



**AGENDA**  
**Elsea Park Community Trust Board Meeting**  
**Thursday 7<sup>th</sup> March 2019 – 18:00**

**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 7<sup>th</sup> February 2019</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>19:50</b>	<b>5 Monthly Finance Report</b>	<b>BL</b>
<b>20:15</b>	<b>6 Grounds Maintenance</b>	<b>BC</b>
<b>20:30</b>	<b>7 AGP Project</b>	<b>BC</b>
<b>20:50</b>	<b>8 Grounds Maintenance</b>	<b>JB/BC</b>
<b>21:10</b>	<b>9 Directors Items</b>	<b>All</b>
<b>21:25</b>	<b>10 Any Other Business</b>	<b>All</b>
<b>21:45</b>	<b>11 Date of the next meeting: Thursday 4<sup>th</sup> April 2019</b>	<b>All</b>

**Elsea Park Community Trust Board Meeting Minutes**  
**Thursday 7<sup>th</sup> March, 2019**

<b>Present:</b>		
Michael Marren	MM	Owner Director (Vice Chair)
Peggy Kent	PK	Resident Director
Mark Underwood	MU	Owner Director
Robert Reid	RR	SKDC Representative
Debbie Keeffe	DK	School Representative
<b>In Attendance:</b>		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer

The meeting opened at 18:00

### 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 is required to declare the nature and extent of this 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 MM welcomed everyone to the meeting and thanked them for attending, adding that apologies had been received from Jono Brough and Paul Fellows.

1.3 MM extended a special welcome to DK at this, her first meeting as the representative of Bourne Elsea Park Church of England Primary Academy and asked all present to introduce themselves.

### 2. Minutes from the Previous Meeting Held on 7<sup>th</sup> February 2019

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

### 3. Matters arising from the Minutes

There were no matters arising.

### 4. SKDC updates

RR updated the Board on the following items:

4.1 Bourne Heights Footpath. As BC has commented in his management report, we are waiting for Kier to submit the reserved matters application to SKDC.

## 4.2 Artificial Grass Pitch (AGP).

4.2.1 RR has pursued the Director, the Chair and the Planning Officer to try and ensure planning permission is approved before the 21<sup>st</sup> March 2019 (when the Football Foundation Grant Window closes).

4.2.2 RR advised the AGP now requires an acoustic fence along sections of its northern and western boundaries.

## 4.3 Bus Stop.

4.3.1 RR has met with Councillor Richard Davies, the Portfolio Holder for Highways and Transport regarding building the bus stop on Raymond Mays Way (near the Coop) and reducing the speed limit from 60mph to 50mph. This would remove the requirement for bus laybys to be built (at a cost of around £65k each) as these are only needed on national speed limit roads. Cllr Davies's response was that agreeing to a reduction in the speed limit was unlikely, but he promised to include BC in any communications regarding this issue.

4.3.2 BC said that he had subsequently received a telephone call from Jeannie Gibson at LCC who said she had been asked to look into the matter on behalf of Cllr Davies and was contacting The Trust to share of the results of her investigations. She advised that:

- Strategic planning for public transport does not support services that are routed along the periphery of housing developments; data gathered over the long term indicates that such routes are little used and are therefore unsustainable. To be viable, public transport needs to run through, rather than around large housing developments such as Elsea Park.
- Highways and Transport would not promote the provision of bus stops along Raymond Mays Way because if the take up was low, any bus operator would be likely to discontinue services on that route.
- She felt the Archer speed survey that had recorded an average speed of approximately 50mph in both directions over a five-day period had been undertaken on the wrong section of Raymond May's Way. She suggested that had the survey equipment been located between The Gables and Musselburgh Way roundabouts (rather than The Gables and the A15 roundabouts) that vehicles might reasonably be expected to have been driving faster on this longer section of road.

4.3.3 BC said that he could understand the reasoning of the first two points but explained that the Archer Survey had been undertaken long before the bus stops were being considered. The survey was primarily to ascertain the speed of traffic by the entrance to the conservation area and the equipment had been sited accordingly. He added that it had been the Highways Officer who had suggested that the average speeds that had been recorded might bolster the case for a reduction in the speed limit.

4.3.4 BC wondered if the provision of a shuttlebus should be revisited, particularly as the development is much larger now. A pilot scheme using a contractor to provide the service could be considered, and if a bus was eventually purchased, it might also be used to support other activities that are of benefit to residents.

4.3.5 BC pointed out that there are still reserves available in the Green Transport Fund to kick-start any trial, and to cover the initial cost of a vehicle if the trial proves successful.

4.3.4 It was agreed that a working group should be set up to investigate the shuttle bus to include PK, RR and DK, but that this should wait until after Newton Abbot Way is open along its entire length (which is expected to happen this summer).

**Action PK/RR/DK**

4.4 SKDC Visit. Rights of Way officers from SKDC are due to visit Elsea Park to check the public footpaths on the development including the diversion of the main footpath along the western edge of Wherry's Spinney on to the new tarmac cycle path.

4.5 Planning meeting.

4.5.1 RR informed the Board of a planning meeting to be held 27<sup>th</sup> March 2019 at The Centre, which will discuss the remaining zones on Elsea Park and also focus on the provision of better links through the development.

4.5.2 Attendees are expected to include the planning officers, representatives from the developers and the Landowners Trust, RR, MM and BC.

**Action RR/MM/BC**

4.5.3 BC showed the Board the current Masterplan and indicated all the public open space that will eventually be transferred to The Trust.

