Elsea Park Community Trust Board Meeting Minutes
Wednesday 6th August 2014

Present:		
Jono Brough	JB	Resident Director (Vice Chair)
Matthew Upex	MU	Resident Director (Finance Director)
Jane Whitehead	JW	Resident Director
Judy Smith	JS	SKDC Representative
Paul Fellows	PF	Bourne Town Council Representative
Stephen Broughton	SB	Prospective Director
In attendance:		
Barry Cook	BC	Trust Manager
Liam Dodd	LD	Admin Assistant

Meeting opened at: 19:00

1. Welcome and Apologies

JB welcomed everyone to the meeting, reminding those present that SB was still attending as a prospective Director. Apologies for absence had been received from Angela Bailey, Dan Browne, John Kirkman and Rebecca Jones.

2. Minutes from previous meeting held on 02.07.14

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

3. Matters arising not on Action Plan

To reduce unnecessary printing of reports and minutes, it was agreed that minutes and reports will continue to be emailed to Directors in advance of meetings, but only the Operational Report (A3 Spreadsheet) will be printed for use at meetings.

Anyone who requires hard copies of other papers should request them in advance of the meeting.

4. Management Report

BC presented the Management Report.

<u>Microsoft Office 365:</u> The trial of office 365 is commencing this month. BC advised the unstable broadband connection may preclude full reliance on Cloud Storage until a fibre connection is available.

<u>Transfer of Land East of Setts Green Conservation area</u> There had been no further progress. The invoice for the agreed works has not yet been paid by Taylor Wimpey. BC to progress.

Action BC

<u>Drainage:</u> A meeting has been scheduled tomorrow with Subject Matter Experts from SKDC and the local Drainage Board to view the dykes, ponds, and drainage chambers, review documentation held, and view the existing maintenance regime. The meeting has been organised by and will be led by Dave Forrest and Bryan Summers; BC will be in attendance.

<u>Bins, Benches, and Signs:</u> Specifications and dimensions of the bins, benches, and signs have now been sent to SKDC, who had requested additional information. The application, which had stalled, should now progress. BC thanked JB for the effort and support he has provided. BC agreed to forward all recent email dialogue with Matrix Planning to JB.

<u>Defibrillator</u>: The Defibrillator has now been installed, has undergone Electrical Testing and Certification, and is registered with the Ambulance Service. A press release has been sent to The Stamford & Rutland Mercury. Routine inspections of the defibrillator are already being filed online.

Fibre to the Premises: BC advised he had met with [redacted] regarding a proposal to provide a private high speed Fibre Network across Elsea Park. [redacted] were looking for joint funding of the infrastructure. BC advised them that with the sums involved and the complexity of the arrangement it is unlikely the Trust would be in a position to support the proposal in that manner, but might be involved in other ways. BC had requested that a formal proposal be submitted by [redacted] for consideration by The Board.

Issues Log: The Trust continue to receive a large number of complaints regarding the poor and unsafe condition of roads and footways throughout the development. BC has being chasing Kier on a regular basis, but without result. It was agreed that a formal letter of complaint will be sent to DB, and if no progress is made, the Trust would elevate the complaint.

Action BC

Anti-Social Behaviour: There have been two recent incidents of vandalism to the planters on the patio at The Centre. CCTV footage has been passed to the Police, and The Trust will press for the offenders (who do not live on Elsea Park) to be banned from Elsea Park. The Board agreed that the purchase of additional CCTV cameras should be investigated.

Action BC

Directors Welcome Meeting
One provisional response has been received. JW and BC are to host the meeting on Wednesday 13 August.

Centre Hires: The new NHS booking commences on Wed 13 August. BC summarised the various strategies that the staff are working on to increase commercial hire when the centre is under-utilised. PF agreed to contact RJ to discuss business contacts for a Wedding Fair. A member of the Bourne Business Chamber (BBC) had suggested to BC that he should consider joining. The Board thought it was a good opportunity for The Trust to engage more with local businesses, and agreed that the Trust would pay the Annual Membership fee of £40.00.

