

**Elsa Park Community Trust Annual General Meeting Minutes
Wednesday 17th November 2021**

Present:		
Jono Brough	JB	Owner Director (Chairman)
Michael Marren	MM	Owner Director (Vice Chairman)
Anna Machnik	AM	Owner Director
Peggy Kent	PK	Resident Director
Robert Reid	RR	SKDC Representative
Simon Temporal	ST	Tilia Homes Representative
Robert Anderson	RA	Streets Accountants
In attendance:		
Graeme Parrott	GP	Trust Manager
Bea Laidler	BL	Finance and Admin Officer
Emma Sturman	ES	Centre Administration Officer

Meeting opened at: 19:00

1. Welcome & introductions

1.1 JB welcomed all residents to the meeting and thanked them for their attendance either in person or via a 'Zoom' link.

1.2 Apologies for absence had been received from Dan Browne and Barry Cook.

1.2 JB then welcomed the Directors and staff present to the meeting, introduced them to the residents attending and updated the residents of Director changes.

2. Approval of the Minutes of the last AGM held on 25th November 2020 (Minutes are available on the website or on request from the Trust Office)

2.1 JB advised those present that the minutes of the 2020 Annual General Meeting had been available on The Trust's web site since last year and that a printed copy had been available in The Trust office.

2.2 Despite the fact that the last AGM was a closed meeting due to COVID-19, resident Margaret Regan proposed that the minutes be accepted as an accurate record of the meeting held on 25th November 2020; the motion was seconded by resident Gail Marren and carried unanimously.

3. Finance Directors Report and Approval of Annual Accounts 2020/2021

3.1 JB presented the Profit & Loss and Balance Sheet and explained that the accounts are available in the Member's Area of the Website for some twenty-one days prior to the

meeting but due to the COVID-19 situation, the printed statements were not available to view at The Trust Office although a copy could be requested.

3.2 JB then requested a formal vote and it was proposed by resident Gale Marren and seconded by resident Michael White. The motion was carried unanimously.

4. Appointment of Auditors

It was proposed by resident Michael White that Streets Chartered Accountants to be reappointed as the Trust's auditors. This was seconded by resident Margaret Regan and the vote was carried unanimously.

5. Chairman's Report

JB showed a presentation of the Chairman's Report which will be available to view on the The Trust's website and gave an update on the following items.

5.1 Tilia Homes remedial works

5.1.1 JB, GP, ST and a representative from Tilia Homes met today to discuss remedial works. ST added that some aspects still needed to be agreed but work required on Raymond Mays Way, the ponds at Quayside and the attenuation ponds should see improvements within six months.

5.1.2 ST added his apologies to everyone for the delays in carrying the required works and explained Tilia Homes took over Kier Living and during the handover period, a 'spend freeze' was imposed. Tilia Homes are very keen to carry out the remedial work in order to relinquish any land transfers.

5.2 AGP

5.2.1 JB explained the issues and delays experienced with the AGP.

5.2.1 Western Power Distribution were unwilling to conduct the necessary work as it meant switching off the electricity for a period of time. This was primarily due to the vast number of people were working from home and children were engaged in schoolwork during the COVID-19 period.

5.2.3 Due to a number of electricity suppliers going into liquidation, the larger suppliers were not taking on new business due to financial constraints.

5.2.4 All issues have now been resolved and there is a good facility to be enjoyed by all.

5.3 Achievements

5.3. A new path is planned for Springbank Drive.

5.3.2 The path that runs from Salisbury Gardens to South Road is very narrow and the path hasn't settled in as well as expected. A contractor will be employed to carry out remedial work.

5.3.3 One resident asked why the path could not be tarmacked to which JB explained that planning consent would be required and also because of the slight slope, this would be ideal for skateboarders. The hoggin path is not considered to be a permanent settlement so it doesn't require planning consent and it is a deterrent from skateboarders.

5.3.4 The footpath at Cooke's Field will be concreted to make the equipment more accessible to all including disable people.

5.4 Centre Hire Charges

5.4.1 It is recognised that the hire charges are high in comparison with other halls so the charges and time allocation have been reviewed and now implemented.

5.4.2 There are plans to decorate the hall and install corkboards and picture rails to allow hirers to put up decorations.

5.5 Extravaganza

5.5.1 After COVID-19 and the 'lockdown' periods, it was felt that something was needed to help relieve everyone from the lethargy especially considering that the Party in the Park was cancelled the previous year.

5.5.2 Good feedback was received and everyone who attended, enjoyed themselves.

5.5.3 There are plans to hold a Jubilee celebration June next year and to support residents holding a street party.

5.6 Zone 6 Play Area

5.6.1 By working with Tilia Homes, it has been agreed that the open space beside the Spinney will have additional equipment installed including another basketball area along with a programme of tree planting.

5.7 Communications

5.7.1 The Trust has relied on social media to inform people of developments as the newsletters have not been forthcoming due to personal commitments.

