



**AGENDA**  
**Elsea Park Community Trust Board Meeting**  
**Thursday 4<sup>th</sup> April 2019 – 18:00**

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

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<b>Time</b>	<b>Item</b>	
<b>18:00</b>	<b>1 Welcome and Apologies</b>	<b>JB</b>
<b>18:05</b>	<b>2 Minutes from previous meeting held on 7<sup>th</sup> March 2019</b>	<b>JB</b>
<b>18:15</b>	<b>3 Matters arising from the Minutes</b>	<b>All</b>
<b>18:30</b>	<b>4 Management report</b>	<b>BC</b>
<b>18:50</b>	<b>5 Monthly Finance Report</b>	<b>BL</b>
<b>19:05</b>	<b>6 Grounds Maintenance</b>	<b>JB/BC</b>
<b>19:20</b>	<b>7 AGP Project</b>	<b>BC</b>
<b>19:35</b>	<b>8 Directors Items</b>	<b>All</b>
<b>19:45</b>	<b>10 Any Other Business</b>	<b>All</b>
<b>20:10</b>	<b>11 Date of the next meeting: Thursday 2<sup>nd</sup> May 2019</b>	<b>All</b>

**Elsa Park Community Trust Board Meeting Minutes**  
**Thursday 4<sup>th</sup> April, 2019**

<b>Present:</b>		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Peggy Kent	PK	Resident Director
Mark Underwood	MU	Owner Director
Paul Fellows	PF	Bourne Town Council Representative
Debbie Keefe	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 JB welcomed everyone to the meeting and thanked them for attending.

1.3 Apologies have been received from Robert Reid.

### 2. Minutes from the Previous Meeting Held on 7<sup>th</sup> March 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. Management Report

BC gave the following updates:

4.1 Item 5 Neighbourhood Watch.

4.1.1 BC had invited fifteen residents, who have had all signed up as NW co-ordinators to the Neighbourhood Watch meeting along with himself and PCSO Graeme Parrott.

4.1.2 BC has created a new page on The Trust website listing all the NW schemes and providing a direct hyperlink to each coordinators sign-up page.

4.1.3 BC has set up official EPCT email accounts for all NW coordinators (using the subdomain “@nw.elseapark.co.uk”.

4.1.4 PCSO Parrott reported that there are two redundant schemes that are holding up the approval of two of the new schemes but he hopes that this will be resolved shortly.

#### 4.2 Item 7 Grounds Maintenance Contractors

4.2.1 BC reported that the grounds maintenance contract is running well despite some minor issues to be addressed.

4.2.2 BC has obtained other costs for running the contract for the next 12 months which are considerably higher than the current contractor and cut and collect is not offered as part of the service.

4.2.3 The Board has asked BC to look at quotes for a new contract commencing April 2020.

**Action BC**

#### 4.3 Item 9 Street Lighting

4.3.1 The street lighting on the roads adopted by the local authority are switched off at 12:00am each night and RR has received notification from LCC advising that for a fee of £150 per lighting column, the lights can be turned back on.

4.3.2 BC feels that the affected residents should be asked what their preferred option is, whether the lights should be turned off at midnight or left on. PF feels that the development will benefit from having the lights on throughout the night which will improve safety and security so The Trust should go ahead and pay the fee. RR said the mechanism for this has not yet been finalised.

#### 4.4 Item 10 Public Transport & Bus Stops on Raymond Mays Way

4.4.1 There was a brief discussion on the requirements for the Operator’s Licence that will be required if a shuttle bus is eventually purchased. BC will seek advice from the Butterfield Centre.

**Action BC**

4.4.2 BC will obtain approximate costs for a trial service in preparation for when Haydock Park Drive finally opens.

**Action BC**

4.4.3 The shuttle service will be discussed as a separate agenda item once the working group has discussed the matter.

**Action BL**

#### 4.5 Item 11 The Trust's VAT Position

4.5.1 Russell Moore, the VAT consultant visited The Trust for a meeting with BC and BL regarding the AGP and possibly de-registering for VAT.

4.5.2 Depending on the decision by HMRC, The Trust may be able to reclaim VAT paid on The Annual Charge going back for the last four years. The VAT would not normally be refunded by HMRC under the rules of "unjust enrichment". However, this would not be the case for The Trust because the annual charge paid by property owners was not increased by 20% when The Trust registered for VAT but rather The Trust absorbed the costs of the VAT itself.

