



AGENDA
Elsea Park Community Trust Board Meeting

Thursday 7th July 2022 – 18:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
18:00	1 Welcome and Apologies	JB
18:05	2 Actions from the previous meeting 9th June 2022	All
18:15	3 Management Report	GP
	3a Triple Gang Rotary Mower	GP
18:25	4 Finance Report	BL
18:40	5 AGP	JB
18:55	6 Directors Items	All
	6a Quiz & Curry Night	JB/PK/AMac
19:10	7 Any Other Business	All
20:00	9 Date of the next meeting: Thursday 4th August 2022	All

Elsa Park Community Trust Board Meeting Minutes Thursday 7th July 2022

Present:	Jono Brough	JB	Owner Director (Chair)	
	Michael Marren	MM	Owner Director (Vice Chair)	
	Anna Machnik	AMac	Owner Director	
	Asif Mahmood	AMah	Owner Director	
	Robert Reid	RR	SKDC Representative	
	Simon Temporal		Developer Representative	
In Attendance:	Graeme Parrott	GP	Trust Manager	
	Bea Laidler	BL	Finance and Admin Officer	
1.	WELCOME AND APOLOGIES FOR ABSENCE			
	1.1 Apologies were received from Peggy Kent and Paul Fellows.			
	1.2 JB welcomed everyone to the meeting and thanked them for attending.			
2.	DECLARATION OF INTEREST			
	2.1 INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.			
	<p>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).</p>			
3.	ACTIONS FROM THE PREVIOUS MEETING			
	Action Details	Actioner	Closed	
	Fencing Arrangements made for contractor to quote for work.	GP	<input type="checkbox"/>	
	Canopy Currently on hold until new hall doors have been fitted.	GP	<input checked="" type="checkbox"/>	
	Yearly Payment Re-baselining Currently awaiting a response from SKDC. Detailed financial assessment to be conducted.	BC	<input type="checkbox"/>	
	Community Bus A survey to be established to test viability of resident usage.	JB	<input type="checkbox"/>	
4.	MANAGEMENT REPORT			
	4.1 GP attempted to distribute the report prior to the meeting, but due to email issues it was not delivered. It was circulated during the meeting and the following updates were presented.			
	4.2 Avensure have reviewed The Trust's policies and carried out a health & safety inspection. The report is expected in six weeks highlighting findings and suggestions to implement.			
	4.2.1 An updated Employee Handbook and revised contracts for employees are being written and should be received next week.			

	<p>4.3 GP has received two approximate quotes for a new mower to replace the Triple Gang mower. No definite quote can be obtained due to varying price fluctuations and he is now looking for a third quote. Action: GP</p> <p>4.3.1 ST suggested obtaining a quote from Sharmans, a JCB dealer that also sells new and second-hand mowers, who have a dealership in Grantham and Stamford.</p> <p>4.3.2 ST advised that consideration should be given to purchasing a robust mower, one that will overcome any issues eg broken glass, rocks, metal etc that may be encountered on the bypass.</p> <p>4.4 A new sweeper is required due to the current equipment being unfit for the required purpose. GP has obtained a quote from Green Machines and is now looking to obtain two further quotes. Action: GP</p> <p>4.4.1 Fentons are willing to buy the current sweeper in part exchange for a tractor front shovel.</p>
5.	FINANCE REPORTS
	<p>5.1 The Finance Report for May 2022 was emailed to the directors ahead of the meeting. There were no unexplained variances.</p> <p>5.2 BL will send out reminder letters next week to outstanding debtors and produce a debtor's report for the Board at the next meeting. Action: BL</p> <p>5.3 GP has finally received a letter with an authentication code for the new bank account. BL received an email saying The Trust will be contacted by email with the sort code and account number.</p>
6.	AGP
	GP agreed to email the FDO's report to the Board to read in their own time.
7.	DIRECTORS' ITEMS
	<p>7.1 Charity Curry & Quiz night</p> <p>7.1.1 RR has agreed to do the catering for the event.</p> <p>7.1.2 AMac will design the publicity information once details had been finalised. Action: AMac</p>
8.	ANY OTHER BUSINESS
	<p>8.1 RR said that the path between Bourne Heights and West Road is being considered by LCC for tarmacking.</p> <p>8.2 JB attended a 'Developers' meeting with representatives from all the developers currently on Elsea Park to discuss issues affecting The Trust, residents and the developers. Taylor Wimpey were unable to send a representative.</p> <p>8.3 JB has arranged to meet the Adoptions Manager of Taylor Wimpey and has requested the attendance of the Head Groundsman if available. He will report the outcome shortly after via email.</p> <p>8.4 JB stated that the funds from the Jubilee Festival are still to be distributed to a worthy cause. BC suggested that the children's Christmas party should be considered. Further proposals are to be submitted.</p>