4.6 Street Lighting: RR has contacted LCC (but has yet to receive a reply) regarding BC's suggestion that The Trust might want to reverse and halt the further roll out of Part Night Lighting in view of the recent announcement by LCC that the lights could be turned back on if communities were happy to cover the costs.

**Action RR**

4.7 New School Classrooms.

4.7.1 An application has been received for two additional classrooms at Bourne Elsea Park Church of England Primary Academy and RR expressed his concerns regarding the parking issue.

4.7.2 DK informed the Board that there will be a meeting at the school on Monday with the plans on view. BC and MM will attend the meeting and will report back to the Board at the next meeting.

**Action BC/MM**

4.8 Wherry's Spinney

4.8.1 A planning application for ten self-build residential plots has been submitted to SKDC with access via Great Northern Gardens.

4.8.2 BC felt this would be ten further homes who would have the facilities of Elsea Park on their doorstep without having to contribute towards the costs

4.8.3 RR stated that if the plans were approved he could make representation on behalf of The Trust to ensure that a contribution is offered for the use of the facilities.

**Action RR**

## **5. Management Report**

5.1 Road Names for Zone 9 – no response has been received from SKDC regarding the views held by The Trust.

5.2 New Grounds Maintenance Equipment.

5.2.1 All the part exchange items have now been collected by Fentons of Bourne.

5.2.2 The new utility vehicle is to be delivered shortly.

5.2.3 BC felt the purchase of a replacement tractor should be considered. He explained that the existing tractor is over 30 years old and repairs, maintenance, and spares are all becoming more difficult. He added that Fentons have offered a smaller tractor on trial and would be prepared to offer a favourable part exchange for the old tractor should The Trust decide to purchase a new tractor from them.

5.2.4 All present agreed that the trial should take place and the matter be further discussed at the next Board meeting.

5.3 Cleaning and Caretaking: The new cleaning contract is working well and the standard of cleaning is much higher. It is too early to comment on the new weekend caretaking provision.

## **6. Finance Reports**

6.1 BL presented the January accounts and gave explanations for the variances.

6.2 The budget for 2019/2020 was agreed by the Board.

6.3 BL informed the Board that all the 2019/2020 annual charge invoices had been posted.

## **7. Grounds Maintenance**

7.1 BC has requested a price for the 12 months from Atonomy Landscapes but the contractors are not able to carry out the cut and collect.

7.2 BC recommends that The Trust take up the one-year extension offered by the current contractor on the proviso that:

- The contractor must keep the same team who have turned the work around.
- The current contract price is held.
- The contractor agrees to immediate termination of the contract should standards slip.

All present agreed

## **8. AGP**

8.1 BC has received tender estimates for the development of the new Artificial Grass Pitch (AGP) which are slightly higher than expected. The Football Foundation (FF) requires that the lowest tender be accepted.

**Action BC**

8.2 BC has had discussions with the planners who feel that the plans for that section of Zone 9 should include a wildlife corridor between the houses on the northern perimeter and the existing hedges / ditch.

8.3 The car park will have 94 spaces which will be adequate for the number of people using the facility.

8.4 BC said that a chain link fence will be erected to secure the car park when the facility is closed which should deter anti-social behaviour.

## **9. Directors' Items**

There were no Directors' Items.

## **10. Any Other Business**

10.1 BC relayed his conversation with JG (from Kier) regarding The Trust car park. Kier have submitted plans to develop the land between The Centre and the school and when building commences, Kier will need to "reclaim" their half of the car park that they let to The Trust (for £1.00) when the car park was laid out

10.2 Due to the Centre being used as a polling station on 2<sup>nd</sup> May 2019, the Board meeting due to be held in May will be cancelled.

10.3 RR gave his apologies as he will not be able to attend the next meeting.

## **11. Date of next meeting**

11.1 The next meeting will be held on Thursday 4<sup>th</sup> April 2019 at 6:00pm.

There being no further business, the meeting closed at 19:45

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

**Date:** 1 March 2019

**Subject:** Management Report – March 2019

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

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## **1. Land Transfers**

No further update

## **2. LED Lighting & Energy Saving Projects**

I received a query a few days ago regarding one of the documents I had submitted in support of grant claim. I have answered the query and we have been advised that the grant will be paid into our main account later this month.

## **2. Bourne Heights Footpath**

Kier are dithering over the the topo / utility survey due to costs, and my efforts to contact AS to discuss this have proved fruitless. I have sent emails and left voicemails asking him to contact me but to no avail.

Meanwhile, the contractor is standing by.

## **3. Play Areas – NEAP at The Furlongs**

I have sent the specification to a local contractor and am awaiting a quote. Meanwhile, BDWH are not returning my calls or emails to discuss replacement of the grassed kick-around area with a MUGA.

## **4. Planters**

I hope to have an update on the planters when I meet IS on Monday.

## **5. Road Names for Zone 9**

I wrote to SKDC with out collective thoughts on the new naming scheme and shared the letter with IS so that Bourne Town Council are aware of The Trust's views.

## **6. Neighbourhood Watch**

All the new coordinators are now registered with NW and I hope to have a further update for you at the meeting

## **7. New Grounds Maintenance Equipment**

I placed the order for the mower and Utility vehicle the day after the purchases we approved by The Board, and it is hoped we will take delivery by the end of March.

## **8. Cleaning & Caretaking**

The new cleaning contract is working very well, and we have a new weekend caretaker starting tomorrow (Saturday 2<sup>nd</sup> March).