

**Elsa Park Community Trust Annual General Meeting Minutes
Monday 21st October 2019**

Present:		
Jono Brough	JB	Owner Director (Chairman)
Michael Marren	MM	Owner Director (Vice Chairman)
Paul Fellows	PF	Bourne Town Council Representative
Peggy Kent	PK	Resident Director
Robert Reid	RR	SKDC Representative
Mark Underwood	MU	Owner Director
Robert Anderson	RA	Streets Accountants
In attendance:		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer
Lynda Souch	LS	Centre Administration
Emma Sturman	ES	Centre Administration
Nikki Szwed	NS	Youth Worker
Chloe Pagan	CP	Assistant Youth Worker

The meeting opened at 7:00 pm

1. Welcome & introductions

1.1 JB welcomed all residents to the meeting and thanked everyone for their attendance. He explained that he would be covering the agenda items with the aid of a PowerPoint presentation.
Note: The presentation is attached at Annex A to these minutes.

1.2 Apologies for absence had been received from board members Dan Browne, Adam Cooke, and Debbie Keefe. Residents Mr D & Mrs G Ashwell and Mr G & Mrs C Deavin had also sent in their apologies.

1.3 JB then introduced the Directors and staff who were in attendance, adding that although an Owner Director had resigned since the last AGM, the school had appointed a new representative to fill their vacancy, so the number of directors had remained constant.

1.4 JB concluded his opening remarks by showing the agenda for the AGM, which had been included in the Calling Notice that had been sent via Royal Mail to all Owner Members.

2. Approval of the Minutes of the last AGM held on 7th November 2018

2.1 JB advised those present that the minutes of the 2018 Annual General Meeting had been available on The Trust's web site since last year and that a printed copy had also been available to view in The Trust office for some weeks. He then requested a proposer and seconder that the minutes of last year's AGM be formally approved.

2.2 It was proposed by resident Margaret Regan that the minutes be accepted as a true and accurate record of the meeting held on 7th November 2018; the motion was seconded by resident Mike White and carried unanimously.

3. Chairman's Report

3.1 JB commenced the report by saying that it would cover governance of The Trust, challenges faced by The Trust since the last AGM, and achievements that he felt had been realised.

3.2 He stressed that The Trust were always looking for new directors, particularly amongst residents who wanted to make a difference to the environment in which they live. He invited anyone who might be interested to have an informal chat with him at the end of the meeting.

3.3 Challenges

3.3.1 JB advised that despite being given many opportunities to implement improvements, the Grounds Maintenance Contractor had not been meeting the high standards specified by the contract. The board had therefore terminated the contract citing non-compliance, and the work had been brought back in house. Work will now be carried out depending on prevailing weather conditions, and to a bespoke schedule. Sub-contractors would still be used on a task by task basis for such things as major hedge and tree work and for ditch and pond maintenance of areas that are in the ownership of The Trust.

3.3.2 The Trust has worked tirelessly with LCC, SKDC, and Kier to try and get a path built to serve Bourne Heights, but it had taken much longer than expected. However, JB informed the meeting that the Decision Notice for the footpath is imminent, and it was hoped that work would commence on Monday 4th November if planning is approved by SKDC.

3.3.3 JB explained that The Trust's request to LCC Highways to lower the speed limit on Raymond Mays Way had been refused. A lower speed limit would have allowed buses to pull in at the roadside rather than requiring an engineered bus lay by (that would cost The Trust in the order of £60,000). This had caused The Board to revisit the idea of some form of shuttle bus to run within Elsea Park, and JB advised that he had created a poll on the Elsea Park Residents' Facebook page as one way of gauging everyone's views.

3.3.3.1 Resident Margaret Regan said she felt that a shuttle bus was needed, especially for the disabled and those without their own transport.

3.3.3.2 Resident Christine Gatland said that some areas like Bath Close and Salisbury Gardens wouldn't make use of a shuttle bus because they are very close to South Road and the existing public transport route.

3.3.3.3 BC agreed, but added that there were some areas of Elsea Park that were much further from any public transport links and that the needs of all should be taken in to account. There was general agreement, and it was felt that further input from potential users was required to determine the best solution.

3.4.1 JB moved on to the subject of Land Transfers and explained that there were many areas of public open space that should have been transferred to The Trust by now, but that were still in the ownership of the developers.