	<p>8.5 Due to absences, it has been agreed to move the September Board meeting to 8th September 2022.</p> <p>8.6 BC mentioned that JJ Mac are still making use of Tilia House. They have had the property valued but they are willing to allow The Trust to make an offer if interested.</p> <p>8.6.1 The pavilion is now being used for hirers instead of the Meeting room. Should the purchase of Tilia House remain a consideration, strong justification, including specific details of utilisation and daily operations, would be required prior to any formal offer.</p> <p>8.7 BC said that the arboriculturalist who inspects the trees on Elsea Park biennially, is willing to travel to Bourne to undertake work for The Trust.</p> <p>8.8 GP is meeting with Oak Family Entertainment to discuss their requirements for booking the hall to hold their own community events and their position with The Trust as volunteers.</p> <p>8.9 ST will send his report separately to the Board of Directors.</p> <p>8.10 The Head Groundsman has prepared three designs for the patch of land at Bourne Heights. JB asked the Board to consider their preference of design to implement in the coming months.</p> <p>8.11 GP and ST gave their apologies for the next meeting.</p>
9.	DATE OF NEXT MEETING
	<p>The next meeting is to be held on 4th August 2022 at the Centre.</p> <p>There being no further business, the meeting closed at 21:00 hrs.</p>



Manager's Report 5th July 2022

Avensure Absence has gone live this week, The teams will be able to request leave and see the leave of other team members in their department thus alleviating understaffing in any department due to annual leave.

This system also allows improved recording of sickness and TOIL

Avensure have completed their initial health and safety policy review and the completed report will be delivered in by mid-August.

Avensure are also in the process of reviewing the employee handbook and employee contracts to ensure compliance with current legislation.

Looking at the possibilities of introducing EV salary sacrifice scheme, it is similar to the salary sacrifice bike scheme but this time its Electric Vehicles that employees can benefit from. Details attached

Grounds team

New Grounds Team member to start work Monday 11th July

The Pavement sweeper currently owned by the trust is to be traded in and the purchasing of an urban pedestrian sweeper investigated. *See attached*

With the prospect of extra mowing with the new areas hopefully soon to be handed over Lee has been investigating the purchase of a larger and wider cutting mower, Delivery times for such equipment appear to be well into next year if reserved in the next month or so. *Example attached*

The Centre

2x Picnic Tables are showing signs of rot and will be removed from the patio area and one new all-weather picnic bench is planned to be purchased.

Another quote has been received regarding the replacement doors and windows at the centre. *See attached*