4.5.3 Due to expenditure already incurred on the AGP project and future expenditure later this year, The Trust will not de-register for VAT but instead reclaim VAT stating specific exemptions.

4.5.4 The Trust should be able to reclaim a high proportion of VAT incurred on the AGP project with the percentage of VAT being reclaimable based on the projected variable usage. Of the facility BC provided copies of the projected pitch usage to enable RM to calculate the amount of VAT that might be reclaimed.

### 5. Finance Reports

5.1 BL presented the February accounts and gave explanations for the variances.

5.2 BL prepared a brief analysis of the annual charge that has been paid, the number of direct debits and the number of debts that remain outstanding. Over three quarters of households had paid or have a payment plan in place.

5.3 The first reminder letters will be sent out before the end of the month.

### 6. Grounds Maintenance

This has been covered in the Management Report

### 7. AGP

7.1 BC informed the Board that the planning application for the AGP had been given consent with some concessions which BC had discussed with the Board at previous meetings.

7.2 BC said that an offer of funding had been made by the Football Foundation.

7.3 It was decided to delay accepting the Football Foundation's offer until the VAT issue has been resolved.

### 8. Directors' Items

There were no Directors' Items.

### 9. Any Other Business

9.1 BC shared the original Masterplan for the development as a point of interest.

9.2 BL advised that she and BC had met with LG of Buckles solicitors who provided advice on further action to be taken to recover bad debt.

9.3 BC advised that HSBC had completed their five-year review of The Trust's trading activities and financial position (to detect any instances of impropriety or money laundering) and that The Trust had been given a clean sheet.

9.4 DK explained that the school is having a further two classrooms built due to a "bulge" in the number of children requiring school places. The Local Education Authority have reviewed all primary schools in the area and ascertained that our school is the only one that has land available to site any new classrooms.

BC raised his concerns about the parking situation especially when Kier start building the next phase of residential properties along Sandown Drive.

9.5 JB has received a complaint from a resident regarding the ground levels of the Linear Park extension to the west of Wherry's Spinney which JB and BC are investigating and trying to resolve.

9.6 JB has received an email from a resident asking if wild flowers can be planted. BC said that there are plans to plant around Ogrey Pool and that he will check with PE if other areas can be identified as suitable areas for sowing wild flowers.

9.7 JB would like a newsletter to be distributed. BC suggests having the newsletter on the website which will save money on printing and stationery although some printed copies will be produced and made available at The Centre and perhaps the Co-op for the residents who do not have computer access.

9.8 JB suggested requesting residents to submit photographs of Elsea Park as the basis of new artwork for The Centre

## **10. Date of next meeting**

10.1 The May meeting has been cancelled due The Centre being a polling station for the forthcoming local elections so the next meeting will be held on Thursday 6<sup>th</sup> June 2019 at 6:00pm.

10.2 BL advised will not be able to attend the June meeting and gave her apologies.

There being no further business, the meeting closed at 19:30

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

**Date: 1 April 2019**

**Subject: Management Report – April 2019**

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

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## **1. Land Transfers**

No further update.

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

The sum of £5,173.57 (covering 25% of the eligible costs of the project) has now been paid into our main account by BEECP. They would like to present a “giant cheque” and take some publicity photos, using The Trust as one of their case studies.

They will be visiting Elsea Park on Friday 12th April at 11.30am and I would really appreciate it if a director (or better still several directors) could come along to accept the cheque on behalf of The Trust.

## **2. Bourne Heights Footpath**

Following my recent meeting with AS (from Kier), I can confirm that they’ve now placed the order for the survey and asked the surveyor to undertake it as soon as possible. Hopefully, I’ll know the date by Thursday.

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

I’ve finally been able to have a lengthy discussion with Barratt Homes, and am disappointed to report that they will not support the delivery of the kick round area at their new NEAP as a MUGA.

