Report to: **Elsea Park Community Trust Board**

Date: **Wednesday 7 January 2015**

Subject: **Management Report**

From: **Barry Cook – Community Trust Manager**

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1. Bins

The litter bins have now been received, and the contractor has replaced the two bins adjacent to The Centre with new bins. The old bins will be installed on The Meadows in due course.

Once confirmation is received from Kier that the extension of Linear Park across Phase 5 is to be named "Chequer Tree Walk" the order can be placed for the remaining street furniture.

I have applied to National Grid for permission to dig in the High Pressure Gas Pipeline easement zone, and await their response.

2. Arboricultural Survey

I met with a local Arboriculturist (Caroline from Caroline Hall Arboriculture) and obtained a quote for:

a. An arboricultural survey to produce condition surveys for all trees within The Trust's areas of responsibility for the purposes of health and safety.

b. Preparation of associated documentation, to include details of trees, any defects or pathogens observed, recommendations for tree works with priority ratings and inspection frequencies, plus management recommendations for newly planted trees.

c. Walk-by inspection of the site perimeter to assess adjacent third party trees and report on any areas of concern.

The quote was [redacted] for the initial work (at a day rate of [redacted] a day). Future surveys to inspect and update the report will take place every eighteen months at approximately [redacted] These costs will rise as we take on new amenity land that incorporates mature trees, and as our existing "young" trees mature giving rise to H&S considerations.

I had also approached Ground Control for a quote but decided that an independent arboricultural report would be preferred as the supplier would be able to confirm that Ground Control are complying with their contractual obligations in terms of their tree management.

With the costs being less than anticipated, I spoke with AB and JW and, with their consent, awarded the contract to Caroline Hall

3. Staffing

The recruitment of the apprentice to replace LD is ongoing. I remain hopeful that we may be able to conduct interviews during the week commencing 12 January 2015, and (if we find the right candidate) filling the vacancy late January / early February.

4. Christmas Market

The Christmas Market was a great success and we have announced a date for our 2015 Christmas Market!. A number of traders have already rebooked stalls.

We used the event to launch a discounted hire scheme for new bookings for second and subsequent hours, which has already resulted in a number of new bookings

5. Adoption of Phase 1 Roads

Kier have now offered The Trust £500 per tree to replace the four trees that are delaying the adoption of the roads if we agree to the removal and disposal of the trees (at Kier's expense) rather than them having to move the street lights. The arboriculturist believes that this is a very generous offer and has recommended that we accept it.

I will provide photographs of the trees in question, along with the original proposal (and the response from The Board) for discussion at the meeting.