Operational Trust Budget



Item	2022/2023 Spend Budget	Year to date Budget 01/04/2022 - 31/05/2022	Year to Date Expenditure 01/04/2022 - 31/05/2022	Year to date Variance + / -	Remaining Budget 01/06/2022 - 31/03/2023	April 22 Budget	April 22 Expenditure	Variance + / -	May 22 Budget	May 22 Expenditure	Variance + / -	Notes
Office Staff Salaries	91,286.06	14,989.50	14,673.66	315.84	76,296.56	7,494.75	7,336.83	157.92	7,494.75	7,336.83	157.92	
Employers NI & Pension	9,601.16	1,488.96	1,546.32	-57.36	8,112.19	744.48	773.16	-28.68	744.48	773.16	-28.68	
Agency and temporary staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Staff Training	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Recruitment & Other Staffing Costs	250.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	
Workwear & PPE	750.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	
Communications, Printing and Advertising	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Franking	2,600.00	300.00	299.88	0.12	2,300.00	300.00	299.88	0.12	0.00	0.00	0.00	
Office Stationery	3,213.00	80.00	81.34	-1.34	3,133.00	0.00	0.00	0.00	80.00	81.34	-1.34	
Travel & Subsistence	150.00	40.00	32.97	7.03	110.00	10.00	7.17	2.83	30.00	25.80	4.20	
Telephone/Mobile and Broadband	1,606.50	70.00	62.00	8.00	1,536.50	40.00	35.80	4.20	30.00	26.20	3.80	
Website, IT and Software	3,748.50	0.00	0.00	0.00	3,748.50	0.00	0.00	0.00	0.00	0.00	0.00	
Membership & Subscriptions	510.00	70.00	69.59	0.41	440.00	0.00	0.00	0.00	70.00	69.59	0.41	
Donations	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Audit and Accountancy Fees	5,500.00	0.00	0.00	0.00	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Legal Fees	2,142.00	1,320.00	1,320.00	0.00	822.00	360.00	360.00	0.00	960.00	960.00	0.00	
Professional Fees & Land Registry	1,660.05	50.00	45.00	5.00	1,610.05	30.00	30.00	0.00	20.00	15.00	5.00	
Insurance	5,200.00	0.00	0.00	0.00	5,200.00	0.00	0.00	0.00	0.00	0.00	0.00	
Equipment	2,677.50	0.00	0.00	0.00	2,677.50	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Expenditure	1,606.50	100.00	95.22	4.78	1,506.50	100.00	95.22	4.78	0.00	0.00	-0.00	
Bird boxes	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trust Community Grants	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Community Training	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Anniversary Weekend & Christmas party	7,500.00	2,320.00	2,311.99	8.01	5,180.00	1,700.00	1,694.47	5.53	620.00	617.52	2.48	
Charges (card machine & bank)	6,000.00	870.00	871.31	-1.31	5,130.00	0.00	0.20	-0.20	870.00	871.11	-1.11	
Proportioned Centre Costs	6,632.55	1,079.07	1,307.56	-228.49	5,553.48	609.07	608.69	0.38	470.00	698.88	-228.88	
Depreciation allowance	53,000.00	0.00	0.00	0.00	53,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Depreciation	74,200.00	0.00	0.00	0.00	74,200.00	0.00	0.00	0.00	0.00	0.00	0.00	
Contribution to The Centre	28,110.04	1,929.60	1,552.99	376.62	26,180.44	-124.73	-165.20	40.47	2,054.34	1,718.18	336.15	
Contribution to the AGP	18,458.46	1,775.52	4,559.25	-2,783.74	16,682.94	1,137.76	1,109.84	27.92	637.76	3,449.42	-2,811.66	
Trust Totals	333,402.31	26,482.65	28,829.09	-2,346.43	290,236.72	12,401.33	12,186.06	215.27	14,081.33	16,643.03	-2,561.70	

