



AGENDA

Elsea Park Community Trust - AGP

Thursday 6th June 2024 – 18:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
18:00	1	Welcome and Apologies MM
18:05	2	Actions from the previous meeting 2nd May 2024 MM
18:20	3	Management Report GP
18:40	4	Finance Report GP
18:55	5	AGP WM
19:15	6	Developer's Report ST
19:30	7	Directors Items All
	7a	Portfolio allocations MM
19:40	8	Any Other Business All
20:00	9	Date of the next meeting: To be discussed MM/All



ACTIONS FROM THE PREVIOUS MEETING

Item	Action details	Actioner	Closed
3.4	PF to liaise with the S106 Officer to discuss acceptable amendments.	PF	<input type="checkbox"/>
6.5.3	WM will be preparing a Programme of Use.	WM	<input type="checkbox"/>
10.5	Revamping and modernising The Trust's website update.	AM	<input type="checkbox"/>

Elsea Park Community Trust Board Meeting Minutes Thursday 6th June 2024

Present:	Michael Marren	MM	Owner Director (Chair)
	Simon Free	SF	Owner Director (Vice Chair)
	Asif Mahmood	AMah	Owner Director
	Anna Machnik	AMac	Owner Director
	Gary Thomas	GT	Owner Director
	Andrew Higgins	AH	Owner Director
	Nigel Eveleigh	NE	Bourne Town Council Representative
	Paul Fellows	PF	South Kesteven Representative
	Peggy Kent	PK	Resident Director
In Attendance:	Graeme Parrott	GP	Trust Manager
	Emma Sturman	ES	Admin Assistant
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	<p>1.1 Apologies were received from Simon Temporal and Barry Cook.</p> <p>1.2 MM welcomed everyone to the meeting and thanked them for attending.</p>		
2.	DECLARATION OF INTEREST		
	<p>3.1 INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.</p> <p>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 is required to declare the nature and extent of this 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).</p>		
4.	ACTIONS FROM THE PREVIOUS MEETINGS		
	Action Details	Actioner	Closed
	<p>3.4 PF to liaise with the S106 Officer to discuss acceptable amendments.</p> <p>PF is awaiting a response. The initial suggestion was that a Deed of Variation may be needed but this will be confirmed.</p>	PF	<input type="checkbox"/>
	<p>6.5.3 WM will be preparing a Programme of Use</p> <p>Due to the outcome of the meeting with the FA this will now need to be amended. Further discussion of FA meeting in point 7.3. An update is awaited.</p>	WM	<input type="checkbox"/>
	<p>10.5 Revamp and modernising The Trust’s website update.</p> <p>AM Hopes to have something to show at the next Board meeting, she would like to get some photos of the venue in use. GP suggested she speak with the events team as they may have some suitable photos for the website.</p>	AM	<input type="checkbox"/>

5.	MANAGEMENT REPORT		
	<p>5.1 GP sent the Management Report ahead of the meeting and gave the following updates:</p> <p>5.2 MM asked how the groundsmen are getting on with the newly purchased Electric Mower. GP explained that it is currently a trial and appears to be going well, given that the electric mower is much better for the user as it reduces noise and vibrations GP feels this is the correct way going forward if the trial is successful.</p> <p>5.3.1 The work at Welland Drive is now complete with a little tidying up required before the shrubbery is planted. It took longer than expected as additional materials were required with long delivery times.</p> <p>5.3.2 The sited Stone bench needs to be moved back on its plinth as it currently looks uneven.</p> <p>5.4 There is a fault with the glazing at the AGP Pavilion. They are still within the guarantee time and the company has been contacted.</p> <p>5.5 The Auditors are in the office for 2 days this week, their report will follow.</p> <p>5.6.1 Jubilee play area. The CCTV has now been fitted. Control over the live streaming will be passed to The Trust as of Monday.</p> <p>5.6.2 Tilia Homes are to safety check the play equipment in accordance with ROSPA although the concern is that they are using the same company that supplied the equipment. An independent assessor would be preferable.</p> <p>5.6.3 Children are already getting into the play area despite the fencing and are using the area as intended so no action is needed.</p> <p>5.7 GT asked about the footpath connection between Taylor Wimpey site and Barratt Homes site. GP explained that when the developers bought the land from Tilia Homes they did not take on the ditch. Barratt Homes may be prepared to bridge the ditch and it is expected that Taylor Wimpey will surface it.</p>		
6.	FINANCE REPORT		
	<p>6.1 BL sent the new Xero layout finance reports to the Board prior to the meeting and explained the variances.</p> <p>6.2 MM expressed that it took time to understand the information provided. GP explained that it takes a lot of time to compile the information for the old style report as the spreadsheets extract the figures from the trial balance. AMac suggested that the explanation of the report is very helpful.</p> <p>6.3 MM asked how the chasing of the bad debtors is going and what further action may be required. GP informed the board that the account will always be settled as a property cannot be sold without consent which will not be given if there is an outstanding debt. An idea is to consider employing a temporary employee with experience of debt collecting to take further action with this.</p>		
7.	AGP		

