Elsea Park Community Trust Board Meeting Minutes
Wednesday 4th December 2013

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Barry Cook	BC	Resident Director
Matt Upex	MU	Resident Director
In attendance:		
Sally Waltham Rebecca Jones	SAW RJ	Trust Manager Finance and Administration Officer

Meeting opened at: 19:00

1. Welcome and Apologies

AMB welcomed everyone to the meeting and advised of apologies from Jono Brough (JB), Jane Whitehead (JW), Paul Fellows (PF) and Judy Smith (JS)

Also welcomed to the meeting were Alex Szarawarski (AS) from Kier Homes, Hiranthi Cook (HC) from Wormald Burrowsand residents Dave Forrest (DF) and Bryan Summers (BS) all for item 2.

2. Drainage Strategy Presentation

HC gave a presentation on the approved drainage strategy for Elsea Park. AS explained that the strategy had been approved by the Environment Agency and formed part of the outline planning permission for Elsea Park meaning that every developer building at Elsea Park would have to comply with it. Wormald Burroughs continue to be retained by both Kier Homes and the landowners Trust.

The drainage presentation is attached to these minutes and is self-explanatory.

Points raised in the discussion included:

- Surface water drainage roles and responsibilities were changing. In the future local authorities may take on the responsibility for new systems
- The original drainage strategy was designed in 1999 and had to be adapted to take account of new legislative requirements
- The prime difference was the requirement for a lower run-off of surface water meaning that there has to be more storage on site, for example the retention of ditches and additional ponds have been built into the design
- The large hole to the front of The Centre was discussed with the points raised including:
  - It is designed to meet exceptional flood events
  - It is not designed to retain water but to allow for overflow
  - There is no hydro break on the outfall
  - As the development grows in size there will be greater flows of water
  - AS was asked and agreed to Kier Homes carrying out a comparison of the construction of the pond to the original design
  - It was recognised that it could be suitably landscaped
- Recognition was given to the need for a drainage management plan with the Welland and Deepings Internal Drainage Board identified as a potential source of advice

A further meeting is to be arranged between AS, HC, SAW, BS and DF to review drainage issues in detail.

AS and HC were thanked for their presentation.

Minutes from previous meeting held on 04.11.2013

Minutes were accepted by the Board as a true copy.

3. Matters arising not on Agenda/Action Plan

Welcome Meeting for New Residents

No residents attended the first Welcome Meeting. It was agreed that personal invitations should be sent to new residents for the next meeting identifying the opportunity to meet the Directors, learn about the Trust, view the Centre, gain understanding of the Elsea Park development and receive a bird box.

19/13 ACTION RJ

4. Management Report

Date of next meeting – it was agreed that the next meeting should be on Wednesday 15 January 2014 since the RPI index would be published on 14 January 2014 so informing charge setting.

Caretaking/Cleaning – appointments had been made to the post of Caretaker/Cleaner (10 hours) and Cleaner (10 hours), subject to references.

Construction Traffic – concern was expressed about lorries accessing Elsea Park through Tilia Way. Kier and GEDA were to be contacted.

20/13 ACTION SAW

5. Finance

Cash flow – the issue of predicted cash flow was considered and a need identified to transfer funds from the Nationwide account to HSBC. It was agreed that the Nationwide Account should be closed. AMB and MU would sign a letter (to be drafted by the Trust Office) to put this into effect.

21/13 ACTION SAW/RJ/AMB/MU

It was recognised that there was a need to be aware of the cash flow situation in managing and setting the budget. Particular items were identified for future consideration:

- The £10,000 budget allocated in the 2013/14 budget for litter bins was not likely to be spent in the current year as the walk round of Elsea Park would not take place until the New Year
- Staff time should be allocated to the Green Transport Fund

22/13 ACTION SAW/RJ

- There needed to be a discussion between AMB and MU on the treatment of depreciation in the management reports

23/13 ACTION AMB/MU

- Consideration should be given to charging for the issue of consent on house sales. A report on the subject was to be brought to a future meeting so that the matter of charging a fee could be considered as part of budget setting.

24/13 ACTION SAW/RJ

Financial Procedures Manual – this was a good piece of work with some minor issues on terminology and minor omissions. It was felt to be a very useful document and RJ was commended on her hard work. AMB, MU and RJ were to meet and finalise the document.

25/13 ACTION AMB/MU/RJ

6. Action Plan

An updated Action Plan will be presented at the next meeting

26/13 ACTION SAW/RJ

7. Any Other Business

Grounds Maintenance – the performance of Ground Control is to pursued under the contractual provisions

27/13 ACTION SAW

Litter Picking – quotations are to be obtained for litter picking across Elsea Park.

28/13 ACTION SAW

8. Date of the next meeting

Wednesday 15 January 2014

Meeting Closed at: **21.00**