



**AGENDA**  
**Elsea Park Community Trust Board Meeting**  
**Thursday 2<sup>nd</sup> March 2017 – 19:00**

**Venue: Meeting Room, The Centre @ Elsea Park**

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<b>Time</b>	<b>Item</b>	
<b>19:00</b>	<b>1 Welcome and Apologies</b>	<b>JB</b>
<b>19:05</b>	<b>2 Minutes from previous meeting held on 2<sup>nd</sup> February 2017</b>	<b>JB</b>
<b>19:15</b>	<b>3 Matters arising from the Minutes</b>	<b>All</b>
<b>19:25</b>	<b>4 Management report</b>	<b>BC</b>
<b>19:40</b>	<b>5 Finance Report</b>	<b>BL</b>
<b>20:00</b>	<b>8 Directors Items</b>	<b>All</b>
<b>20:15</b>	<b>7 Any Other Business</b>	<b>All</b>
<b>21:00</b>	<b>8 Date of the next meeting: Thursday 6<sup>th</sup> April 2017</b>	<b>All</b>

**Elsa Park Community Trust Board Meeting Minutes  
Thursday 2<sup>nd</sup> March 2017**

<b>Present:</b>		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
James Fordham	JF	Owner Director
Jane Whitehead	JW	Owner Director
Sywester Rzeminski	SR	Owner Director
Cllr Robert Reid	RR	SKDC Representative
Cllr Paul Fellows	PF	Bourne Town Council Representative
Peggy Kent	PK	Resident Director
<b>In Attendance:</b>		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Administration Officer

The meeting opened at 19:00

### 1. Welcome and Apologies for Absence

INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.

1.1 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, declared the nature and extent of his interest (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).

1.2 It was noted that none of the Interests disqualified any of the directors present from forming part of the quorum of, or voting at, the meeting.

1.3 JB welcomed everyone to the meeting and thanked them for attending.

1.4 Apologies for absence had been received from Duncan Ashwell, Joanne Derrick and Dan Browne.

### 2. Minutes from the Previous Meeting Held on 2<sup>nd</sup> February 2017

The minutes of the previous meeting were reviewed and accepted as a true record of that meeting.

### 3. Matters arising from the Minutes

3.1 PK was registered as a director at Companies House on 2<sup>nd</sup> February 2017.

3.2 NS appreciated the Board's decision to part fund the Youth worker.

3.3 A 'Speed Kills' message has been included on the front page of the newsletter.

3.4 A meeting had now taken place with the Beaver, Cub and Scout groups. An agreement has been reached for the Scouts to move from The Red Hall to The Centre, and for all three groups to hold their meetings on a Monday evening. The charges for the use of the hall by the groups had now been set for the next two years.

#### **4. Management Report**

BC provided the following updates to his written report:

4.1 Couplands have agreed to reinstate the damage caused to the adjacent grass by their plant and machinery when the basketball area was being extended.

4.2 A complaint had been received from a member asking why Christmas trees have been planted at only two entrances to the development. BC had advised that it was because the land was not yet in the ownership of The Trust and that the reinstatement work required before the land is taken on might damage the trees.

4.3 No further communication had been received regarding the land transfers.

4.4 The Town Clerk had cancelled the meeting with BC this week so the expected update had not been received. JB asked about the plans to re-site the bus stop across the A151 if required, and BC replied that both sides of the road would be surveyed in case GTC did not approve the works over the low pressure gas pipe line between roundabouts three and four.

#### **5. Finance Reports**

5.1 BL presented the accounts and explained the variances were mainly due to corrections made to the accounts in preparation for year end. There were a number of closed customer accounts with balances where a refund had been given to the members but no credit had been applied to the individual account on SAGE.

5.2 There were two items of expenditure which had resulted in large variances, these being the invoice for the new Articles of Association and the repairs to the badger proof fencing.

#### **6. Directors' Items**

There were no Directors Items.

#### **7. Any Other Business**

7.1 JF gave a brief update on the sports pitches. He advised he had emailed DB and AS at Kier and is awaiting a reply. The new Masterplan has been submitted to SKDC and a decision is expected by 22<sup>nd</sup> March 2017. RR asked if JF could advise if no response is received as RR will hasten it.

7.2 BC advised that Kier may be planning to change the profile of the amenity land to the north of The Spinney if it is not required for a sports pitch.

7.3 PF said that an application for a skate park behind the football club in Abbey Lawns has been submitted but that a decision had yet to be reached.

7.4 PF advised he will be the next Mayor of Bourne and hopes to use the opportunity to organise some events that might strengthen connections between Elsea Park and other areas of Bourne.

