Collings Park Trust Management Committee Minutes
13th October 2026
at Lexdon, Hartley Avenue

Present: Andy Stewart (Chair), Andrew Leigh, Liz Rawlings, Geraldine Whitby

Apologies for absence from: Meredith Price, Sam Smith, Maureen Geens, Lois Conrad, and Dy Taylor

Liz was thanked for hosting the meeting.

1. Minutes of last meeting (14th July 2026) were accepted.
Matters arising:
Plan of Tree Locations: The plan showing tree locations has been updated to show trees that have been planted in the lower area. It was agreed to make this all available on the CPT website and not to display all three A4 sheets on the notice board, due to space limitations. The possibility of having a QR code link on the noticeboard to link to the plan is to be explored.

Beekeeping and Pollinator Information Boards: A briefing note on this project was reviewed and accepted as an appropriate way forward. A copy of this is to be sent to the three local councillors who provided £300 of funding each from their community funds, along with a 'thank you' note.

Restricting Vehicular Access to Collings Park Playing Field: Andrew L. agreed to contact Stephen Hills (PCC Natural Infrastructure Officer) for a further update on this matter. Stephen wrote in July to say that he has contacted a separate team within the council to chase the proposal to install 'target hardening' equipment (e.g. a lockable drop-post) but that he had nothing firm to report at the time.

2. Health & Safety
No issues to discuss.

3. Finance, Membership & Funding
There is **£1,489** in the cash account at present (including £860 reserved for the signage project), and the easy access savings account balance stands at **£5,122**. The annual insurance premium of £173 has been paid and a £100 donation has been made to Pollenize CIC in recognition of their input to the information board project.
Membership stands at 11 household memberships, 4 individual members and 13 supporters, bringing £772 to the accounts annually.

4. Social Media and Digital Marketing
The idea of making it possible to apply for membership of the Trust through one or more online channels remains as an outstanding action.

5. Policies, Procedures & Key Documents
The tri-annual review of CPT policies and procedures has been completed. 20 documents reviewed, of which 10 have been amended, 9 required no change, 1 deleted (Communications Policy incorporated with Social Media and Online Communication Policy). Amended documents have been accepted by Trustees. Andy S. expressed his thanks to all who contributed. Documents are to be uploaded to the CPT website.

6. Progress and Planning for the Community Garden
The raised bed timber frames are deteriorating and the possibility of replacing them is to be priced-up for consideration by Trustees, including an option to use recycled plastic material in lieu of timber.

7. Future Events Planning
The possibility of events to mark Bonfire Night and Christmas were discussed but those present felt unable to commit to either; however this was left open for the Events Committee to consider further.

8. External Events
The success of the local Open Garden Trek (5th/6th September) was noted. The same event is planned to take place next year in June, with the community garden included once more.

9. Feedback from Board of Trustees
Andrew L. will issue a timetable for the annual accounts, report, trustee meeting and AGM. The action to review the 'Key Document' designation of the Trust's processes and procedures remains outstanding, for consideration at the next Trustee meeting.

10. AOB
Thanks were expressed to Liz for the donation of some gardening tools for use in the community garden.

11. Date and venue of next meeting: Tuesday 12th January 2027, 19:00 hrs, venue TBC.