The reasons given (which are entirely plausible) are twofold:

- Their customers who had already bought homes at “The Furlongs” were not expecting a MUGA and they might not like one being built.
- They are concerned that although their plans include the drainage detail for the grass kick around area, the drainage design may not be suitable for a tarmac surface. I stressed that the plans drawn up by Streetscape for the MUGA were for a permeable tarmac surface, and that the underlying sub structure should offer some amount of water storage (unlike the clay that will otherwise be there). However, Barratt have said that the drainage connections might not be available until the Zone 8 roads and associated drainage are built.

We should be mindful that Barratt Homes are providing a kick around area that they were not obliged to deliver, so I don't feel it is fair for us to push them any further.

I have now advised SKDC that we are happy to accept the plans as they stand to enable Barratt Homes to order the equipment and deliver the NEAP at the earliest opportunity.

We can consult with residents at a future date, and, if they support the proposals, apply for planning permission ourselves once we have taken legal transfer of the NEAP.

#### **4. Planters**

I understand the planters have now been made and we are waiting for them to be sited at the entrances to the development off roundabouts 2 to 4.

#### **5. Neighbourhood Watch**

I have arranged a meeting of the new coordinators tomorrow evening (Tuesday 2<sup>nd</sup> April) at 6:30pm and PCSO Graeme Parrott will be in attendance.

Eight new schemes have now been set up and mapped, and I'm hoping the remaining six will be established during the meeting (when Graeme and I will be helping those who have not yet mapped and registered their schemes do so).

At the meeting, the group will decide how and when we will publicise and launch NW on Elsea Park, meanwhile I am waiting for the Chairman of Lincolnshire NW to get in touch with me regarding street signage.

#### **6. New Grounds Maintenance Equipment**

We have taken delivery of the new equipment and it is already in use.

#### **7. Ground Maintenance Contract**

I advised CGM that The Trust will be taking up the one-year extension clause negotiated when the contract was placed. CGM were pleased to be offered the extension on the agreed terms regarding continued quality, and regular meetings have been agreed to ensure that standards are now maintained.

#### **8. Opun Design Meeting – Wednesday 27<sup>th</sup> March**

Some twenty people involved with the planning and design of the final phases of Elsea Park gathered at The Centre and were briefed by the panel chairman. MM and RR (and myself) represented The Trust.

Following a site inspection (including a visit to view the large pond and surrounding area between Zones 8 and 9 that will eventually form part of the POS) the meeting concentrated on the following main topics:

- Surrounding land parcels – areas outside zones 7 and 8 red lines that present good opportunities for proposed development to respond to (includes existing built development,

proposed development already agreed, parcels in other ownerships such as the pond and farm buildings and woodland near the school) – partly responding to these and partly discussing opportunities

- Connections and legibility – making connections to key destinations and surrounding development for pedestrians, cyclists, vehicles (including bus route) – also creating clear routes between destinations and making it easy for people to find their way around.
- Green Infrastructure, Public Open Spaces and easement design – how to respond to existing and design in new.
- Street hierarchy – establish principles for main streets, secondary streets and edge lanes (including how to front the easement).

I will share the report verbatim as soon as I receive it.

## **9. Street Lighting**

I'd like the Board to consider if The Trust should apply to LCC to ask them to "turn the lights back on" in the adopted areas of Elsea Park, and to keep them on as the next phases are adopted (rather than convert them to Part Night Lighting).

I have conducted a rough count of the lights within the Phase 1 roads; these have already been adopted and converted to Part Night, and I estimate there are 46 lights in total. The charge of converting them to LED and restoring them to all night operation would be some £6,900 providing it is undertaken during a scheduled maintenance visit.

If directors were mindful to do this, then we will obviously need to do the same with all lights as they are adopted. There have been very few complaints since the lights were converted to PN on Phase 1, but I suspect there will be many more complaints as more lights go out.

Many residents comment that they get no benefits from the fees they pay to EPCT. If The Trust were to ensure that the whole of the development remains lit throughout the hours of darkness to improve road safety and overall security for residents, they might change their view.

It would something of an own goal for us if were to find that BTC were funding the switch on of lights throughout the rest of Bourne (though I have checked with PF who thinks this is highly unlikely given the costs involved).

## **10. Public Transport & Bus Stops on Raymond Mays Way**

Following advice from various subject matter experts, it's possible that we are barking up the wrong tree to get bus stops built on Raymond Mays Way, notwithstanding that our attempts have been fruitless to date.