3.4.2 Resident Barry Billson raised concerns regarding a piece of unkempt, unfenced ditch close to his property. He said that he had been advised which developer was responsible for this piece of land (as it has not been transferred to The Trust) but when contacting them, they denied ownership and Mr Billson was told to contact another developer. The second developer also denied ownership advising Mr Billson to contact the first developer. Mr Bilson said he was disappointed by the way his enquiry had been dealt with by The Trust Manager.

3.4.3 JB told Mr Billson that BC always responded to resident's enquiries to the best of his knowledge and BC offered to discuss the matter further with Mr Billson after the meeting.

3.4.4 JB concluded the section on challenges by discussing resident engagement.

3.5 Achievements

3.5.1 JB reported that since joining The Board, Debbie Keeffe had fostered increased engagement between The Trust and the school including a competition to design posters to discourage dog fouling, arranging for the school choir to sing at the Cardiac Group's Fund Raiser, and displaying pupils' artwork on a new notice board at The Centre. For its part, The Trust had hosted the schools' Mini Police who were undertaking a project on CCTV.

3.5.2 The Thursday morning Playgroup run by resident Claire Kilday goes from strength to strength, and the number of young people attending the Youth Club had now increased to between thirty and forty each week.

3.5.3 Sixteen new Neighbourhood Watch schemes have been launched on Elsea Park, but the coordinators (all residents) have disappointingly reported that they have had very few households applying to join their schemes.

3.5.4 JB shared several slides showing energy saving improvements that had been made to The Centre and of the new fencing that had been erected round the wake ponds off the A15 roundabout.

3.5.5 The final section covering achievements was an update on the Artificial Grass Pitch project and included artists impressions of the new pavilion that will serve the facility. JB explained how the work on the pitch itself had suffered delays due to the heavy rain and a site-wide drainage design issue, but it was hoped that the latter would be resolved soon, and that work would continue apace.

4. Finance Report and Approval of Annual Accounts (Year Ending 31st March 2019)

4.1 BC presented the Profit & Loss and Balance Sheets, adding that the accounts had been shared in the Member's Area of the Website several weeks ago and that a hard copy was available to view in The Trust Office twenty-one days prior to the meeting.

4.1.1 JB asked those present if they had any questions for the auditor. There were no questions, so JB then requested a formal vote that the accounts for the year ending 31 March 2019 be approved by members.

4.1.2 It was proposed by resident Grant Luxford and seconded by resident Claire Kilday that the accounts for the year ending 31 March 2019 be approved and accepted by the members. The motion was carried unanimously.

5. Appointment of Auditors

It was proposed by resident Dave Forrest that Streets Chartered Accountants be reappointed as the Trust's auditors. This was seconded by Stuart Benjamin and carried unanimously.

BC added that The Trust had carried out a market testing exercise the previous year to ensure value for money and Streets had tendered the best quote.

Note: With finance matters concluded, RA absented himself from the meeting.

6. Questions Submitted Prior To The Meeting

No questions had been received prior to the deadline of 14 October 2019 but BC informed the meeting that an email had been received that morning with a number of observations and a question.

Q1 "Because of the lack of parking space, roads have become congested and whilst it is difficult to estimate car speed, I have been concerned about people crossing the road and being knocked down. Especially as often drivers are on the phone".

A1 BC suggested that if anyone is observed using a mobile phone at the wheel they should be reported to the police. He reminded everyone that The Trust had purchased an interactive speed sign last year that is moved around various areas of Elsea Park to indicate to motorists the speed they are driving at. The data collected shows that there is very little speeding taking place although most people feel that the 30mph limit is too high. Unfortunately, LCC Highways do not support 20mph limits in any town centres or on residential developments anywhere in the country.

Q2 "There are too many youngsters either on bikes or scooters with no helmets and/or no lights when it's dark. Last week, I saw a boy doing wheelies down the road at night with no

helmet or lights who 'crashed off'. Fortunately, there were no cars coming and he suffered no injuries".

A2 BC agreed, but suggested this was a matter for the police rather than The Trust, adding that GP from the Neighbourhood Policing team had spoken to some of the young people last week regarding the dangers of riding at night without lights.

