

**Elsa Park Community Trust Board Meeting minutes  
Wednesday 2 May 2012**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Matthew Upex	MU	Resident Director
Jono Brough	JB	Resident Director
Judy Smith	JS	SKDC Representative
<b>In attendance:</b>		
Rebecca Jones	RJ	Community Trust Administrator
Peter Ellis	PE	Grounds Manager

**Meeting opened at:** 19:00

*Points that have been raised for discussion before the Agenda items as agreed prior to the meeting.*

**The Meadows and Drainage (PE)**

It was requested previously that Kier seed the areas on the meadows where the Silt previously was being held as soon as possible. The farmer whom has a contract with the trust can no longer keep his cows in dry store and will need to progress with transferring them to the meadows. The works should have been completed by 1<sup>st</sup> March 2012. This has been put back and is now due to take place week beginning 7<sup>th</sup> May 2012. RJ requested Kier to proceed and to put cattle fencing around the affected areas and to commence with the seeding. The Board agree.

Over the weekend the ditches along the meadows and Bypass overflowed and ran out onto the road. PE updated the Board that this was due to a build-up of rubbish (weeds and plants) up against the weed screen. PE had checked the area prior to the weekend but with the weather being very dry and a sudden burst of rain water which lifted a lot of rubbish from the ground and blocked the weed screen. This has now been resolved and a solution to stop this happening in the future is being looked into by PE. Board agree to leave with PE to look at solutions and report back.

**ACTION PE/RJ**

**Linear Park Maintenance (PE)**

RJ has been in touch with Kier to discuss the maintenance along Linear Park and the play areas in light of the opening event fast approaching. It has been agreed with Kier that PE liaises with Pro scape regarding the maintenance programme and further works needed along Linear Park. RJ suggested a Landscaping Log to be sent to Kier weekly updating them of the progress of the maintenance regime or any problems encountered. PE is to update the log weekly and give to the Trust office to send across to Kier. Board agree.

**ACTION PE/RJ**

PE has suggested it would be best to remove most of the Wild flower areas and keep it at key areas such as around trees and the drainage ponds. The Board agree. This is scheduled to be done 8<sup>th</sup> May 2012.

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies from Shirley Cliffe (SC), Anna Crawford Clark (ACC) and Barry Cook (BC).

**2. Minutes from previous meeting held on 04.04.2012**

JB confirmed that he did apologise at the last board meeting and for this to be amended. The minutes were accepted by the Board as a true copy.

### **3. Matters arising not on Action Plan**

The planning permission for fencing on 10 The Pollards has been rejected by Bourne Town Council and the County Council. [REDACTED]

### **4. Management Report**

The Board agreed the recommendations. The Board agreed not to tender in this instance as already tendered when initially looking for quotes. AMB ask RJ to look at the installation date of the PV and to arrange fitting for week beginning 7<sup>th</sup> May 2012.

**ACTION RJ**

The course for RJ was agreed by the Board. Office support for the date of 5<sup>th</sup> July 2012 will be covered by AMB and MU.

### **5. Financial Report**

The cost centres have been agreed by the Board with some small alterations. RJ is going to produce the Resident budget and send it out to the directors so it is ready for the open event end of May.

**ACTION RJ**

The Auditors are coming in on 8<sup>th</sup> May and the accounts will be complete ready for Junes Board meeting.

RJ has been looking through the green fund and has been asked to find the original sum of money along with the monies spent on the bus tokens. RJ is to look through and bring back to the June Board meeting.

**ACTION RJ**

### **6. The Centre**

The TEN licenses have been accepted for the Centre opening in case the actual license doesn't come through. The rust will be objecting to the term of windows and doors being shut while an event is on.

The Newsletter has been delivered.

Residents group are meeting 7<sup>th</sup> May 2012 to discuss the open event and ticket hand out.

### **7. Future events**

No considerations. To be discussed at a later date.

### **8. Action Plan / Future Agenda Items**

No changes to the action plane.

### **9. Any other Business**

AMB has requested that the Trust gather information at the open event from residents on their opinion of the estate and the idea of reps for each street and a kids club.

RJ has informed the Board that she will progress with the social networking sites for Elsea Park Trust and have them ready for the open event to plug to residents. This is to be linked in with the website. RJ is to speak to BC and JB.

**ACTION RJ**

### **10. Confidential Item**

The Board agree the recommendations.

**11. Date of the next meeting**6<sup>th</sup> June 2012**Meeting Closed at:** 09:35**ACTION PLAN – May 2012**

<b>REF</b>	<b>DETAILS OF ACTION</b>	<b>OWNER</b>	<b>STATUS</b>	<b>ESTIMATED COMPLETION DATE</b>
Feb – 06	Director portfolio of responsibilities	AMB	On-going	Jan12 - Mar 12
Sept 7	Extra help for Peter Ellis to be reviewed	SAW	On-going	June 12 (Revised)
Oct 11	Grand opening of The Centre @ Elsea Park	All	On-going	May 12
Dec 1	Green fund and reserve	MU/AMB	On-going	July 12