

AGENDA Elsea Park Community Trust Board Meeting

Thursday 8th September 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 4 th August 2022	All
18:15	3	Management Report	GP
18:25	4	Finance Report	BL
	4a	Electric Vehicle Leasing Scheme	BL
18:45	5	AGP	JB
	5a	FDO report and proposal	GP
19:00	6	Developer Representative Report	ST
19:20	7	Directors Items	All
19:35	8	Any Other Business	All
20:00	9	Date of the next meeting: Thursday 6 th October 2022	All



Elsea Park Community Trust Board Meeting Minutes Thursday 8th September 2022

Present:	Jono Brough JB Owner Director (Chair)											
	Michael Marren	MM	1									
	Asif Mahmood	AMah	Owner Di	rector								
	Robert Reid	RR	SKDC Repre	sentative								
	Paul Fellows	PF	Bourne Town Council Representative									
	Simon Temporal	ST	Tilia Homes Representative									
	Simon remporar ST Tilla nomes Representative											
In	Bea Laidler BL Finance and Admin Officer											
Attendance:	Bea Laidler BL Finance and Admin Officer Graeme Parrott GP Trust Manager											
	Barry Cook	BC	Company S									
	Burry Gook	ВО	Company C	corotary								
1.	WELCOME AND APOLOGIES FOR	ABSENCE	<u> </u>									
- ''	1.1 Apologies were received from			aav Kent								
	7.1 Apologics were received from	ii Daii biow	ine, Aima Waciinik and Fe	ggy Rent								
	1.2 JB welcomed everyone to the	e meeting ar	nd thanked them for attend	dina								
	1.2 OB Wolcomod everyone to the	, mooning an	ia marmoa mom for anom	amig.								
2.	DECLARATION OF INTEREST											
	2.1 INTERESTS IN PROPOSED	TRANSAC	TIONS AND/OR ARRANG	SEMENTS V	VITH							
	THE COMPANY.											
	In accordance with the Company's a	rticles of ass	sociation and s 177 Comp	anies Act 2	006							
	each director present who was in any											
	the meeting is required to declare the											
	save to the extent that such Interest											
	the other directors were already awa											
	the other uncctors were already awa		agili reasonably to have b	occii awaic	or it).							
	ACTIONS FROM THE PREVIOUS MEETING											
3.	ACTIONS FROM THE PREVIOUS N	MEETING										
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3.	Action	Details	d and it was agreed to									
3.	Action Green Machine Sweeper	Details	d and it was agreed to	Actioner GP	Closed ⊠							
3.	Action Green Machine Sweeper Quotes for a Green Machine have be place an order.	Details een received	•									
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Operational Trust Budget