Q3 "In the evenings, there are a lot of young people roaming the streets and so far, there have been no problems apart from the noise".

A3 BC stated there is very little The Trust can do about young people being noisy, but if genuine anti-social behaviour is being witnessed then residents should call 101. CP, the Assistant Youth Worker, advised that not all the young people who frequent Elsea Park live on the development and stated she had gone out to where young people have been gathering and has tried to encourage them to attend the Youth Club.

Q4 "Would it be possible to set up a place where young people could congregate, buy non-alcoholic drinks, play music and just chillout? There is a unit near the Co-op which has always been empty".

A4 BC said in his opinion this was not feasible for a number of reasons. The unit would need to be fitted out and furnished by whomever rented it, business rates and rent would probably cost in the order of £2,000 per month, staff would need to be employed, and the residents of Oak Spring Gardens might not appreciate a facility like this on their door step.

NS (The Trust's Youth Worker) and CP said that they are working with young people and promoting the idea of creating a Youth Council which would give the young people a voice and might encourage them to take more pride in their surroundings.

7. Any Other Business (Including Questions From The Floor)

7.1 JB invited questions from the floor.

Q5 Eric Butcher asked if The Trust knew when building will commence on the land off Sandown Drive between the school and The Centre?

A5 BC gave a brief history of the outline planning permission, which should have seen retail units built with sheltered accommodation above. However, with no commercial interest in the site (largely due to the new supermarkets that have opened in the vicinity) SKDC gave planning consent for private dwellings rather than mixed use. BC added that the northern half of The Centre car park (which is owned by Kier) will be lost to the new homes, but before they are built, the car park will be extended towards The Spinney to provide equivalent (and possibly a little more) parking. The Trust will be contributing towards the cost of the land and the planned works.

Q6 Resident David Crowson said that he is new to the area and was pleased that everyone spoke with eloquence and passion. He said that he usually cycles around Elsea park which holds up the traffic because the roads are very narrow. Mr Crowson suggested that if a shuttlebus was in operation, this might hold up the traffic even more.

A6 BC responded by saying that one of the options being considered by The Trust was a six-seater vehicle with a tail lift for wheelchairs. This would be unlikely to cause congestion, negate the requirement for The Trust to obtain an Operator's License, and would mean that volunteer drivers might be much easier to find (if that is the route that The Trust goes down).

7.2. Although there were no further questions Margaret Regan thanked those involved with Picnic in the Park for a very good day, despite numbers being down due to the weather.

7.3. PF said that the May bank holiday next year has been moved to Friday and that Bourne will be hosting a number of events to commemorate the 75 Year Anniversary of VE Day. He said he hoped that everyone might find something going on that weekend that appealed to them and that they get involved.

7.3.2 PK added that she is arranging some VE activities on Elsea Park including a 1940's style street party.

There being no further business, JB thanked everyone for attending.

The meeting closed at: 9:05 pm.



Annual General Meeting

Monday 21st October 2019





Welcome, Introductions & Apologies



Who's Who?

Owner / Resident Directors

Jono Brough (Chair)
Michael Marren (Vice Chair)
Peggy Kent
Mark Underwood

Appointed Directors

Paul Fellows (BTC)
Robert Reid (SKDC)
Debbie Keeffe (BEPPA)

Independent Auditor

Robert Anderson (Streets)

Staff

Barry Cook (Manager & Company Secretary)
Bea Laidler (Finance & Administration)
Emma Ralph (Admin / Centre)
Lynda Souch (Admin / Centre)

Peter Ellis (Grounds)
Sam O'Callaghan (Maintenance / Grounds)
Lee Giddings (Caretaker / Grounds)
Niki Szwed (Youth Worker)
Chloe Pagan (Assistant Youth Worker)

Agenda

1. Welcome, Introductions, and Apologies
2. Approval of the Minutes of the previous AGM held on Wednesday 7th November 2018
3. Chairman's Report
4. Finance Report and approval of the accounts for the Year Ending 31st March 2019
5. Appointment of auditors
6. Questions submitted prior to the meeting
7. AOB – including questions from the floor



Item 2

Approval of the Minutes of last year's AGM held on 7th November 2018



Approval of Minutes

Please raise your hand to propose that the minutes of last years AGM are a true and accurate record of that meeting before a vote is taken?