5.7.2 The Trust is promoting E-Comms for future correspondence including newsletters and invoicing but there will be printed copies for the residents if required.

5.8 Elsea Park Website

JB said that the Elsea Park Community Trust's website has been updated and is hopefully more appealing, but he requested ideas from residents regarding what they would like to see on the website.

5.9 Improvements

JB met with a representative of South Kesteven District Council (SKDC) concerning the additional planting of approximately 100 trees as the Groundsman is replacing old worn out and dying trees.

5.10 Defibrillator

Lifesaving equipment will be fitted at Full of Beans by Christmas once the cabinet has been received.

5.11 On-line Booking System

A new system for booking the hall on-line is being introduced which will be user-friendly for residents and it should be live by next week.

5.11 Jubilee Celebration

JB asked residents to form a subcommittee for exchanging ideas and making contributions.

5.12 Yearly Payment

5.12.1 JB explained how the Yearly Charge was first assessed and because of the additional residential properties built, JB feels the charge could be reduced, especially considering that the CPI rate is at its highest for over a decade.

5.12.2 An investigation is currently ongoing to reassess the baseline hopefully before the next invoice billing period.

5.12.3 JB added that it may not be legally viable and the reduction will require the consent from the original signatories of the S10 agreement.

5.13 JB asked for volunteers to join the Board as Elsea Park is a resident led organisation and JB will be happy to talk through the responsibilities to anyone interested.

6. Questions submitted by residents

Residents emailed the following questions ahead of the meeting:

Q1. Tree planting delivers multiple societal benefits such as, carbon reduction, surface water attenuation, biodiversity improvements and protection from extreme weather plus the positive impact on mental and physical health. The Woodland Trust are offering free trees for community projects, which could fund the initial outlay. With this in mind, would the Trust actively seek to plant more trees on the estate, particularly in the open grassed areas under development behind Chester Close and Musselburgh way?

A1. JB met with SKDC who are driving the initiative with the Woodland Trust. There can be no planting along the gas line but there are plans to plant trees and hedgerows around the development. The Trust is not able to plant in Chester Close and along Musselburgh Way because the land hasn't been transferred to The Trust yet. ST added that Ecologists have inspected the trees along the Raymond Mays Way and the self-seeded one will need to be removed from the ditches because of issues with maintenance and also to avoid flooding. JB is expecting the Woodland Trust to produce a design which will be posted on the Elsea Park Community Trust website for all to view.

Q2. This year some considerable effort was spent to dig up the road and replace the culvert under the road. However, the footpath was not completed and wooden fencing was replaced. It's a very dangerous corner, as pedestrians must step on to the road right on the apex of the bend. When will a suitable footpath be made at this point?

A2. Remedial work is to be carried out on Haydock Park Drive. LCC need to inspect the area to assess the requirements before any work is undertaken.
JB is trying to get information updates from LCC without success.

Q3. When will the full resurfacing of this road be completed? There are multiple areas that are in a poor state.

A3. JB is unable to answer this question but is working to obtain an update.

Q4. Will a road sign be placed on Musselburgh Way at the junction of Haydock Park Drive to confirm that Musselburgh Way continues round the corner (since Barratt's' completed the opening of Musselburgh Way earlier this year). Ideally this needs to be placed somewhere suitable between numbers 47 and 49.

A4. LCC are likely to include street signs as part of their work.

Q5. On the corner of Musselburgh Way, opposite No.49, No.44 and No.46 there is an area of grass that was badly damaged when the contractors resurfaced the newly opened part of Musselburgh Way. When will this area of grass be re-instated?
On this same piece of ground one of the concrete bollards was damaged and removed. When will it be replaced?

A5. The developers will need to 'make good' before any transfers can take place to either The Trust or to LCC. However, any areas transferred to LCC, The Trust will consent to maintain the grass cutting.

Q6. There are multiple cases of commercial vehicles being parked outside residential properties in contravention of the Deed of Covenant. Similarly, there is a commercial trailer regularly parked on the corner of The Gables and Setts Green. I fully appreciate that over the last 18 months this may have been tolerated, but when will owners be reminded about the requirements, and what will the Board do to enforce the requirements?

A6. Until road adoption takes place, there is very little anyone can do. JB has met with Vistry Homes regarding land transfers, and it is hopeful that there should be news soon. The TP1's regarding commercial vehicles have been badly written and The Trust are unable to enforce the regulations as they have no jurisdiction regarding parking on the roads. ST said that each property has two parking spaces, but residents have more vehicles than parking spaces. He added that the developers have to apply for a 'Traffic Restriction Order' to be able to paint yellow lines along the road. Resident Eric Butcher expressed his concern regard Tilia's contractor's vehicle parking along Sandown Drive as it is making the school parking situation worse than it already is. GP has agreed to allow a limited number of contractor's vehicles parking in the Community Centre car park. Another resident said that trucks delivering to Tilia Homes have damaged the pavement.

Q7. Where Haydock Park Drive turns sharp right if you are travelling West (on way to Co-Op) there is no pavement on the right side. Is a pavement going to be built?

