



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 1st September 2016 – 7:00pm to 9:00pm
Venue: Meeting Room, The Centre @ Elsea Park

Time	Agenda Item	
7:00	1 Welcome and Apologies	JB
7:02	2 Minutes from previous meeting held on 2nd June 2016 <i>August 2016 reports distributed electronically, no meeting held</i>	All
7:10	3 Matters arising from the Minutes	All
7:15	4 Management report – Update to be given from August 2016 report	
	RJ	
7:25	5 Financial Reports - Update to be given from August 2016 report	RJ
	- Finance Manual (Draft ready for approval)	
	- VAT exemption letter (verbal update to be given)	
7:35	6 Directors items	All
	- Complaints procedure (Draft ready for approval)	JB
7:50	7 Any Other Business	All
	- Resident engagement update	RJ
	o Photo/Painting Competition and the Elsea Park Calendar	
	o Feedback received from recent publications and communications	
	o Bird boxes and new residents	
7:58	8 Date of the next meeting 6th October 2016	All
8:00	9 Close	

**Elsa Park Community Trust Board Meeting Minutes
Thursday 1st September 2016**

Present:		
Jono Brough	JB	Chairman – Owner Director
Duncan Ashwell	DA	Vice Chairman - Owner Director
Jane Whitehead	JW	Owner Director
James Fordham	JF	Resident Director
Jo Derrick	JD	Elsa Park Primary School Representative
Cllr Paul Fellows	PF	Director – Bourne Town Council Representative
In Attendance:		
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer
Michael Marren	MM	Prospective Owner Director

The meeting opened at 19:00

1. Welcome and Apologies for Absence

INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.

1.1 In accordance with the Company's articles of association and s.177 Companies Act 2006, each director present who was in any way, directly or indirectly, interested in the business of the meeting, declared the nature and extent of his interest (Interest) to the other directors, save to the extent that such Interest was the subject of a notice in writing or general notice or the other directors were already aware of it (or ought reasonably to have been aware of it).

1.2 It was noted that none of the Interests disqualified any of the directors present from forming part of the quorum of, or voting at, the meeting.

1.3 JB welcomed everyone to the meeting, and introduced Michael Marren who has expressed an interest in joining The Board as an Owner Director. No apologies were received.

2. Minutes from the Previous Meeting Held on 2nd June 2016

The minutes of the previous meeting were reviewed and accepted as a true record of that meeting.

3. Matters arising from the Minutes

None

4. Management Report

BC gave the following updates on his report:

4.1 JF has volunteered to take over as Chairman of the sports pitches steering group.

4.2 David Wilson Homes have made no further progress with Little Garth and are not responding to emails.

4.3 SKDC have now retrospectively approved the switch from RPI to CPI.

4.4 The Data Protection Policy is to be circulated to all Board members.

ACTION BC

5. Finance Reports

RJ gave an update on the report and informed the Board of the reduction in debtors.

RJ advised that a review on the Trust's VAT position has highlighted that there may be grounds for deregistering. Research is ongoing.

RJ presented her draft Finance Manual for review by the Board. The Board accepted the Finance Manual subject to minor amendments.

6. Directors Items

JB presented a complaints form he had designed. JW suggested that with slight modifications, it could be used for both complaints and compliments. BC agreed to review with JB and implement accordingly.

ACTION BC/JB

DA expressed his thanks to RJ for all her hard work of late.

DA advised that he is finding it difficult to carry on with the vice chair position and asked if any other Director might consider taking over from him. The question was left hanging!

7. Any Other Business

BC asked the first Thursday of the month was still the best evening to hold board meetings. All present agreed that Thursday evenings were still the preferred choice.

8. Date of The Next Meeting

Thursday 6th October 2016.

The meeting closed at 20:20

Report to: Elsea Park Community Trust Board

Date: Thursday 28th July 2016

Subject: Management Report

From: Barry Cook – Community Trust Manager

1. Sports Pitches and Associated Facilities

I await a date from Lincs FA when their Regional Facilities and Investment Manager can come and meet at The Centre under their Facility Support arrangements. The intention is to discuss the project and see if they are likely to help support (and, crucially, help to fund it).

2. David Wilson Homes Development

The condition of the Little Garth and the play area on Great Leighs continue to attract multiple complaints, and although the DWH contractors visited site and cut the grass a few weeks ago, there has been no sign of the promised drainage works commencing.

I have received no response to our offer of The Trust maintaining their play area on Great Leighs under a bill back arrangement prior to legal transfer, and have sent a hastener asking for the courtesy of a reply.

3. RPI / CPI Switch

No response has been received from SKDC on this matter.

