

**Elsa Park Community Trust Board Meeting Minutes
Wednesday 5th June 2013**

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Barry Cook	BC	Resident Director (Vice Chair)
Jono Brough	JB	Resident Director
Jane Whitehead	JW	Resident Director
Paul Fellows	PF	Bourne Town Council
In attendance:		
Sally Waltham	SAW	Trust Manager
Rebecca Jones	RJ	Finance and Administration Officer
Niki Szwed	NS	Youth Worker
'Anna-Maria Edwards'	AE	LCC Rep – Project Manager
Michael Watson	MW	LCC Rep – Project Manager
Eddie Lane	EL	Mouchel - Architect

Meeting opened at: 19:00

1. Welcome and Apologies

AMB welcomed everyone to the meeting and advised of apologies from Matt Upex (MU), Dan Browne (DB), Judy Smith (JS) and Adam Cooke (AC).

2. Minutes from previous meeting held on 01.06.2013

Minutes were accepted by the Board as a true copy.

3. Matters arising not on Action Plan

[REDACTED]

JW suggested that the caretakers and the Events Group have food hygiene training. The Board agreed.

ACTION SAW

4. Proposed Primary School – Representative from LCC

Representatives from LCC attended the Board meeting to discuss the new primary school.

Plans and the schools draft design were presented to the Board. These plans will be used on the Trust information point at Picnic in the Park to show residents.

A few concerns have been raised with LCC by residents about the potential parking issues. It was confirmed that a transport plan will be prepared as part of the development.

The tendering process has already started for the building contractors and should be confirmed by end of July 2013.

The process of finding an operator to run the school is currently underway. It is planned that the Secretary of State will announce the operator mid July. The Board asked that LCC inform them of the operator to enable good working relations to be established early on. A view was also taken that a representative from the primary school should be invited to join the Board of Directors.

The population of the school will begin with a one class entry of 30 children with an intake of a class each year thereafter.

The school's facilities will comprise of: seven classrooms (One per academic year), Sports pitches (including hard standing), play areas, staff room, caretaker facilities and toilets.

The school is planned to open September 2014. If the school is not completed by that date the school will still open and use temporary facilities at the school site.

5. Management Report

Grounds Control was formally appointed by the Board of Directors to carry out landscape maintenance. SAW will be meeting with LDA and Ground Control tomorrow to discuss the maintenance contract and the start dates. BC will place a message on the website to announce that Ground Control will be onsite and starting the new maintenance regime.

Following submission of tenderer's prices, one tenderer had expressed concern that a lower price had been accepted but had not put those concerns in writing to the Board. SAW confirmed that the three year contract can be terminated at any point for non-performance.

The siting of the post box location was accepted. It is planned to be placed outside of the community centre on Trust land. AMB recommended that a notice board is also placed with the letter box. Board agreed.

SAW asked the Board to consider areas that the working group comprising of Bryan Summers, Dave Forrest and a number of other residents could potentially work on. AMB suggested that the group could be best used working with residents and consulting on upcoming plans. It was not thought advisable that the group do any work with external bodies or act on behalf of the Trust as this was the remit of Trust staff and Directors. Identified areas for consultation were the sports pitches and Springbank play area. SAW is to draw up a brief for the Board's consideration.

The issues log was presented to the Board along with the confidential report.

6. Finance Report

RJ informed the Board that the Auditors have been on site and are now in the process of drafting up the set of accounts.

The main issues raised were VAT and the Events Group debt.

RJ advised that good progress on collecting the Annual Charge each year has resulted in reducing the debtors at year end down to 2.3%. The aim for the following year is 2% which was agreed by the Board.

7. Sports Pitches

Kier Homes requested the Board's view on the initial sports pitches proposal and draft timeline. The proposal was for two football pitches, one full size, the other a junior pitch. The timeline envisaged a planning application to SKDC in the autumn 2013. The Board had firm views including:

- The need to consult residents and take account of their views when determining the type and size of pitch provision
- The wish to see some form of artificial surfacing on the smaller surface given that the provision seems to have been reduced from that envisaged by the S.106 Agreement ie 2 full sized pitches so some form of quid pro quo might be expected.
- That the Trust should make its view known to the Council that it would not wish to see the Council make an agreement with Kier on the implementation of the S.106 provision without the agreement of the Trust as we will be the eventual owner and manager.