A7. This question has been answered as part of JB's presentation.

Q8. Are people responsible for cutting their hedges/trees so they do not block the pavement or are Elsea Park staff responsible for this?

A8. Hedges creating part of a property's boundary is the responsibility of the homeowner to maintain, not EPCT staff.

Q9. When companies carry out work that is blocking roads/pavements they put out cones. Who is responsible for ensuring these and any signs put up are removed when the work is finished and not left as rubbish. Is it the company or Elsea Park. Work was carried out close to our house when it was done, cones were left and stayed around for approximately six months. Eventually young men used them to "knock on doors". There was no serious damage, but it could have been worse.

A9. This issue probably stems from the remedial works recently undertaken. The contractors should have removed the cones once the work had been completed but The Trust do remove cones if they are causing a problem.

Q10. How many occupied houses are there in Elsea Park now?

A10. JB reported about 1,650 but BL say's approximately 1,800.

Q11. How many houses will there be when building work has finished?

A11. An estimate of 2,600.

Q12. Is there a map of Elsea Park available?

A12. There is no map at the moment, but JB has aspirations to produce a theme park style map. JB has been naming some of Elsea Park on Google Maps to identify the areas in case of emergency. GP offered to share the link to the Lincs Location maps and AM suggested producing an Elsea Park map from Google Earth.

Q13. What was the rationale in making the Youth Club team redundant so quickly after the findings of the review?

A13. The Trust made the very difficult decision to cease the Youth provision due to lack of use and other reasons. Redundancies were made as no other positions were available.

Q14. Do we feel The Trust is at risk of any potential tribunal claim regarding the redundancies and if so will the individual responsible for the decision be held accountable for their decision?

A14. As EPCT is a small organisation, there was no need for a lengthy process and any tribunals are not foreseen.

Q15. We see lots of issues now with ASB but hasn't The Trust added to this by shutting the Youth centre?

A15. ASB usually occurs Friday evenings and weekends. The Youth club was held on a Wednesday so the Youth club would not be able to address the issues. JB asked people to contact the police to report ASB rather than post the incident on social media. If no calls are made to the police, there is no record and no picture of the seriousness. GP added that on the police website, ASB is down by 12% but if ASB is only reported on Facebook, this figure is not reflecting the actual problem. Neighbourhood Watch is established on Elsea Park which GP will be promoting again. JB asked for volunteers to re-invigorate it.

7. Questions from the floor

The following questions were asked by residents in attendance:

Q1. Resident Margaret Regan asked the future of Bridge 234.

A1. JB explained that Bellway Homes have submitted an appeal which is still to be heard. There is no legal reason for the bridge to remain, so it is likely to be removed. The original S106 plan shows the bridge gone.

Q2. Resident Duncan Ashwell asked why out of the all resident from fourteen properties attending the meeting, four households are from the same road. Why are the younger residents not attending?

A2. JB responded that some people couldn't attend due to work or childcare commitments which is why attendance via Zoom was offered. JB also said that social housing tenants do not receive a calling notice, but they can apply to their HA to represent the social housing tenants. Duncan Ashwell expressed his gratitude to all the Board members of The Trust for all their hard work especially the Grounds staff and JB himself. (The residents showed their appreciation to JB and gave him an ovation).

Q3. Resident Mr Jones asked if The Trust could improve the aesthetics of the roundabout at the end of The Pollards?

A3. The developers have no plans to improve the look of the roundabout as it will obstruct the view but The Trust will make enquiries regarding the potential addition of planters.

Q4. Resident Paula asked, based on conversations tonight, once all areas have finally been adopted, what responsibilities will The Trust take on?

A4. JB explained that some of the land areas will be transferred to The Trust, but roads, roundabouts and street lighting will be the responsibility of Lincolnshire Highways. If The Trust were responsible for everything, the maintenance costs would be significantly higher per household. ST said that there are plans to improve the roads etc to an adoptable standard next year in readiness for adoption.

8. AOB

8.1 In response to the cessation of the Youth service, resident Chloe Pagan said that due to redundancies, the Friday evening ASB couldn't be addressed although plans were in place to help solve the issue.

8.2 Robert Reid gave the following updates:

8.2.1 RR has attended the same Jubilee Celebration meeting with JB and PK and he agrees that there should be one good event to be held at Elsea Park on the Saturday.

8.2.2 The appeal regarding Bridge 234 has been sent to the Secretary of State, which if upheld means that the bridge will be demolished. RR added that the bridge is an eyesore and is used by drug addicts who leave their paraphernalia, and the fire service attends regularly to extinguish fires.

8.2.3 The street signs are the responsibility of SKDC, the district council, whereas yellow lines prohibiting parking is dealt with by the County Council. However, enforcement would be difficult as police have many other challenges to cope with.

8.2.4 Advice for a Youth service can be obtained from the Town Council and funding may be available from the SKDC district councillors as they have a community grant to award at their discretion.

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

Meeting closed at: 21:30