AGP Budget

Salaries	30,044.67	4,933.44	5,509.07	-575.63	25,111.23	2,466.72	2,460.15	6.57	2,466.72	3,048.92	-582.20	Correction of staff pay
Employers NI & Pension	1,713.78	302.07	379.79	-77.72	1,411.71	151.04	130.40	20.64	151.04	249.40	-98.36	Correction of staff pay
Workwear & PPE	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Business Rates	7,500.00	0.00	0.00	0.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Water Rates	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Maintenance	3,000.00	440.00	440.32	-0.32	2,560.00	0.00	0.00	0.00	440.00	440.32	-0.32	
AGP Electricity	9,600.00	0.00	0.00	0.00	9,600.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Gas	2,500.00	1,330.00	1,334.68	-4.68	1,170.00	950.00	950.88	-0.88	380.00	383.80	-3.80	
AGP Equipment	1,000.00	260.00	256.00	4.00	740.00	260.00	256.00	4.00	0.00	0.00	0.00	
AGP Cleaning/Materials	1,000.00	40.00	39.85	0.15	960.00	0.00	0.00	0.00	40.00	39.85	0.15	
AGP Kitchen Supplies	1,000.00	195.00	194.09	0.91	805.00	135.00	134.24	0.76	60.00	59.85	0.15	
AGP Communications & Software	1,500.00	460.00	463.50	-3.50	1,040.00	460.00	463.50	-3.50	0.00	0.00	0.00	
AGP Health & Safety	1,000.00	60.00	55.40	4.60	940.00	0.00	0.00	0.00	60.00	55.40	4.60	
AGP Miscellaneous	3,000.00	540.00	535.69	4.31	2,460.00	0.00	0.00	0.00	540.00	535.69	4.31	
AGP Totals	65,758.46	8,560.52	9,208.39	-647.88	57,197.94	4,422.76	4,395.17	27.59	4,137.76	4,813.23	-675.47	

Operational Groundsman Budget

Salaries		45,206.80	4,954.02	4,954.02	0.00	40,252.78	2,477.01	2,477.01	0.00	2,477.01	2,477.01	0.00	
Employers NI		2,889.37	475.41	502.65	-27.24	2,413.96	237.71	251.32	-13.62	237.71	251.32	-13.62	
Workwear & PPE	37	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Grounds Personnel Costs	38	250.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	
Equipment Hire	39	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Repairs and Renewals	40	5,000.00	1,340.00	1,342.72	-2.72	3,660.00	0.00	0.00	0.00	1,340.00	1,342.72	-2.72	
New equipment and tools	41	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Expenditure	42	4,000.00	4,000.00	8,649.50	-4,649.50	0.00	980.00	982.62	-2.62	3,020.00	7,666.88	-4,646.88	Pavement around the pavilion
Ditch & Dyke Maintenance, Fence repairs and replacements	43	35,950.00	16,510.00	16,481.43	28.57	19,440.00	6,510.00	6,509.43	0.57	10,000.00	9,972.00	28.00	
Arboricultural Survey & Tree maintenance	44	6,500.00	0.00	0.00	0.00	6,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Landscaping Projects (New works)	45	10,000.00	240.00	236.00	4.00	9,760.00	40.00	36.00	4.00	200.00	200.00	0.00	
Waste collection (waste bins around the development)	46	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fuel, Oil and Water	47	2,000.00	250.00	255.70	-5.70	1,750.00	100.00	101.40	-1.40	150.00	154.30	-4.30	
Vehicle Insurance	48	3,500.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Vehicle repairs & MOT	49	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Play ground inspection	50	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Groundsman Totals		126,296.17	27,769.43	32,422.01	-4,652.59	98,526.74	10,344.71	10,357.78	-13.07	17,424.71	22,064.23	-4,639.52	

Operational The Centre Budget

Staff salaries		16,134.86	2,620.80	2,533.44	87.36	13,514.06	1,310.40	1,266.72	43.68	1,310.40	1,266.72	43.68	
Employers NI & Pension		1,157.73	197.87	204.90	-7.03	959.86	98.94	102.45	-3.51	98.94	102.45	-3.51	
PRS & Licenses	50	1,750.00	0.00	0.00	0.00	1,750.00	0.00	0.00	0.00	0.00	0.00	0.00	
Advertising, Communications & Printing	51	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Centre repairs, renewals & maintenance	52	10,000.00	1,590.00	1,523.48	66.52	8,410.00	90.00	86.44	3.56	1,500.00	1,437.04	62.96	
Business Rates	53	6,300.00	1,050.00	1,049.74	0.26	5,250.00	525.00	524.87	0.13	525.00	524.87	0.13	
Water	54	1,000.00	350.00	351.09	-1.09	650.00	350.00	351.09	-1.09	0.00	0.00	0.00	
Electricity	55	1,200.00	240.00	234.96	5.04	960.00	0.00	0.00	0.00	240.00	234.96	5.04	
Gas	56	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Waste Collection	57	800.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	
Cleaning	58	4,000.00	1,380.00	1,380.50	-0.50	2,620.00	530.00	528.16	1.84	850.00	852.34	-2.34	
Proportioned Centre Costs (income)		-6,632.55	-1,079.07	-1,307.56	228.49	-5,553.48	-609.07	-608.69	-0.38	-470.00	-698.88	228.88	
Centre Totals		38,110.04	6,349.60	5,970.55	379.06	31,760.44	2,295.27	2,251.04	44.23	4,054.34	3,719.50	334.83	