	<p>7.1 The report from the Football Development Officer (FDO) was distributed to directors ahead of the meeting.</p> <p>7.2.1 GP explained that FDO is trying to increase hires through the summer months. As the football season has ended there is very little update required.</p> <p>7.2.2 A group who has hired the facility previously is hiring again to put on children's activities through the summer. It has been agreed that The Trust will pay for some places so that children from the development can join in.</p> <p>7.3 GP & MM have attended a couple of zoom meetings with the Football Association to discuss issues with costings and the running of the AGP. These meetings did not provide any solutions, only further questions, which a response is awaited. A further meeting is scheduled for the beginning of July. GP expects to be able to provide a further update at the next board meeting. Action GP</p> <p>7.4 GP suggests putting the price increases in place now. MM agreed. Action GP</p>
8.	DEVELOPER REPRESENTATIVE REPORT
	ST sent his report to GP and MM ahead of the meeting but this had not been seen by other Board members. This will be distributed with the minutes of the meeting for viewing. In ST's absence and Board members not having seen his report, the report was not discussed.
9.	DIRECTORS ITEMS
	<p>MM asked for volunteers for the portfolios that had been discussed at the last meeting. The outcome was</p> <p>Amah Communication, AMac Website, SF Building extension, MM AGP, PK Picnic in the Park, GT Volunteers groups AH Finance.</p> <p>Any director who wishes to help out on any of the portfolio is welcome to do so.</p>
10.	ANY OTHER BUSINESS
	<p>10.1.1 PK informed the Board that everything is now in place for our Picnic in Park event on 29th June.</p> <p>10.1.2 The food bookings go live on 10th June until 21st June.</p> <p>10.1.3 Volunteers are asked to arrive at 10:30am.</p> <p>10.2 PF mentioned that the D Day event is on tonight at the Memorial in town at 9pm. He also mentioned that there is to be a picnic and car show event on Father's day on the Wellhead Field.</p>
10.	DATE OF NEXT MEETING
	The date of the next meeting will be 11 th July 2024.



There being no further business, the meeting closed at 19:20 hrs.



Manager's Report June 2024

Admin

In conjunction with the new compliance software three members of the team have completed formal online training regarding management as a responsible person for:

- 1.Fire Extinguishers
- 2.Emergency lighting
- 3.Commercial Fire alarms

The software goes live on 3rd June 2024.

Grounds

The hard Landscaping at Welland Drive POS improvement work is nearing completion when the grassed area will then be reinstated and shrub planting commenced.

The new electricity Supply to Wake Ponds is targeted for the work to take place for 5th to 7th June with The Trust's electrician making the final connection on 12th June. We can then move onto the arrangement to get the fountain heads replaced.

A new cutting deck has been purchased for the Husqvarna Ride on mower after cracks were discovered in the mounting brackets of the current cutting deck. The old deck will be kept for spare parts.

The Trust has purchased their first battery powered pedestrian mower this is a Stihl commercial grade mower. The benefits of battery power are many, including less noise and hand arm vibration for the user and reduced emissions which is better for the user and the environment.

The Centre

Improvements are continuing in the kitchen area of the Community Centre. Additional shelving has already been added and a new hand wash sink is currently being installed. The new layout arrangement will allow an improved bar display for the Centres Events Team.

AGP

Issues have been discovered with the glazing frames at the AGP Pavilion, these are covered by a 10-year frame guarantee and a claim has been raised with the company responsible.

Two meetings have been held with Lincs FA and the Football Foundation regarding the current trading figures at the facility, with expenditure currently higher than forecast, the Foundation are looking into solutions to assist The Trust resolve this situation.



FDO Update 3rd June 2024

We finally finished another footballing season towards the end of May, but not one to have time off we have already filled Tuesday and Thursday nights with adult footballers who cannot get a space during the winter. In just over three weeks now the Football Fitness Squad have over 50 participants wanting to get fit over the summer, the age range is from 22 – 58 years young and are still growing. We are looking to merge with other smaller groups from Saturday and Sunday players to possibly form a fun football league, hopefully more news next month on this.

Wayne McPherson
Football Development Officer

Tilia Homes Limited – Elsea Park Development Update 5/6/2024

- Road adoptions –

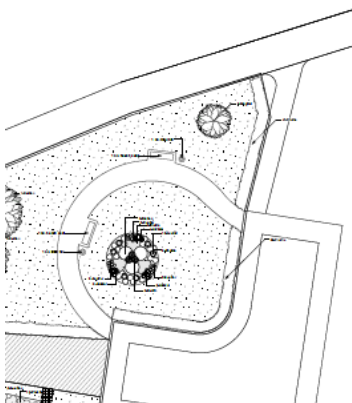
Please see the plan below which identifies the zones the adoptable roads fall under on Elsea Park:



Update by Zone:

- **Zone 1 (Green Roads)** – Awaiting confirmation all streetlamp issues have been resolved and awaiting street light test certificates. Once received the adoption process with Lincs Highways (LCC) will continue. There have been some further issues highlighted during the adoption process and these are being resolved. *Adoption Manager currently on annual leave. Further update in July 2024*
- **Zone 2 (Yellow Roads)** – All roads have been adopted in this area
- **Zone 3 (Green Roads)** – Street light certificates and ‘As Built’ drawings submitted to LCC. Working with LCC to complete adoption. There have been some further issues highlighted during the adoption process and these are being resolved. *Adoption Manager currently on annual leave. Further update in July 2024*
- **Zone 3 Community Centre (Green Roads)** – Core testing now complete and street light test cert and ‘As Built’ drawings submitted to LCC. Awaiting next steps to put roads onto maintenance for a year before adoption. *Adoption Manager currently on annual leave. Further update in July 2024*
- **Zone 4A - (Newton Abbey Way & The Ridings) (Light Green Roads)** – Submitted planning information and ‘As Built’ drawing to LCC. All remedial works for this area are complete. LCC processing agreement for adoption. *Adoption Manager currently on annual leave. Further update in July 2024*
- **Zone 4B - (Haydock Park Drive)(Light Green Roads)** – Street light issues to be resolved. Cannot progress adoption until Zone 4A adopted
- **Zone 5 (Light Blue Roads)** – All roads now surfaced. Core tests have been completed by LCC. Targeting to have most of the legal agreements in place by the summer 2024, so the roads can go onto the year’s maintenance period with the Developer, before LCC adopt
- **Zone 5 Linear Park Cycle paths** – Surfacing of footpaths on the Zone 5 linear park cycleway have been completed
- **Zone 5 Cycle Path that runs along Spinney** – This area will not be surfaced at the same time as above. Tilia have some issues with streetlights to resolve and water ponding near Jubilee Green, solution designed and agreed with Trust. Contractor instructed and awaiting dates for works to start
- **Zone 9 roads** – No dates yet when the road surfacing will start although targeting to be completed by July 2024

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- **Zone 9 Linear park five link footway** – Planning has now been obtained for the linear park connection between Zone 5 and Zone 9. Tilia have resolved the issues with Cadent. Tilia contractors have started preparation for groundworks by spraying off vegetation. Awaiting dates when the works to start re-levelling and installing the footpath can start – Targeting June/July 2024
- **Zone 5 visitors parking bays** – Works completed in May 2024 including all soft landscaping and knee rail remedials. All Tilia Homes works completed
- **Landscaping around Zone 5 (6)** – Area still being maintained by Tilia Homes. Tilia are monitoring the establishment of the grass in this area. Tilia’s landscaper has carried out further treatment to the grassed areas during May 2024. Tilia will liaise with the Trust in relation to potential handover inspection dates in June 2024. Tilia have now completed all tree planting and tree works to this area
- **Zone 5 Play area** – Unfortunately due to large scale vandalism the play area has been closed until CCTV is installed. All repairs in the play area have now been completed, a new ROSPA report was obtained in April 2024. The Trust have installed one camera and the next one will hopefully be installed in due course. Once second CCTV camera installed the play area will be opened
- **Zone 5 (6) LAP and landscaping (Old Compound)** – All Tilia works have now been completed in this area.



- **Zone 9 play area** – All drainage works completed and area turfed. Unfortunately, we will not be able to open the play until the connecting footpaths are installed. Awaiting dates for footpath connection works to start. Targeting June/July 2024
- **Zone 9 POS completion** – Tilia have now gained permission from Cadent to carry out the footpath works. Tilia have started prepping the area for groundworks by spraying off the vegetation. The soft landscaping won’t be completed until the hard landscaping is complete. There is also an area of POS that needs to be re-landscaped. Whilst the area may be re-levelled. It is likely any re-seeding will be carried out in September 2024
- **Footpath on Linear park/Linear Park** – Planning has now been obtained for the linear park connection between Zone 5 and Zone 9. Tilia have resolved the issues with Cadent. Tilia contractors have started preparation for groundworks by spraying off vegetation. Awaiting dates when the works to start re-levelling and installing the footpath can start – Targeting June/July 2024
- **Orgrey pond** – The Trust have accepted maintenance handover of this area and all Tilia works have now been completed

- **Legacy land transfer** – The land transfer has been agreed in principle between Tilia and the Trust. Further improvements to the plans to take into account new areas being handed over in the coming months are being processed by Tilia’s consultants. There has been issues with obtaining historic ‘As built’ plans to finalise the transfer plans which has delayed the progress of this item
- **Ditch works** – The ditches are now being maintained by the Trust. Tilia still have some safety grilles that appear to have been stolen to replace on some of the culverts. These are being manufactured and installation has been delayed. Unfortunately, the contractor has faced delays in completing this work and we are now awaiting new dates for completion
- **Bourne Community Centre parcel** –Maintenance of the communal area landscaping is carried out by the Trust

(Please note all timeframes may change as they are dependent on a number of factors such as weather/wet ground conditions etc)