4. Trust Brochure

Copies of the brochure were distributed to the sales offices of Kier, Taylor Wimpey, and Larkfleet a couple of weeks ago, and were very well received. Copies are also available in The Centre's reception area.

5. Youth Worker

With no meeting being held last month, I advised both Niki and Hayley that Hayley's six-month contract would be extended. With the Youth Club funding her salary, and with its accounts being so healthy, I see no reason why Hayley should not be moved on to a permanent contract, and would like to seek the approval of The Board in this matter.

Board Decision Required

6. New Appointments To The Board of Directors

I'm delighted to advise that James Fordham has agreed to join The Board as an Owner Director, and that his appointment has now been officially confirmed by Kier (as the appointer).

Having heard nothing from SKDC regarding their new representative, I contacted Cllr Judy Smith (at the suggestion of Duncan) to see if Judy could assist. Judy has now confirmed that Cllr Robert Reid has agreed to join the Board, and I have emailed Robert and invited him to the next board meeting.

John Kirkman has recently advised us that he will be standing down from The Trust Board and has found a member of the Board of Governors (Jo Derick, a resident of Elsea Park) who would like to fill the vacancy his departure will create. It was always the intention that once the school was established, John would step back from his role here and make way for another. I don't have any further details at the moment, and am waiting to hear back from John with Jo's contact details.

7. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

8. Arboriculture Survey

Earlier this month, a second arboricultural survey was undertaken by our independent contractor, Caroline Hall.

The previous survey was carried out in December 2014, the idea being that the trees are inspected in winter one year (when they are bare), and again some eighteen months later when they are in full foliage and so on and so forth.

During this inspection, I asked Caroline to look at three new areas, these being the eastern edge of Wherry's Spinney where it runs along the side of Cooke's Field (adjacent to The Centre) and two shelter belts that are not yet in the ownership of The Trust.

Wherry's Spinney: Although the Spinney is not (nor ever will) belong to The Trust, many of the trees along its eastern edge overgrow the driveway to the Groundsman's workshop / garage. Recently, a large bough snapped off and fell across the footpath through Cooke's Field, landing on the roof of the Western Power substation. If anyone had been walking along the path at the time, they might have been injured, and I reported the incident to Wherry's.

To prevent risk of any injury to staff or users of the play area who may be on the driveway, I've asked Caroline to prepare a schedule to put out to tender for the "siding up" and removal of

dead wood of any branches or boughs that cross the boundary on to Trust land. There is no evidence of any tree management in the Spinney, and although we would not be liable for any injury arising from a falling branch or tree, we can reduce the risk as far as practicable by cutting back any growth over our boundary.

Shelter Belts: There are two shelter belts that we might be taking on under the next transfer of land from Kier, one between the Bungalows on The Ridings and Little Garth, and the other on the bund to the north of Raymond Mays Way between roundabouts 2 and 3 (The Gables and Oak Spring Gardens). Our interest is in the condition of these two areas, any remedial work that might be required before we take them on, and the longer-term management strategy of the trees therein.

9. Play Area at Oak Spring Gardens

The hoop topped fence encircling the play area was erected and the area turfed some time ago. With there is nothing in that immediate area in terms of amenity land or play areas for the benefit of Oaks Spring Gardens residents, I contacted Taylor Wimpey two weeks ago to ask if they might consider installing the play equipment as soon as possible.

One reason that developers tend to leave the provision of play areas until just before legal transfer is so that they are not responsible for the costs of upkeep, maintenance or vandalism, but I feel it's vital that we get some facilities for families in that area as soon as possible.

If TW agree to this, I've said that The Trust will take on the responsibility and cost of operating the play area immediately that it becomes available irrespective of when legal transfer might take place.

10. White lining & Signage on The Gables

The mini roundabout on The Gables and the large roundabout closest to The Centre have now had the appropriate white lines painted and the roundabout warning signs on each of the seven approach roads are now in place. The lack of road marking and signs has been a source of many complaints over the past two or three years, and the cause of several "near misses".

11. Spraying of Kerbside Weeds

I contacted the various developers several weeks ago to complain about the weeds that line many of the roads on the development, and I also contacted LCC Highways Department regarding the same issue on the roads that were adopted under Phase 1.

I'm pleased to report that the weeds have sprayed by the various parties, and we await the arrival of a road sweeper to clear the dead vegetation.

12. Vandalism of Young Trees

Unfortunately, a young cherry tree on the edge of Cooke's Field and a young Rowan on Greenacres Drive near the gate to the Setts Green Conservation area have been vandalised at different times over the last couple of weeks.

Although these incidents have been reported to the police, there seems little we can do other than replace young trees if and when they are damaged.