I'd like us to have a brief discussion on other options that might be available at the meeting, especially in regard to revisiting the Shuttle Bus option that was originally planned, and that was ruled out by a member vote at an AGM several years ago.



## **11. The Trust's VAT Position**

Bea and I are meeting with our VAT consultant on Wednesday morning. I will update everyone on Thursday evening on the progress that has been made.



**Income 2018/2019**

		2018/2019 Income Budget	Year to date Budget 01/04/2018 - 31/10/2018	Year to Date Income 01/04/2018 - 31/10/2018	Year to date Variance + / -	Remaining Budget 01/09/2018 - 31/03/2019	Full Year Budget minus Full year Income	December 18 Budget	December 18 Income	Variance + / -	January 18 Budget	January 18 Income	Variance + / -	February 18 Budget	February 18 Income	Variance + / -	Notes
<b>The Trust Income</b>																	
Annual Charge	a	-367,230	-367025.98	-379396.27	12370.29	-204.02	12166.27	-816.07	-580.85	-235.22	-612.05	-1077.64	465.59	-408.03	-736.80	328.77	
Administration Fees	b	-12,000	-11000.00	-22868.35	11868.35	-1000.00	10868.35	-1,000.00	-1400.00	400.00	-1,000.00	-1300.00	300.00	-1,000.00	-1700.00	700.00	
Other	c	-1,000	-1000.00	-6565.87	5565.87	0.00	5565.87	0.00	0.00	0.00	0.00	-216.45	216.45	0.00	-433.49	433.49	Aldermore investment interest
<b>The Trust Total income NET</b>	a	<b>-380,230</b>	<b>-379025.98</b>	<b>-408830.49</b>	<b>29804.51</b>	<b>-1204.02</b>	<b>28600.49</b>	<b>- 1,816.07</b>	<b>-1,980.85</b>	<b>164.78</b>	<b>- 1,612.05</b>	<b>-2,594.09</b>	<b>982.04</b>	<b>- 1,408.03</b>	<b>-2,870.29</b>	<b>1,462.26</b>	

<b>The Centre Income</b>																	
Proportioned Centre Costs (income)		-4,387	-4309.92	-6143.10	1833.18	-77.56	1755.62	-382.02	-538.11	156.08	-422.68	-718.45	295.77	-117.97	-314.73	196.76	
Trust Subsidy		-31,072	-22735.74	-22944.17	208.43	-8336.56	-8128.13	-1,516.98	-2205.11	688.13	-1,899.32	-1904.93	5.62	-1,889.03	-2085.28	196.25	
Avalon Bookings	d	-28,000	-25700.00	-30467.56	4767.56	-2300.00	2467.56	-2,700.00	-1981.75	-718.25	-2,300.00	-2635.33	335.33	-2,300.00	-2035.89	-264.11	
<b>The Centre Total income NET</b>		<b>-63,460</b>	<b>-52745.66</b>	<b>-59554.83</b>	<b>6809.17</b>	<b>-10714.12</b>	<b>-3904.95</b>	<b>- 4,599.00</b>	<b>-4,724.96</b>	<b>125.96</b>	<b>- 4,622.00</b>	<b>-5,258.71</b>	<b>636.71</b>	<b>- 4,307.00</b>	<b>-4,435.90</b>	<b>128.90</b>	

<b>Total Income</b>		<b>-443,690</b>	<b>-431771.65</b>	<b>-468385.32</b>	<b>36613.68</b>	<b>-11918.13</b>	<b>24695.54</b>	<b>-6,415.07</b>	<b>-6,705.81</b>	<b>290.75</b>	<b>-6,234.05</b>	<b>-7,852.80</b>	<b>1,618.75</b>	<b>-5,715.03</b>	<b>-7,306.19</b>	<b>1,591.16</b>	
<b>Total Net Budget</b>		<b>-72,824.04</b>	<b>-147984.15</b>	<b>-199625.13</b>	<b>51640.98</b>	<b>70,874.89</b>	<b>118,672.96</b>	<b>17,088.93</b>	<b>14,335.78</b>	<b>2,753.15</b>	<b>15,040.95</b>	<b>13,715.92</b>	<b>1,325.03</b>	<b>19,794.97</b>	<b>17,544.13</b>	<b>2,250.84</b>	

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