satellite map of a residential area. The map shows a grid of streets including Woodridge Cl, Boswell St, Newland Ave, Claridge Dr, Franklin St, and Jennings Cl. A large road labeled A120 runs along the left side. To the right of the residential area is a green field, possibly a sports field. Several location pins are visible, with labels like 'All Things PC' and 'Passport Office'.

# Stortford Fields Community Management Trust (SFCMT)

Presentation to Residents Meeting  
Thursday 20<sup>th</sup> July, 2023

# Stortford FIELDS

Bovis



Taylor Wimpey



Persimmon



Kier



Taylor  
Wimpey



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*Community Stewardship Solutions*

# Our Team



Mark Patchett  
Director



Claire Winterflood  
Communication Specialist

100% of profits donated  
to our sister charity:



# Who We Are

*ALWAYS HAPPY TO SHARE BEST PRACTICE AND  
EXPERIENCE*

## 35 years experience

*- Trusteeship, management and delivery  
of stewardship solutions*

## Bespoke Stewardship Solutions for Major Development Sites

*- Ashford, Caterham, Chichester, Cirencester,  
Harlow, Luton, Oxford.....*



## Ebbfleet Development Corporation: Stewardship Project Manager

*- 15,000 new homes, 5msq.ft. commercial space, 250Ha  
of new city parks, and 6 estate management companies*

## Stewardship Toolkit for Homes England

*- Strategic sites with application to  
Garden Communities team*

# Stortford Fields History

- Stortford Fields Consortium of Developers – Taylor Wimpey, Persimmon, Bovis (Vistry) and Kier Living (Tilia)
- Outline planning consent in 2015 for:
  - mixed-use development of up to 2,200 homes
  - employment use
  - community facilities plus other infrastructure
  - Section 106 planning agreement incorporated schedules for Community Management
- August 2017 - Proposal approved detailing the resourcing, governance and implementation for a Stewardship Trust for long term maintenance of woodlands, parks, open spaces, community facilities and buildings, alongside placemaking
- December 2017 - Stortford Fields Estate Management Company (SFEMC) registered at Companies House as an 'interim organisation'. EHDC deemed this not an appropriate substitute for a Community Trust, so transition strategy set out in October 2019
- 2022 EHDC appointed Mark Patchett to review and broker a plan to form the Trust

# What are Community Trusts?

Independent charitable organisations which aim to respond to local needs, and are intended to bring about social, economic and environmental benefits to the local community.

Four common principles:

1. community-led organisations
2. adopt a self-help ethos, working in partnership
3. adopt an enterprise approach for social benefits
4. community ownership of buildings, land and other community assets

A great example –

## Graylingwell Hospital, Chichester

- 738 homes in conversion and new build
- UK's largest net zero carbon development
- Series of derelict assets:  
Chapel, Water tower, stables

Home - Chichester Community  
Development Trust  
([chichestercdt.org.uk](http://chichestercdt.org.uk))





*Community Stewardship Solutions*

# Objectives to be achieved by Stortford Fields Community Management Trust

01

To maintain public open spaces

02

Promote the conservation, protection, management, maintenance and improvement of the physical and natural environment

03

Provide, manage and maintain facilities for education, recreation, mental and physical health, well-being and leisure

04

Promote and advance community development to help create a sense of “place”

# Trust Roles and Responsibilities

SF Community Management Trust		
Facilities	Public Realm	Placemaking
Sports Facilities Community Centres Allotments	Open Space Parks Play Areas Green Corridors SUDS	Community Events Arts & Culture Community Development Work and Skills Economic Development Community Cohesion

# Placemaking & Community Development

Planning, supporting, enabling, funding,  
and/or delivering...

- ☐ Welcome packs and events
- ☐ Community Events
- ☐ Community Activities
- ☐ Website, newsletter, noticeboards
- ☐ Community Facilities
- ☐ Arts and culture
- ☐ Community Cohesion



# Core Functions

## STORTFORD FIELDS COMMUNITY MANAGEMENT TRUST



Community Stewardship Solutions

# Finance & Funding

**Long term cost requirements fall into four broad headings:**

1. Management of public open space (parks, public realm)
2. Maintenance and replacement of built assets i.e., play areas, hard landscaping, community buildings, including sinking funds
3. Operating costs for community development programme and communication
4. Overall management and coordination, including collection of service charge and organisation costs