Action PF / BC

5. Finance Report

BC presented the Finance report on behalf of RJ, who was unable to attend the meeting.

The Board were advised of the lengthy, time consuming, and expensive process that needs to be followed to recover the annual charges from members who do not respond to the invoice or the chase letters, generally resulting in court action. The notice of court action often results in payment being received, but by then, court fees have been charged, and a lot of nugatory effort has been expended. This is frustrating, especially as for several years Members have been able to pay the annual charge by Direct Debit at no additional cost.

BC added that many members respond to the second chase letter stating that invoice had been lost or misplaced and requesting a new Direct Debit Mandate. This means monthly amounts have to be re-calculated, and payment commences some three or four months late. BC recommends that when future invoice letters are sent out to members, we state that all DD forms must be completed and returned by 31st March, or full payment must be made. MU asked if many DD's have been cancelled, BC advised that only a small amount of DDs are cancelled.

BC advised the Board that the Auditors have now furnished the draft accounts and that MU and RJ have asked for some amendments to be made for clarification. MU advised he is yet to receive the amended copy.

MU queried the June comparative graph, asking if the graph is for the whole of June. BC to check with RJ.

BC has stated that the Board should agree on the format in which they want the graphs to be presented as they change frequently.

JB queried why June's income was different in the two graphs, BC is to check with RJ and report at next meeting.

Action BC

6. Directors Items

BC requested that if any Directors have anything for the newsletter they should forward them to him within the next two weeks.

7. Action Plan

The Action Plan was updated as follows:

Open Spaces Consultation: BC advised the Board that further consultation sessions will be organised after the AGM.

Naming: BC stated that names for areas and features need to be agreed for the new signs (should planning permission be granted). AB suggested that names should be in accordance with the original master plan whenever possible.

Vehicle purchase: BC informed the Board that the purchase of a small all-purpose utility vehicle had been investigated. No single vehicle offered the flexibility of the existing tractor; BC recommended that the purchase of any replacement for the tractor should be deferred until the tractor reached end of life, and all agreed.

The action plan is to be sent electronically to Directors prior to the meeting.

8. Any other Business

BC advised the Board that the franking machine has been ordered and will arrive next week..

BC advised of The National Careers Service advice and guidance session to be held at The Centre next month. The room free of charge as the session is being hosted primarily for Elsea Park residents.

SB reported that a model aircraft had been buzzing the houses In Newbury Crescent. He investigated and found the aircraft was under the control of a man standing on the Kier land that is awaiting development. There was a general discussion around the incident; it was hoped that it was an isolated incident and that no further action was required.

SB asked who owned the area of land at the bottom of The Gables that adjoined Newbury Crescent. BC confirmed that it was in Taylor Wimpey's ownership and would eventually be landscaped. The bund adjoining Raymond May's Way is owned by Kier.

JB informed the Board that the bicycles and accessories have now been purchased and assembled by "All Geared Up".

JB gave an update on the Cycle training, there had been a problem on Outspoken's website which resulted in residents not been able to book sessions. JB informed the Board of the feedback from Outspoken regarding the deposits, which some saw as a bar to booking training, so alternative methods will be investigated. JB proposed that the training could be offered to anyone in Bourne, but they would have to pay the full training cost and the Board agreed. JB is to check availability and Bourne Town Council are to be informed.

JB informed the Board of Immobitag prices. He advised that Bourne Police Station does not have an Immobitag reader and proposed that the Trust purchase a reader (from the Green Transport fund) and donate it to the local policing team. This will be of benefit to residents and the wider community of Bourne. The Board agreed this would be a worthwhile purchase. Immobitags are to be purchased for sale (to anyone) at cost price.

JB gave an update on the hire of bikes, he informed the Board that he is the progress of producing a agreement form and recommends that a nominal fee is taken on each hire to cover the costs of maintenance. BC advised the Board that photo ID and a photo should be taken for security, the Board agreed.

JB informed the Board that bike locks and helmets have been purchased, with lights to be purchased at a later date.

9. Date of next meeting: 3rd September 2014.

The Meeting Closed at 20:45