Elsea Park Community Trust Board Meeting Minutes
Wednesday 14th September 2015

Present:		
Jono Brough	JB	Resident Director (Chairman)
Matt Upex	MU	Resident Director
Duncan Ashwell	DA	Resident Director
James Cook	JC	Resident Director
In Attendance:		
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer

The meeting opened at 19:00

1 Welcome and Apologies

JB welcomed everyone to the meeting. Apologies for absence were received from Jane Whitehead (JW) Dan Browne (DB) John Kirkman (JK) Paul Fellows (PF) and Martin Hughes (MH).

2 Minutes from previous meeting held on 4th August 2015

The Minutes were accepted as a true copy of the meeting.

3 Matters arising not on Action Plan

BC advised he had been in to Lloyds Bank to check the existing bank mandate. He added that The Trust will soon be subscribing to HSBCnet.

Action: BC

MU asked if there had been any progress on the implementation of the pension scheme. BC said that it was on target for introduction in February 2016.

4 Management Report

BC presented his report. In summary:

Articles of Association. The Trust's proposals for setting up the escrow account have been sent to SKDC and we await their response.

BC proposed some changes to the wording of the AoA concerning remuneration of Directors, and agreed to circulate the proposed wording for consideration.

Action: BC

Grounds Maintenance. The companies short listed back in 2013 have been invited to bid for a new three year contract when the existing contract expires next year. Bids will be based on the original tender documents.

Habitat Pond No 3. The pond has been dredged and additional works on the meadow ditches had been undertaken. The work had come in under budget (the extent of the silting was not as heavy as had been anticipated).

Hall and Lounge Curtains. These are now in situ and all present agreed that it made the interior of the building much more welcoming.

Drainage & Ponds. Dave Forrest (DF), Bryan Summers (BS), MH and BC had met with Dan Browne (DB) and Alex Szarawarski (AS) from Kier to discuss the drainage issues and structures. It was stressed that The Trust still need "as built" drawings and other technical documentation for long-term operation and maintenance. AS agreed to obtain all documentation for presentation to The Trust in the form of a "drainage pack".

Action: DB

Sports Pitches. Once the drainage matters were concluded, DF and BS left, and RJ joined the meeting. AS presented a number of options for the delivery of the sports pitches now that the HSE had ruled out their being located in accordance with the original outline planning permission.

It was felt by The Trust's representatives that of the options available, a full sized grass pitch with a smaller Multi Use Games Area was the best choice. The preference would be for them to be co-located with a large play area, changing rooms, and parking.

AS agreed to get some plans drawn up for consideration, but added that any proposals would need approval from SKDC. All present agreed that it would be useful to arrange a meeting with SKDC and all the developers on Elsea Park to discuss the way forward regarding play area provision for the areas that have yet to be developed.

Action: DB

Phase 1 Road Adoption: Kier have advised The Trust that the Phase 1 roads and footpaths have now been adopted. BC showed a plan of Phase 1 and pointed out that

On Quayside East:

- The road and footway that runs directly in front of the properties on Quayside East belongs to those properties and will not be adopted.
- The block paved area and trees are owned by The Trust.
- The footway adjacent to the pond and the street lighting are included in the adoption.

The turning circle around Aykroft will not be adopted and is to be transferred to The Trust.

Post meeting note: LCC have since advised that the Phase 1 Roads have yet to be formally signed off and that the head walls and railings of the wake pond were previously transferred to them under a Section 278 Agreement.

Field Gates. New steel field gates have been installed at the vehicle entrance to the meadows. The original wooden gates were beyond repair.

Superfast Broadband. BT's contractors have finally carried out the reinstatement work that has been holding up the roll out of Superfast Broadband. Once LCC Highways have confirmed that the work is of a satisfactory standard, Kier are expected to grant the wayleaves so that BT can install the new street cabinets for the fibre optic equipment.

Locks. New locks are to be fitted to external doors at The Centre on the 15th September. The possibility of regular hirers opening and securing the building is under consideration.

5 Finance Reports

RJ presented the Finance and Operational Reports.

6 Directors Items

MU advised that some £300,000 is available for community projects, and that The Trust should consider applying if suitable projects could be identified.

Action: All Board Members

7 Action Plan/Future Agenda Items

None

8 Any Other Business

BC advised that a teenager had become stuck in a toddler swing on the new play area on the David Wilson development, and that Lincs Fire and Rescue services had to cut the swing down. DW will be replacing the swing with a traditional toddler swing.

BC suggested that the board might like to form a team and attend the Quiz Night next month.

BC advised that a large number of fence posts around the attenuation pond near The Centre have rotted through and it is now apparent that some of the rails have not been fitted properly. BC has raised the issue with Kier, in the hope that they can persuade the fencing contractor to rectify the problem.

9 Date of the next meeting

Monday 12th October 2015.

The meeting closed at 21:10