And someone to second this?

Formal vote



Item 3

Chairman's Report ***Jono Brough***



Governance

Changes to The Board of Directors

New Appointments

- Debbie Keeffe joined the Board in April as the Elsea Park School representative.

Resignations

- James Fordham resigned from the Board as an Owner Director in December.

Governance



If you have the time and motivation to want to make a difference to the area that you live in we would welcome new Owner Members on the Board



Challenges



Challenges

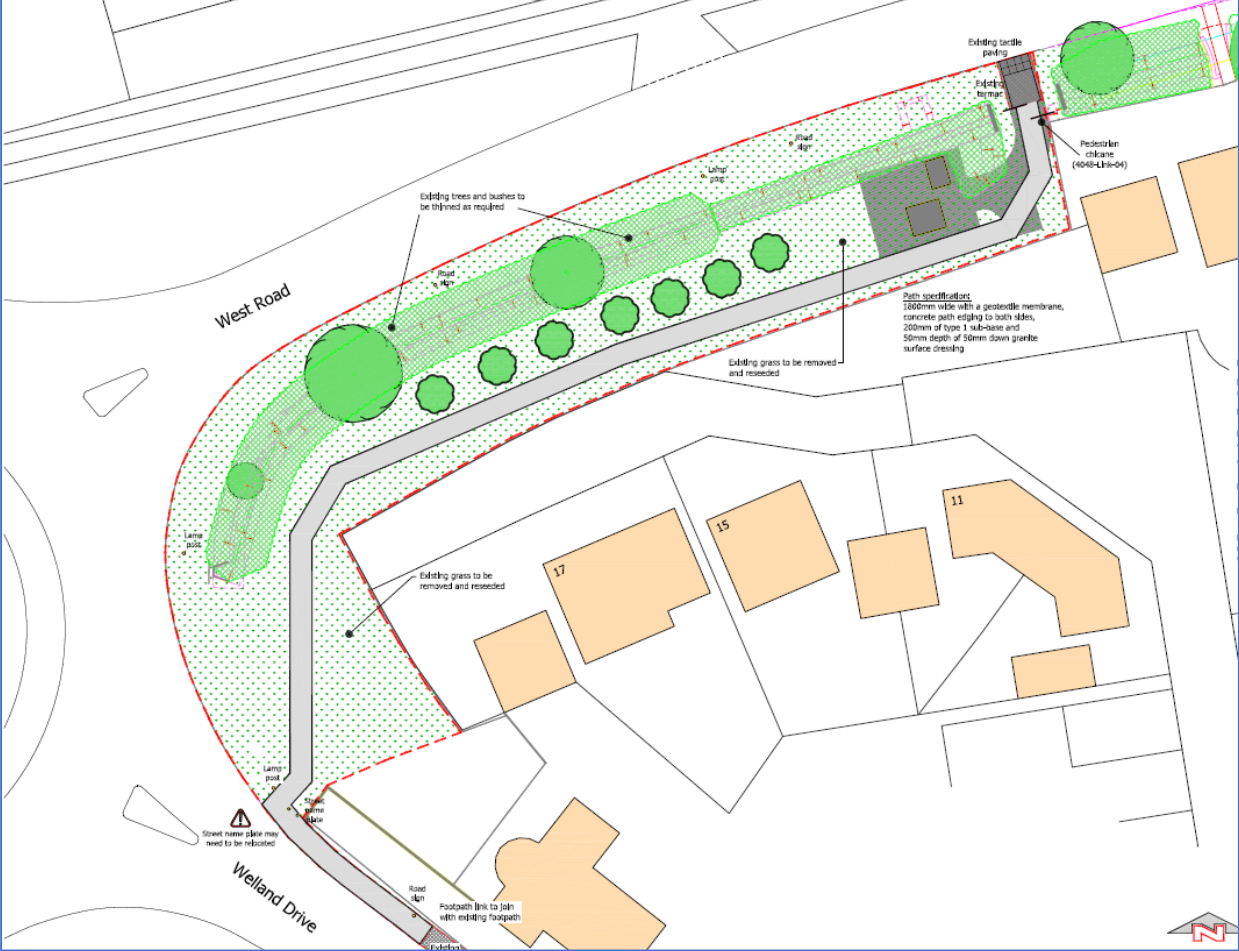
Grounds Maintenance

- Contract terminated and work brought in-house.

