



**AGENDA**  
**Elsea Park Community Trust Board Meeting**  
**Thursday 3<sup>rd</sup> August 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 6<sup>th</sup> July 2017</b>	<b>JB</b>
<b>19:15</b>	<b>3 Matters arising from the Minutes</b>	<b>All</b>
<b>19:30</b>	<b>4 Management report</b>	<b>BC</b>
<b>19:45</b>	<b>5 Monthly Finance Report</b>	<b>BC /BL</b>
<b>20:00</b>	<b>6 Directors Items</b>	<b>All</b>
<b>20:15</b>	<b>7 Any Other Business</b>	<b>All</b>
<b>20:45</b>	<b>8 Date of the next meeting: Thursday 7<sup>th</sup> September 2017</b>	<b>All</b>

**Elsa Park Community Trust Board Meeting Minutes  
Thursday 3<sup>rd</sup> August 2017**

<b>Present:</b>		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Jo Derrick	JD	School's Representative/Owner Director
Cllr Paul Fellows	PF	Bourne Town Council Representative
<b>In Attendance:</b>		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin 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 have been received from Duncan Ashwell, James Fordham, Sylwester Rzeminski, Robert Reid, Peggy Kent and Dan Browne.

### 2. Minutes from the Previous Meeting Held on 6<sup>th</sup> July 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 Item 6.2: JB asked if a job description has been produced. BC replied that JF was preparing this ready for BC's meeting with Reed next week.

**Action JF**

3.2 Item 6.3: JB asked if there were plans to get a magnetic sign for the new van bearing the Elsea Park Logo. BC said that the supplier had advised against a magnetic sign and BL agreed to investigate permanent vinyl signage.

**Action BL/BC**

3.3 Item 7.1: JB enquired if there was an update on the interactive speed sign. BC reminded JB that it had been decided at the previous meeting that we should wait until a sign incorporating a camera was available. However, BL's research had revealed that it would be some time before this was on the market and that the anticipated retail price would be much more than we wanted to spend. In light of this, it was decided that The Trust would purchase an interactive sign that would record speed only.

**Action BL**

3.4 Item 7.6: JB asked if there had been any further developments regarding the Fish & Chip van. BC said that the owner had not been back in contact with him.

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

BC gave the following updates on his report:

4.1 The pedestrian link between Salisbury Gardens and South Road is now open, but BC felt that the aggregate that had been used was too large on some sections of the path. Kier had also noticed this issue, and had advised that they might get a section of the path re-laid. PE has started the landscaping and had received some favourable feedback from residents.

4.4 Streetscape completed the Fibrefall installation in the LEAP and NEAP adjacent to The Centre today and had also undertaken remedial work on the matting at the Oak Spring Gardens play area.

4.7 The LED lighting was installed in Hall A today. The contractor will be fitting new emergency lighting in Hall B next week and will be removing the old light fittings in both halls on Sunday 6<sup>th</sup> August. The installation of additional 13 Amp sockets on either side of the hall divider will complete the electrical work in both halls.

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

5.1 BL advised there was no Operational Budget report this month; the June report had been presented at the meeting held in July, and the July figures had not yet been reconciled.

5.2.1 BL informed the meeting that the second payment reminders had been sent out and that a number of recipients had responded and settled their debt either in full or made a part payment and set up a direct debit. The additional costs incurred setting up the direct debits after the deadline were met by the debtors themselves.

5.2.1 BL presented a debtor analysis showing 3.77% of accounts remain unpaid. BL will be initiating court action in some cases and approaching the mortgage provider for settlement in others.

**Action BL**

## **6. Directors' Items**

### **6.1 Sport Pitches**

6.1.1 JB advised he had received an email from DB proposing some dates for a meeting in September and that DB felt that some of the initial work could be carried out via email ahead of the meeting.

**Action JF**

## **7. Any Other Business**

7.1 BC advised he had been asked to attend a meeting set up by a resident to discuss problems being experienced by some residents regarding with the build quality of their new homes. Unfortunately, the meeting was cancelled but has been rearranged for Wednesday. JB and MM both expressed an interest in attending.

**Action: BC/JB/MM**

7.2 PF expressed his thanks to Trust staff for allowing the Bourne in Bloom judges to visit Elsea Park Meadows. He added that a good rapport was established between PE and the lead judge.

7.3 PF gave an update on the Bourne Town Council's position regarding the Local Plan. There are concerns that the two areas for development do not take into account that the local schools and medical facilities are full to capacity and no further infrastructure improvements are planned. Bourne Town Council will be putting forward their objections, which have to be submitted by 11<sup>th</sup> August 2017.

7.4 JB has sent an email to all directors regarding staff pay and will try arranging a meeting to be attended only by directors.

7.5 JB advised he would like to expand The Trust's webpage to include 'On-going issues' to update residents with information on play areas, parking and roads issues, and any other topical subjects.

**Action BC**

7.6 JB has said that he will prepare "View from The Chair" for the next newsletter.

**Action JB**

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

The next meeting will take place on Thursday 7<sup>th</sup> September 2017.

There being no further business, the meeting closed at 20:00.

**Report to:** Elsea Park Community Trust Board  
**Date:** Monday 31 July 2017  
**Subject:** Management Report  
**From:** Barry Cook – Community Trust Manager

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### **1. Pedestrian Link between Salisbury Gardens and South Road**

Kier have now laid the path which is already being well used. Although the solar lighting bollards have yet to be installed, I have been in touch with Kier and sought permission to commence the landscaping works. PE has already started cutting back some of the trees and has sprayed the area prior to ordering new topsoil.

### **2. Proposed Bus Stop**

The meeting scheduled for last week was cancelled at short notice by LCC. Ian Sismey will advise when the meeting has been rescheduled.

### **3. Land Transfers**

Barratt David Wilson Homes have commenced the remedial works and their contractors are now visiting site every two weeks to cut the grass. Little Garth is progressing well, but extensive work is still required on the play area on Great Leighs and the drainage structures

### **4. Installation of Fibrefall on the LEAP and NEAP at The Centre**

The Fibrefall order has been placed and should be in situ by mid-August. The installation team will also be carrying out the remedial works on the safety matting at the new Oak Spring Gardens play area.

### **5. Play Ares Inspections**

In anticipation of the transfer of the Great Leighs, Oak Spring Gardens, and Badger Lane play areas to The Trust later this year, they will be inspected towards the end of August when all the play areas we currently own are subject to their annual Safety Inspection. I have also arranged for the new play areas to be covered by our Public Liability insurance.

### **6. Van**

A used Ford Transit Custom was purchased by The Trust on Thursday 13<sup>th</sup> July.

### **7. LED Lighting**

The new LED lighting was installed in Hall B on Thursday 27<sup>th</sup> July, with Hall A's lights scheduled for replacement on Thursday 3<sup>rd</sup> August 2017.