Combined Expenditure Totals		563,566.98	69,162.20	76,430.04	-7,267.84	477,721.84	29,464.07	29,190.05	274.02	39,698.13	47,239.99	-7,541.86	
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Income 2019/2020

		2022/2023 Income Budget	Year to date Budget 01/04/2022 - 30/04/2022	Year to Date Income 01/04/2022 - 30/04/2022	Year to date Variance + / -	Remaining Budget 01/05/2022 - 31/03/2023	April 22 Budget	April 22 Income	Variance + / -	May 22 Budget	May 22 Income	Variance + / -	Notes
The Trust income													
Annual charge	a	-608,303.20	-598,200.00	-598,168.32	-31.68	-10,103.20	-597,100.00	-597,077.05	-22.95	-1,100.00	-1,091.27	-8.73	
Administration fees	b	-22,000.00	-4,400.00	-4,450.00	50.00	-17,600.00	-2,550.00	-2,550.00	0.00	-1,850.00	-1,900.00	50.00	
Interest earned	c	-1,000.00	0.00	0.00	0.00	-1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other	d	-1,000.00	0.00	0.00	0.00	-1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Trust Total income NET		-632,303.20	-602,600.00	-602,618.32	18.32	-29,703.20	-599,650.00	-599,627.05	-22.95	-2,950.00	-2,991.27	41.27	

AGP Income													
Football pitch bookings	e	-43,300.00	-5,860.00	-3,712.84	-2,147.16	-37,440.00	-2,860.00	-2,860.67	0.67	-3,000.00	-852.17	-2,147.83	The season finished so a number of bookings were cancelled
Pavilion lettings	f	-3,000.00	-725.00	-736.30	11.30	-2,275.00	-425.00	-424.66	-0.34	-300.00	-311.64	11.64	
Other income	h	-500.00	-200.00	-200.00	0.00	-300.00				-200.00	-200.00	0.00	
Trust subsidy		-43,958.46	-1,775.52	-4,559.25	2,783.74	-42,182.94	-1,137.76	-1,109.84	-27.92	-637.76	-3,449.42	2,811.66	
The AGP Total income NET		-90,758.46	-8,560.52	-9,208.39	647.88	-82,197.94	-4,422.76	-4,395.17	-27.59	-4,137.76	-4,813.23	675.47	

The Centre Income													
Avalon Bookings	g	-10,000.00	-4,420.00	-4,417.56	-2.44	-5,580.00	-2,420.00	-2,416.24	-3.76	-2,000.00	-2,001.32	1.32	
Trust Subsidy		-28,110.04	-1,929.60	-1,552.99	-376.62	-26,180.44	124.73	165.20	-40.47	-2,054.34	-1,718.18	-336.15	
The Centre Total income NET		-38,110.04	-6,349.60	-5,970.55	-379.06	-31,760.44	-2,295.27	-2,251.04	-44.23	-4,054.34	-3,719.50	-334.83	

Total Income		-761,171.70	-617,510.12	-617,797.26	287.14	-143,661.58	-606,368.03	-606,273.26	-94.77	-11,142.09	-11,524.00	381.91	
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Total Net Budget		-197,604.72	-548,347.92	-541,367.22	-6,980.70	334,060.26	-576,903.96	-577,083.21	179.25	28,556.04	35,715.99	-7,159.95	
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FDO update 8th July

June has been generally a resting month for most teams and coaches which includes a 11v11 matches ban by the FA during June, but we have been able to achieve around a 25/30% attendance rate, (compared to the winter busy period), by encouraging juniors and adults to continue playing throughout June.