Bourne Heights Footpath

- We still await the planning decision.

Challenges



Challenges

Bus Stop / Shuttle Bus

- LCC refused to reduce the speed limit on Raymond Mays Way.
- The Trust are now looking at a shuttle bus to run within the development.

Land Transfers / Developers Obligations

- We continue to press the developers to bring areas of POS up to standard and transfer them to The Trust
- We have referred the matter to SKDC's Section 106 Enforcement Officer

Challenges

Resident Engagement

- Criticism for not engaging with residents, listening to opinions or concerns and failing to take responsibility for issues.
- We are very active on the Residents Facebook page, detailed Newsletters are published and we update the Trust website's "Newsbeat" page as required.

Challenges

Resident Engagement

- The recent Newsletter asked nearly 1700 households if we should use some of the reserves to keep streetlighting on all night on Elsea Park.
- We received just **THREE** responses.



Achievements



Achievements

School Engagement

- Competition held amongst the children to design anti-dog fouling posters; the school's Eco-Warriors recently put them out on Elsea Park.
- The school choir sang at the Centre to help raise funds for the Cardiac Rehabilitation group.
- Children's artwork is now displayed on a board in the Centre



We recently hosted the schools' Mini Police who were undertaking a project on CCTV

They were surprised to find the pan / tilt / zoom camera can read the inscription on the bench on the other side of the cycle path!



We recently hosted the schools' Mini Police who were undertaking a project on CCTV

They were surprised to find the pan / tilt / zoom camera can read the inscription on the bench on the other side of the cycle path!



Achievements

Community Engagement

- Thursday morning playgroup continues to be very successful.
- Youth Club have increased numbers attending with 30-45 young people each week.



Achievements

The Neighbourhood Watch schemes continue to grow.

We now have 16 schemes running on the development and are looking for additional coordinators.

Sadly, very few residents are applying to join the schemes.



Improvements

Climate control has been installed in some areas of The Centre along with infra red heating in reception and the workshop...



Improvements



..... and we secured European funding to meet 25% of the costs.

Improvements

When we need to replace fencing, we use posts that should last a lifetime...



Improvements

... and rails with a life expectancy of some twenty years.





Elsea Park's Artificial Grass Football Pitch



The Artificial Grass Pitch

- Project commenced back in October 2015.
- Work on the pitch commenced on 23rd September 2019.
- Plans for the pavilion have been finalised.