7.5 JB has seen news reports stating that the FA has received strong revenues over the past year which might mean that funds will be available for the 3G facility.

7.6 PK mentioned that some residents are helping to resolve the dog fouling problems.

7.7 BC advised that a replacement desktop computer had been purchased for use by the Admin Assistant as the existing computer was being very problematic and constantly fails when downloading updates. The old computer will be sanitised and reformatted for possible use by the Youth groups.

7.8 BC asked RR if he could advise why a play park was not encompassed in the Section 106 agreement relating to the proposed housing development on South Road. BC added that he had read in the local press that a commuted sum was being given by the Developer towards improving the play area at The Wellhead, but could not understand why a Local Equipped Area for Play (LEAP) was not been provided for the large number of homes that had been built or were being built across the A15 from Elsea Park. RR responded saying that smaller developments may not require play areas, but BC said many Elsea Park residents felt it unfair that families in those homes relied on the provision of the play areas within Elsea Park but that neither they nor SKDC contributed in any way to the upkeep of those facilities.

7.9 BC informed the meeting that the ditch along Tennyson Drive is to be flailed mowed and that the contractor carrying out the work will letter drop the residents in Tennyson Drive who will be affected by the work. Two quotes have been received, and the work was awarded to Fen Ditching.

7.10 BC proposed that before the Public Open Space in Zone 8 is transferred to The Trust it might be worth seeing if any of the existing farm buildings could be retained and developed for use by the community (for instance as a Scout hut, educational facilities, or workshops etc). All present felt this was a very good idea and should be pursued nearer the time.

RR said that the Trust should be able to apply for a Community Projects Fund Grant for that type of project and that he would give any such application his full support.

7.11 RR advised that there is land in Cherry Holt Road designated for Industrial use which should promote prosperity and employment in the Bourne area.

7.12 JB advised he will be organising a budget meeting for later this month and asked if any directors would be able to attend. RR felt that all directors should be involved if they were available. JB will circulate some dates for consideration.

**Action: JB**

## **8. Date of next meeting**

The next meeting will take place on Thursday 6<sup>th</sup> April 2017. There being no other business, the meeting closed at 20:45

**Report to: Elsea Park Community Trust Board**

**Date: Tuesday 28<sup>th</sup> February 2017**

**Subject: Management Report**

**From: Barry Cook – Community Trust Manager**

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### **1. Extension of the Tarmac Surface on the Play Area Adjacent to The Centre**

The third quote was received and was not competitive so the job was awarded to A. Coupland (Surfacing) Ltd. Work commenced on Monday 27<sup>th</sup> February and is expected to last approximately one week. Once complete, Peter will need to reinstate the area that has been damaged by the contractor's plant (the quotes did not include reinstatement, which we wanted to control ourselves).

### **2. Christmas Trees**

Two Blue Spruce trees have now been purchased and planted at the Tilia Way and The Gables entrances. Further trees will be planted at the entrances to Oak Spring Gardens and Bourne Heights when the land has either been legally transferred to The Trust or is in a suitable condition for us to take it on ahead of legal transfer.

### **3. Land Transfers**

Kier: I await confirmation from Kier on the requirements for badger-proof fencing in some of the areas where the fence is in poor condition along with their proposals on the transfer of some of the areas that need little remedial work.

David Wilson: DWH have recently undertaken the drainage works on Little Garth that we insisted on before transfer takes place. The agreed remedial work required on the play area on Great Leighs has not yet been carried out.

Bovis Homes: Bovis have been in touch regarding the transfer of the Badger Lane play area and a number of verges and small parcels of land on their section of the development. I expect a meeting on site with them to clarify some of the issues that we have raised.

### **4. Proposed Bus Stop**

There has been no further progress with the bus stop. I expect an update next week at my monthly meeting with the Town Clerk.

### **5. Play area at Oak Spring Gardens**

I met the TW surveyor at the new play area last week and we have agreed the extent of the wet pour safety surfacing required at the first play area. I've also requested that with the second play area being so close to it that it be laid out in a manner that will facilitate imaginative play.

## **6. Grass Cutting**

The first cut of this year will soon be upon us and CGM will be undertaking “cut and collect” on the amenity areas every two weeks. The verges on Raymond Mays Way will continue to be fly cut (as is the norm).

Now that LCC Highways are no longer cutting the verges on a regular basis, I have agreed with Bourne Town Council that we will cut the grass to the east of the A15 from the 30MPH limit sign to the bus shelter every two weeks. Under a reciprocal arrangement, The Trust will get an equivalent number of hours of litter picking and the like within Elsea Park from an SKDC employee funded by Bourne Town Council.



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