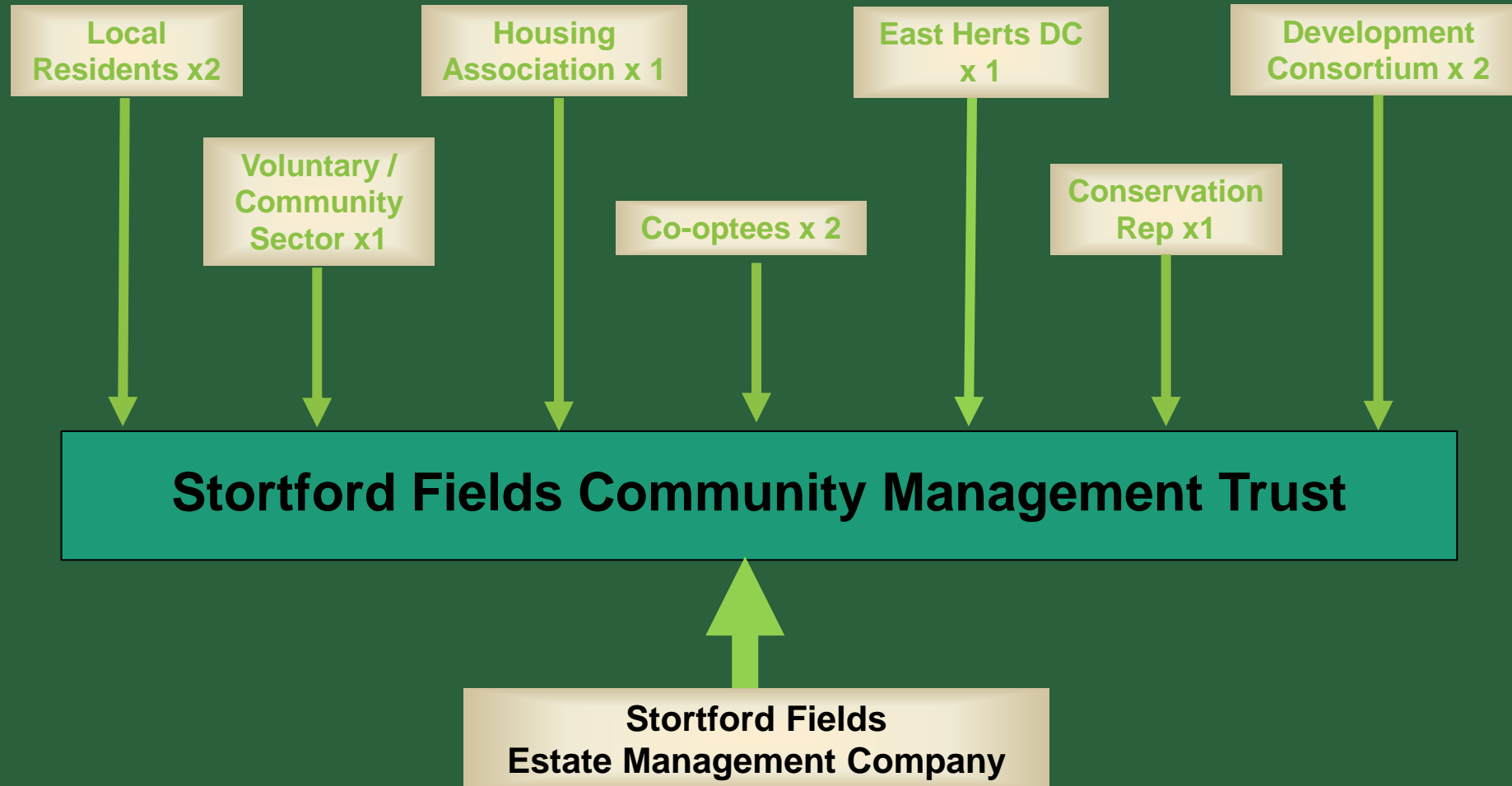
**Sources of income:**

- S.106 start-up funding from developer contributions
- Residential and commercial properties to pay a stewardship charge
- User charges from sports pitches, community buildings, events etc.

# Governance Structure



# Board of Trustees (up to 10 Directors)



# Trustee Recruitment Process

- Residents receive communication update
- Residents invited to submit Expression of Interest for Trustee roles
- Person and job descriptions issued
- Interviews held
- Trustees for Conservation, Voluntary, Community and Registered Provider roles to be recommended
- Appointments confirmed
- New Trustees inducted

# Trustee role

- The Directors (Trustees) will make the strategic decisions required for the Trust to carry out its work, in accordance with the Companies Act 2006 and the Charities Act 2011
- Trustees have a duty to ensure:
  - a. SFCMT is carrying out the purpose for which it was set up, and no other purposes
  - b. That actions comply with SFCMT's governing document and the law
  - c. To act always in the charity's best interests
  - d. To manage SFCMT's resources responsibly
  - e. To ensure SFCMT charity is accountable
- Trustees must act in the ***best interests of the Trust***

# Trustee role

- Advise and support the planning and setting up of SFCMT
- Guide and manage the development and implementation of the Business Plan to successfully implement the Trust's activity programme
- Appoint and manage any staff, consultants and/or delivery partners
- Establish and monitor implementation of policies and procedures to ensure an effective organisation that functions within the required legal and regulatory framework and, in line with the Trust's Articles of Association, striving for best practice in Governance
- Monitor and oversee the management of SFCMT's work programme:
  - receiving and overseeing management, maintenance and use of community land and facilities;
  - communication and consultation with residents, partners and stakeholders;
  - initiation and brokering of practical projects for effective programme delivery;
  - obtaining, brokering and management of funding resources;
  - marketing SFCMT, opportunities and its progress;
- Arrange and participate in the Annual General Meeting, and any associated public meetings
- Undertake other such duties as may be required, including participating in meetings

# Next Steps



Shadow Board created  
Articles of Association  
prepared  
Registered SFCMT as  
Company Ltd by  
Guarantee

**May/June  
2023**

Obtain web-domain and  
set up email address

Appointment of first directors  
Appointment of Chair  
ManCo Articles filed  
Open Bank account  
Prepare Business Plan

**July 2023**

Set up Trust insurance  
Develop brand identity,  
newsletter and website

First receipt of S.106  
contributions  
Prepare and agree  
finance procedures  
Set up and maintain  
online finance systems

**August 2023**

Trustee application  
process  
Interview candidates  
Apply for charity  
registration

Appoint resident,  
voluntary/community,  
conservation, housing  
association trustees  
Trustee induction

**Sept 2023**

Inform design process for  
Hoggates Park  
Agree Heads of Terms for  
community building and  
pitches