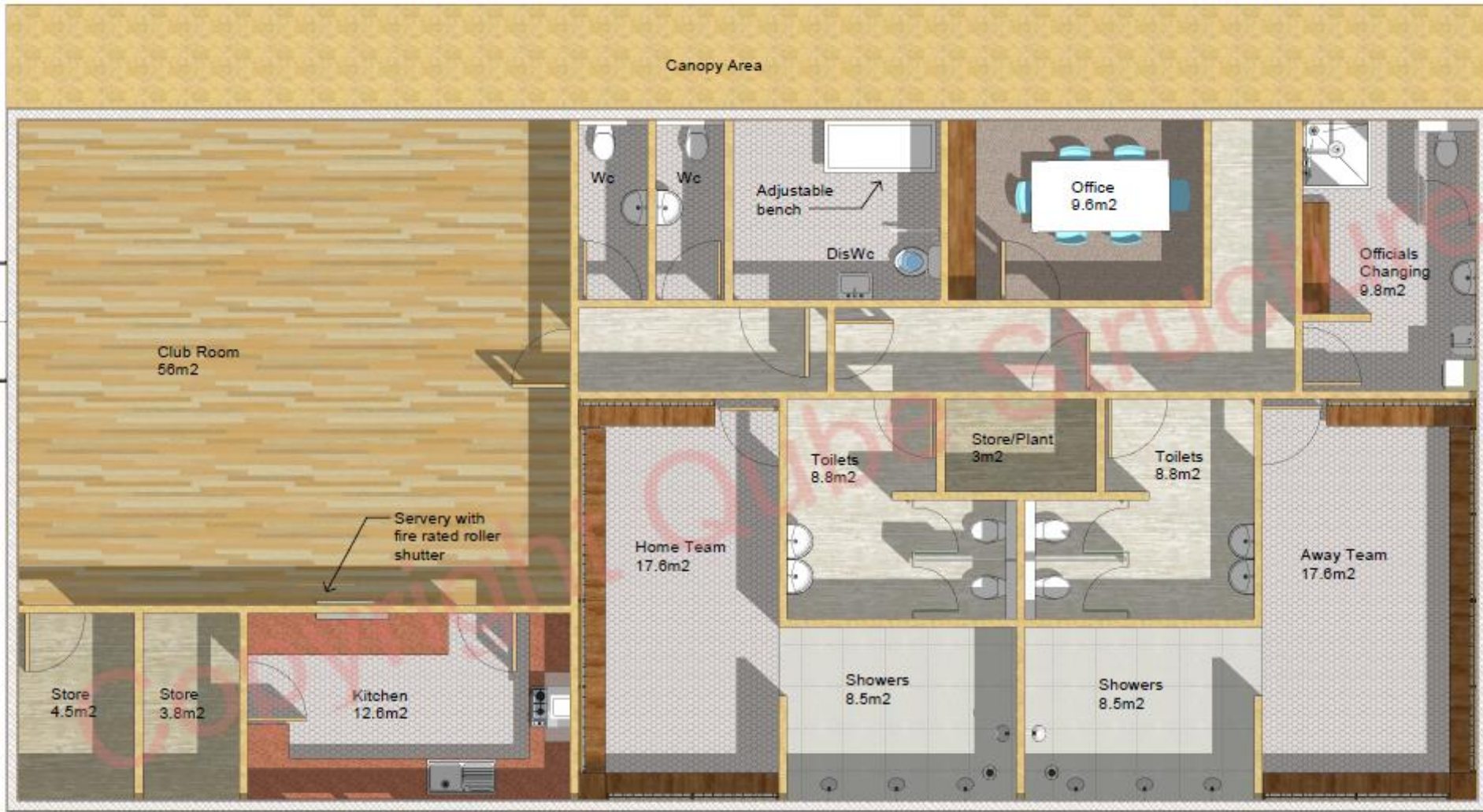
21.5m

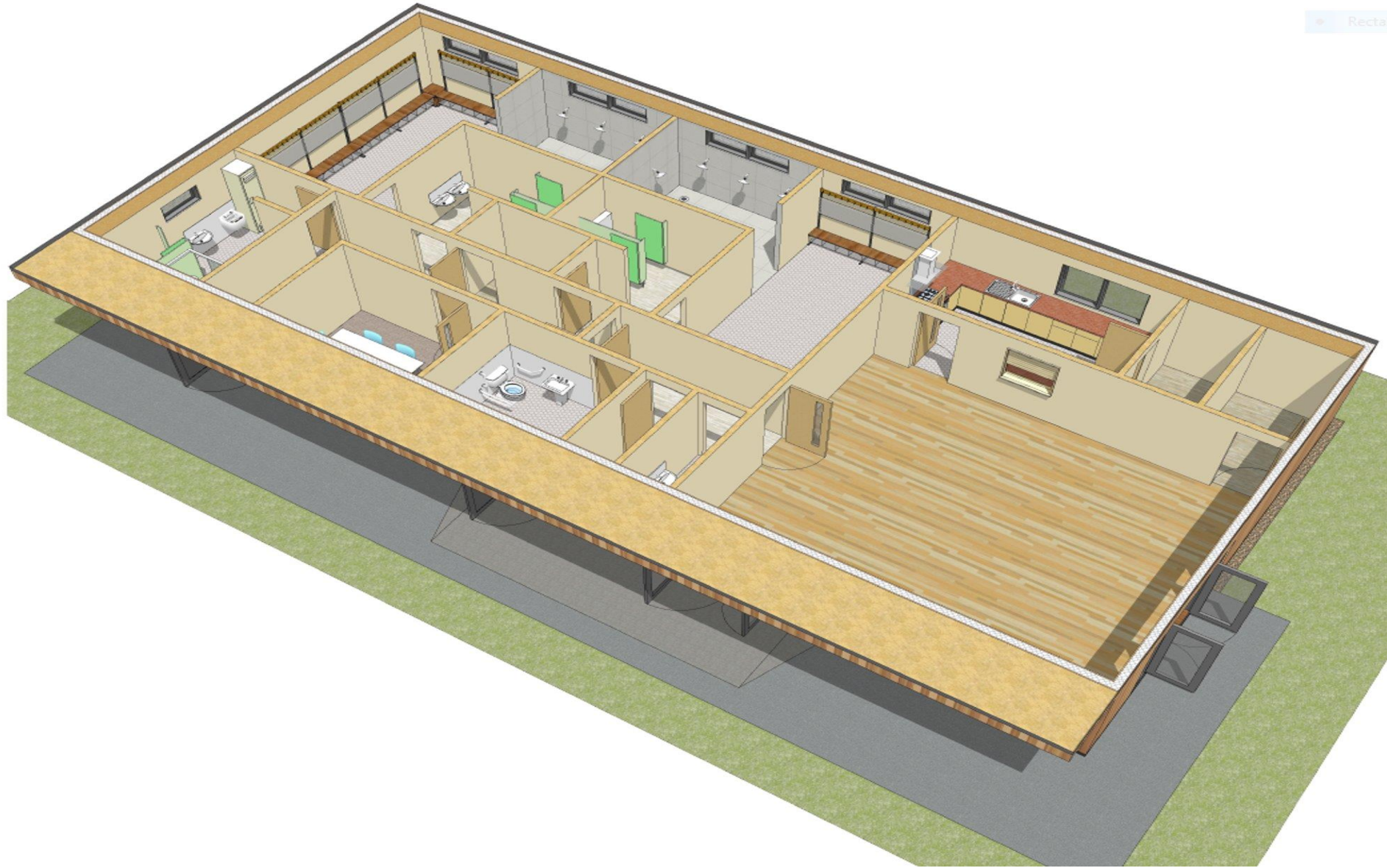
MAIN ENTRANCE

Player Entrance/Exit

1.5m

10.2m









Item 4

Finance Report and Approval of the Accounts for the year ending 31st March 2019



Profit & Loss

	2019	2018
	£	£
TURNOVER	479,987	387,654
Other operating income	<u>10,355</u>	<u>1,933</u>
	490,342	389,587
Staff costs	(128,164)	(125,936)
Depreciation and other amounts written off tangible and intangible fixed assets	(45,259)	(36,050)
Other operating expenses	<u>(165,940)</u>	<u>(106,972)</u>
OPERATING PROFIT	150,979	120,629
Other interest receivable and similar income	<u>992</u>	<u>–</u>
PROFIT BEFORE TAXATION	151,971	120,629
Tax on profit	<u>–</u>	<u>–</u>
PROFIT FOR THE FINANCIAL YEAR AND TOTAL COMPREHENSIVE INCOME	<u>151,971</u>	<u>120,629</u>

All the activities of the company are from continuing operations.

Balance Sheet

	2019	2018
	£	£
FIXED ASSETS		
Tangible assets	1,011,852	1,016,305
CURRENT ASSETS		
Debtors	29,256	26,555
Cash at bank and in hand	776,565	606,884
	<u>805,821</u>	<u>633,439</u>
CREDITORS: amounts falling due within one year	<u>148,779</u>	<u>132,821</u>
NET CURRENT ASSETS	<u>657,042</u>	<u>500,618</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>1,668,894</u>	<u>1,516,923</u>
NET ASSETS	<u>1,668,894</u>	<u>1,516,923</u>
CAPITAL AND RESERVES		
Other reserves	924,700	943,600
Profit and loss account	744,194	573,323
MEMBERS FUNDS	<u>1,668,894</u>	<u>1,516,923</u>

Financial Statements

Are there any questions from the floor
for our auditor, Robert Anderson?

Approval of Accounts

Please raise your hand to propose that the Annual Accounts for the year ending 31st March 2019 be accepted by the members before a vote is taken?

And someone to second this?

Formal vote



Item 5

Appointment of Auditors



Appointment of Auditors

Please raise your hand to propose that
Streets are appointed as the Trust's Auditors
for the Y/E 31st March 2019?

And someone to second this?

Formal vote



Item 6

**Questions submitted in writing or by email
prior to the AGM**





Item 7

**Any Other Business
(beginning with any questions from the floor)**





**Thank you all very much
for attending**