The 3v3 mini trial tournaments will now commence next week due to myself acquiring Covid last week. These games will include Male, Mixed and Girl only days to hopefully coincide with the Women's English Euros victory at the end of July.

This coming Saturday kicks off with the first of many adult matches which will continue through to next April, with currently 3 teams wishing to use our facility for all their home matches, which will increase the sales of tea, coffee and fresh bacon rolls, and guarantees filling the weekend time slots.

Discussions are also under way to run a recreational walking football league in partnership with Taff and Gary Wildsmith of the WFL, which could also enhance the weekend bookings, further details next month.

Wayne McPherson
Football Development Officer

Elsea Park Community Trust Football
AGP Fontwell Park Drive Bourne PE10 0YE

Tilia Homes – Elsea Park Development Update 7.7.2022

- **Zone 5 (6) play area** – The initial spraying of the current vegetation within the play area took place in June and this will be carried out once a month until August. At the end of August/September the area will be rotavated and seeded. In September the grass matting will be installed and once the grass has taken the play area will be ROSPA inspected. Weather dependent, we are targeting the play area to be open by October 2022. Although, until the play area has been ROSPA certified as safe to use and handed over to the Trust, the play area will not be opened to the public

Please note, we have had further reports of children climbing the Heras fencing to access the play area when it is not safe to do so. We have carried out further works to the Heras fencing to mitigate this

Please can Tilia ask all parents to remind their children to be patient and that the Heras fencing is there for a reason. Please ask children not to access the play area by climbing the Heras fencing and to keep out of that area until it is open to the public. This is for everyone's own safety.

- **Landscaping around Zone 5 (6)** – The 13,000 sq meters of open space was flailed back in June. The landscape contractor will then cut it a further 3 or 4 times before the end of August. The landscapers are confident this method will establish a suitable standard of existing grass growth in this area, whilst keeping the open space open to use. There are some areas that will require rotavating to level the ground. These will be prepped accordingly and seeded for the end of August/Start of September and appropriately cordoned off. If there is a requirement for additional over seeding and weed treatment this will also be carried out at the appropriate time over this period. Tilia are looking to have this area ready for handover by October 2020
- **Zone 5 (6) LAP and landscaping (Old Compound)** – The area has now been cleared and prepped. Tilia are targeting the installation of this area to be completed in July 2022. The contractors will also be picking up the relocation of the paths in Zone 5 at the same time
- **Zone 9 play area** – The soil heal has now been moved by Barratts and Tilia are looking to start the works to this area after the Zone 5 installations above have been completed. This is likely to be end of July/August 2022
- **Ponds** – The pumps and fountains have now been working for over a month. Tilia will monitor the requirement to remove debris from the pond until handover to the Trust. The handover will form part of the legacy land transfer being worked on
- **Footpath on Linear path** – Final planning has now been applied for on the layout of this area and once approved, a program of works for the completion will be communicated
- **Orgrey pond** – The order placed has been placed for the completion of the landscaping in this area. The same contractor as the Zone 5 (6) POS/Play area and Zone 9 play area has been instructed to complete this work. These works will follow the Zone 5 and 9 play area works. So, we are targeting August/September 2022 completion of this area

- **Legacy land transfer** – Tilia have been advised by their instructed architects that the final draft of the legacy land transfer plan (following amendments) will be received at the beginning of July. This will then be forwarded to the Trust to review, and the agreement in principle formalised, so the land transfer can be completed
- **Road adoptions** – All unadopted roads have now been inspected by Highways and the tenders have been returned. The Tenders are currently being reviewed. Once the tender review stage has been completed and the works instructed, the contractor will be providing a program of works to communicate to all parties. The works will have to be carried out in stages due to the scale of the project and the number of temporary road closures that will be required, whilst road surfacing takes place. Until all this information has been put together, we are unable to provide specific timeframes. Street spraying was instructed on the 17th June and has been taking place at the start of July 2022