Elsea Park Community Trust Board Meeting Minutes
Wednesday 15th January 2014

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Barry Cook	BC	Resident Director
Matt Upex	MU	Resident Director
Jono Brough	JB	Resident Director
Jane Whitehead	JW	Resident Director
Dan Browne	DB	Director Kier Homes
Cllr Judy Smith	JS	SKDC
Paul Fellows	PF	Bourne Town Council
In attendance:		
Sally Waltham Charles Crawford–Clarke (for item 2) Dave Forrest(for item 3) Bryan Summers	SAW CCC DF BS	Trust Manager Director LDA Design Resident Working Group (Present for Springbank presentation)

Meeting opened at: 19:00

1. Welcome and Apologies

AMB welcomed everyone to the meeting

Also welcomed to the meeting was Charles Crawford-Clarke from LDA Design

2. Elsea Park Management Plan

LDA Design had been commissioned to draw up a Management Plan for Elsea Park, having been involved in the plan since the outset of the development.

CCC gave a presentation on the draft plan providing an overview with a focus on key areas identified as:

- Meadows
- Cooke's Field/Linear Park/Arena Park
- Setts Green
- Springbank

The purpose of a management plan is:

- To guide future management of open spaces
- To maximise: Recreational and amenity value
- Ecological value
- Enjoyment by residents
- Image and quality of the development
- To assist future decisions on maintenance, scope for interventions, requests from residents, etc.

CCC outlined how landscape design and management was a significant factor in providing a discrete identity for residential development.

A prime example of how this might be achieved is through the creation of a park in the area of Cooke's Field/Linear Park/Arena Park, combining with The Centre to provide a heart to Elsea Park.

CCC completed his presentation by outlining some thoughts on the next steps the Trust might take.

A copy of the presentation and the recommended next steps are attached to these minutes.

The Board very much welcomed the report and the presentation feeling that it provided a 'big picture' approach providing a true identity for Elsea Park. Particular agreement was given to the idea of a map of Elsea park.

It was agreed that there should be consultation on the management plan, taking place over two weeks, possibly in the Spring, with a one day event on a Saturday to seek residents' views in the manner suggested by LDA Design. A visual exhibition with Directors, staff and LDA Design being on hand was felt appropriate. The consultation should be over 2 weeks. It was agreed that this should be considered further by the Board.

1/14 Action AMB/SAW

3 Springbank Drive Play Area & Open Space Consultation

The working group, comprising Elsea Park residents Dave Forrest and Bryan Summers had consulted residents at and around Springbank Drive about the play area and the open space on behalf of the Board. They gave a presentation to the Board on their findings. This is attached to the minutes.

The Board discussed the findings and agreed that:

- A letter from the Board be sent to all residents outlining the consultation results, making the report available and outlining next steps
- The fencing be removed from around the play area as soon as possible
- Given the synergy between the LDA Design management plan and the working group's recommendations on Springbank, it was agreed that the next step should be to include the Springbank consultation and recommendations in the management plan consultation.

The Board expressed their appreciation of the work carried out by the Working Group.

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Minutes from previous meeting held on 15 January 2014

Minutes were accepted by the Board as a true copy and there were no matters arising.

4. Management Report

A number of issues were reported for information

5. Finance

The recovery action being carried out by Buckles in conjunction with the Trust Office was praised.

It was agreed that the printing arrangements required review with a view to reducing the cost of consumables.

2/14 Action RJ/BC

6 Annual Charge 2014/15

In line with the restrictive covenant it was agreed that the annual charge from 1 April 2014 should be increased by the RPI at December 2013 when the rate was 2.7%. This is an increase of £7.16 to the annual charge taking it from £267.77 to £274.93.

The invoices are scheduled to go out from the end of February 2014.

3/14 Action SAW/RJ

87 School Update

JK gave an update on progress on the new primary school. The project is on target with the roofing scheduled to be put in place in mid-February 2014. The implementation plan is on schedule. The website is to go live in the next 2 weeks.

9.8 Action Plan

BC requested the static IP address

It was agreed that county court action should be taken against PX Trading

With regard to NDR relief it was agreed that a twin track approach should be followed: taking specialist advice and following HMRC advice to submit an application to the Charity Commission

The action plan is to be updated accordingly.

4/14 Action SAW/RJ

109 Any Other Business

Articles of Association DB asked for more information on the position with SKDC and the Articles of Association. It was agreed that a position statement would be produced and that AMB and DB would meet to discuss.

5/14 Action SAW

Bins/Signs – JB would contact SAW to arrange a mutually convenient time to walk around Elsea Park prior to submitting a planning application. AMB would join the inspection if convenient

6/14 Action SAW/JB

MacDonalds – it was agreed that the Trust would not make representations at the Planning Committee on this issue

7/14 Action AMB

10. Date of the next meeting

Wednesday 5 February 2014

Meeting Closed at: **21.20**