



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 5th December 2019 – 18:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
18:00	1 Welcome and Apologies	MM
18:05	2 Minutes from previous meeting held on 7th November 2019	MM
18:10	3 Matters arising from the Minutes	All
18:30	4 Management report	BC
19:00	5 Monthly Finance Report (Verbal)	BL
19:15	6 Directors Items	All
19:30	7 Any Other Business	All
20:00	8 Date of the next meeting: Thursday 9th January 2020	All

**Elsea Park Community Trust Board Meeting Minutes
Thursday 9th December, 2019**

Present:		
Michael Marren	MM	Owner Director (Vice Chair)
Mark Underwood	MU	Owner Director
Peggy Kent	PK	Resident Director
Paul Fellows	PF	Bourne Town Council Representative
Robert Reid	RR	SKDC Representative
Debbie Keefe	DK	School's Representative
In Attendance:		
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 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.

1.3 Apologies were received from Jono Brough.

2. Minutes from the Previous Meeting Held on 7th November 2019

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 9.3 The Christmas trees have been purchased and were placed in the planters at three of the entrances to Elsea Park. However, the bottom branches have been cut after being positioned making the tree much smaller. BC will contact Bourne Town Council to enquire if this was done by their gardener who maintains the planters.

3.2 Item 9.9 The Willoughby School had contacted BC to request a hamper as a raffle prize which has been gratefully received.

4. Management Report

BC had emailed the Management Report prior to the meeting and gave the following updates:

4.1 Bourne Heights Footpath

4.1.1 Four tons of granite dust has been applied to the path but there are still a few patchy areas for which BC has been assured there is a further two tons of granite dust still to be laid.

4.1.2 BC has received positive comments from several residents.

4.2 AGP Project

4.2.1 Because of the bad weather and drainage issues, work has now halted until after Christmas and the facility is unlikely to be available until April/May 2020 at the very earliest.

4.2.2 BC expressed his thanks to RR and Carol Dury for their help in obtaining a grant from SKDC towards the project.

4.2.3 BC advised he is in frequent contact with the pavilion manufacturer and that the pavilion should be built before the pitch is ready for use.

4.6 Public Meeting – Zone 9

4.6.1 BC will be attending the meeting at The Corn Exchange (called by residents of Harvey Close) on Monday 9th December 2019 along with RR and PF. Some residents of Musselburgh Way have indicated (on social media) that they will also be attending.

4.6.2 DK advised that it's not only Zone 9 that has contaminated land; the school also had contaminated land which has all been removed.

5. Finance Reports

BL presented the October accounts and gave explanations for the variances.

6. Directors' Items

There were no Directors' Items

7. Any Other Business

7.1 PK is progressing arrangements for VE Day celebrations.

7.2.1 RR is pleased to note that the Bourne Heights footpath has been constructed.

7.2.2 PF formally expressed his thanks to BC and RR for all the work undertaken which resulted in the path being laid.

7.3.1 DK informed the Board that the dog excrement posters designed by the school children have been torn down by a group of youths.

7.3.2 BC offered to place posters on The Trust's noticeboards and also on the new bins when they are installed.

7.4 DK said that the school is keen to be involved in community activities, especially the choir. PK has booked them for the VE Day event.

7.5.1 DK raised the car parking issues and the fact that residents who have designated parking spaces but who park on the road make access to the school more difficult.

7.5.2 BC informed the Board that Kier plan to start work on the Trust's car park in February 2020. Regrettably, when work commences, it may impact on the use of The Centre car park for the school run (which is being permitted whilst the building work is in progress at the school).

7.6.1 RR advised he had funds from the Ward Member's Grant allocated to local projects but because these projects have not gone ahead or are delayed, expenditure has not been incurred so he asked for suggestions for utilising the grant.

7.6.2 After some discussion, it was agreed that RR would use the grant towards funding the VE Day events.

7.7.1 BC asked if the board might consider the purchase of a small ride-on sweeper to enable more efficient cleaning of the hard landscaping areas, paths, and car parks that are owned by The Trust or that are planned for transfer to The Trust.

7.7.2 The Estate Warden currently sweeps the car park and Centre surrounds on a regular basis which takes considerable time. Using a ride-on sweeper will reduce the time and effort required.

7.7.3 The sweeper would also be a valuable asset to clear hedge trimmings and grass cuttings from roads and footpaths that adjoin land owned by The Trust

7.7.4 The directors agreed unanimously for BC to investigate various options, obtain three quotes, and purchase the most appropriate sweeper in consultation with the staff who would ultimately be using it.

7.8 BC sought approval for the purchase of a high-level cleaning system such as a SykVac or similar for internal and external use at The Centre. All present agreed to the purchase subject to BC identifying a suitable system.

7.9 PF gave his advance apologies for being unable to attend the next meeting as he will be away on holiday.

8. Date of next meeting

The next meeting will be held on Thursday 7th January 2020 at 18:00.

There being no further business, the meeting closed at 18:55.

Report to: Elsea Park Community Trust Board

Date: 3rd December 2019

Subject: Management Report – December 2019

From: Barry Cook – Community Trust Manager

1. Bourne Heights Footpath

I inspected the path earlier this week with MM, and although the granite dust dressing had been applied, the finished surface was not as specified in the tender. The contractor has assured us that the path will be completed to our satisfaction and has apologised that it is taking much longer than anticipated.

2. AGP Project

McArdle returned to site on the 22nd November, but the heavy rain and site traffic (for the road construction and further drainage works) has made the situation worse.

McArdle are now proposing to postpone their return to site until after the Christmas / New Year break, as they believe the risk is too high to leave the formation level exposed over the Christmas period. I felt we had little choice but to agree to the proposal.

On a much more positive note, I received a letter from SKDC yesterday advising that our bid for £10,000 towards the AGP project has been approved.

3. The Trust's VAT Position

HMRC have advised that the review of the disputed decision that I requested will be completed by 31 December 2019.

4. Taylor Wimpey Play area on Haydock Park Drive

I await a response from TW as to when the play area will be open. I have advised that when Zone 9 is built out, we will expect the play area / POS to be made available before 50% of the dwellings are occupied.

5. Grounds Maintenance

LG has accepted the offer of full time employment with The Trust as the additional groundsman and will commence work on Monday 6th January 2020.

6. Public Meeting – Zone 9

I have been requested to attend a further Public Meeting regarding the contamination of land in Zone 9 / Zone 8. The meeting is at 19:00 on Monday 9th December at The Corn Exchange.