- Concern that the location of the facility may be restricted by the advice of the HSE as the pitches will cause people gathering over the pipeline. It was felt essential that the issue of the location of these amenities vis-à-vis the pipeline needs to be resolved sooner rather than later in order to avoid wasted time by all parties. In particular the Trust does not wish to be presented with a project which is not viable nor be involved in extensive consultation over something that may be refused planning consent due to HSE advice.
- Disappointment that the proposed changing facilities were so basic, in particular lacking any communal space.
- Wish for the design and layout to have an element of future proofing should the Trust decide to invest in the facilities in the future.

The Trust is to start community consultation on the sports pitches on 29 June at the Picnic in the Park event to be held on that day which will inform them of the community's aspiration for this area. We are also in touch with the Lincolnshire Sports Partnership to see what advice/assistance they might be able to provide.

8. Green Transport Fund – Update

JB updated the Board on the current progress made with the steering group. A memorandum of understanding has been set up on behalf of The Green Transport Group. The Board agreed a financial spending limit of £1000 per project

Information will be circulated and presented at Picnic in the Park. Gift vouchers of £25 each for the new pub The Sugar Mill will be given out to the winners of the prize draw for completion of the travel diary.

JB will be working with LCC to set up a cycling activity day on the 10th August there will be a lead bike ride and other cycling activities.

9. Youth Club – Activity report

NS updated the Board on the current progress of the Youth Club and the Youth Activities and a report was presented to the Board.

Of those attending the Youth Club 95% are Elsea Park residents. There are currently 65 girls and 69 boys registered as members and the average attendance each week is about 30 young people with a mixture of ages.

The Board has asked NS to consider looking into the Youth Club being involved in the following areas, Bikeability, new primary school and the Green Transport fund.

The Youth Club will be helping out at Picnic in the Park and will also be trying to attract more volunteers to help run the club.

NS advised that the Centre could become a site for sexual health training for young people and hold workshops on the C card scheme and pregnancy testing. The Board agreed.

PF raised the issue of capacity to develop the youth club further and AMB commented that the current capacity was stretched and that it would be difficult to extend to the younger age range at the moment. If this was to be considered then a case would need to be brought back to the Board.

10. Articles of Association – Update

The Articles of Association were circulated by SAW for the Board to review accordingly. It was agreed that this should be circulated for comment.

BC raised the issue of cost for all legal work and asked if SAW can market test prior to any more work being carried out. The Board agreed to carry on the work that has been started with the current solicitor for the Articles of Association and then other legal work will be market tested.

BC asked SAW to contact our solicitor and ask if they can cap the fees for the work taking place on the Articles of Association.

11. AGM Date

Date agreed by the Board: 18th September 2013

12. Remuneration of Board Member (Request of DB)

Deferred

13. Action Plan/Future Agenda Items

14. Any other Business

PF advised the board that a letter should be sent to the schools provider (once know) to see if they would like to be a representative on the Elsea Park Board of Directors. Board agreed.

BC asked if SAW could give an update on the valuation of the Trust assets. SAW advised a valuation is currently taking place and the information will be forwarded via email to all Directors once received.

BC asked SAW to chase the business rate relief.

BC asked if the license was displayed. SAW confirmed it is displayed on the notice board.

BC asked if we have a recycling policy. SAW advised that Alistair Summers (Work experience) has already done a draft policy and is under review.

SAW advised Bourne in Bloom have contacted the Trust and we are currently working together on some areas ready for the inspections.

SAW updated the Board on the event management training that the staff participated in and said it was very useful. RJ created a project plan and event operational file for the Centre and Events committee to help aid them in planning events.

The decoration is soon to commence at the Centre. The Board agreed with the recommended quote.

SAW updated the Board on the idea of installing a TV in reception.

15. Date of next meeting

3rd July 2013

Confidential Item (Issues log)

This was discussed in conjunction with the main issues log.

Meeting Closed at: 22:00