			Year to date	Year to Date		Remaining							1			
			Budget	Expenditure		Budget										
<u>Item</u>		2022/2023	01/04/2022 -	01/04/2022 -	Year to date	01/08/2022 -	May 22	May 22	Variance	June 22	June 22	Variance	July 22	July 22	Variance	
		Spend Budget	31/07/2022	31/07/2022	Variance + / -	31/03/2023	· 1	Expenditure	+ / -	Budget	Expenditure	+ / -	Budget	Expenditure	+/-	Notes elseapark
Office Staff Salaries	Н		29.979.00		353.90		7.494.75	7.336.83	157.92	7.494.75	7.447.94	- '	7.494.75	7.503.50		Notes Community Trust
		91,286.06	- /	29,625.10		61,307.06	,	,	-28.68	7,494.75	, -	-48.73	7,494.75	,	-8.75 -58.77	
Employers NI & Pension	Ш	9,601.16	2,977.93	3,142.79	-164.86	6,623.23	744.48	773.16						803.25		
Agency and temporary staff	1	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	
Staff Training	2	1,500.00	0.00	0.00		1,500.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	
Recruitment & Other Staffing Costs	3	250.00	250.00	588.79		0.00	0.00	0.00	0.00	110.00	115.60	-5.60	140.00	473.19		Employee Assistance Programme and Avensure services not budgeted for
Workwear & PPE	4	750.00	140.00	138.98		610.00	0.00	0.00	0.00	0.00		0.00	140.00	138.98	1.02	
Communications, Printing and Advertising	5	2,000.00	0.00	0.00		2,000.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
Franking	6	2,600.00	300.00	299.88		2,300.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
Office Stationery	7	3,213.00	130.00	126.33		3,083.00	80.00	81.34	-1.34	0.00	0.00	0.00	50.00	44.99	5.01	
Travel & Subsistence	8	150.00	50.00	44.17		100.00	30.00	25.80	4.20	0.00	0.00	0.00	10.00	11.20	-1.20	
Telephone/Mobile and Broadband	9	1,606.50	170.00	147.16		1,436.50	30.00	26.20	3.80	100.00	85.16		0.00	0.00	0.00	
Website, IT and Software	10	3,748.50	2,800.00	2,811.40		948.50	0.00	0.00	0.00	0.00	0.00		2,800.00	2,811.40	-11.40	
Membership & Subscriptions	11	510.00	120.00	119.59		390.00	70.00	69.59	0.41	50.00	50.00		0.00	0.00	0.00	
Donations	12	1,000.00	0.00	0.00		1,000.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	
Audit and Accountancy Fees	13	5,500.00	4,200.00	4,155.00		1,300.00	0.00	0.00	0.00	0.00			4,200.00	4,155.00	45.00	
Legal Fees	14	2,142.00	1,320.00	1,320.00		822.00	960.00	960.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Professional Fees & Land Registry	15	1,660.05	50.00	45.00		1,610.05	20.00	15.00	5.00	0.00			0.00	0.00	0.00	
Insurance	16	5,200.00	0.00	0.00		5,200.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	
Equipment	17	2,677.50	0.00	0.00		2,677.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Expenditure	18	1,606.50	215.00	208.51		1,391.50	0.00	0.00	-0.00	50.00	48.37	1.63	65.00	64.92	0.08	
Bird boxes	19	1,000.00	0.00	0.00		1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trust Community Grants	20	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Community Training	21	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Anniversary Weekend & Christmas party	22	7,500.00	6,320.00	6,301.93	18.07	1,180.00	620.00	617.52	2.48	4,000.00	3,989.94	10.06	0.00	0.00	0.00	
Charges (card machine & bank)	23	6,000.00	1,530.00	1,532.26	-2.26	4,470.00	870.00	871.11	-1.11	660.00	660.95	-0.95	0.00	0.00	0.00	
Proportioned Centre Costs	Ш	6,632.55	2,288.34	2,371.33	-82.99	4,344.22	700.10	698.88	1.23	429.17	516.91	-87.74	550.00	546.86	3.14	
Depreciation allowance	24	53,000.00	0.00	0.00	0.00	53,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Depreciation	24	74,200.00	0.00	0.00	0.00	74,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Contribution to The Centre		28,110.04	-560.99	-1,540.54	979.55	28,671.03	1,824.23	1,718.18	106.05	-99.83	-2.52	-97.31	-2,160.66	-3,091.01	930.35	
Contribution to the AGP	П	18,458.46	2,116.03	6,585.90	-4,469.87	16,342.43	637.76	3,449.42	-2,811.66	47.76	821.55	-773.79	292.76	1,205.10	-912.34	
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Trust Totals		333,402.31	54,395.30	58,023.57	-3,628.27	262,664.58	14,081.33	16,643.03	-2,561.70	13,586.33	14,527.11	-940.78	14,326.33	14,667.38	-341.05	

AGP Budget

Salaries		30,044.67	9,866.89	11,254.54	-1,387.65	20,177.79	2,466.72	3,048.92	-582.20	2,466.72	3,197.60	-730.88	2,466.72	2,547.87	-81.14	Additional costs due to annual leave cover
Employers NI & Pension		1,713.78	604.14	799.30	-195.15	1,109.64	151.04	249.40	-98.36	151.04	261.00	-109.97	151.04	158.50	-7.47	
Workwear & PPE	25	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Business Rates	26	7,500.00	0.00	0.00	0.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No business rates applied by SKDC yet
AGP Water Rates	27	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Maintenance	28	3,000.00	1,030.00	1,025.05	4.95	1,970.00	440.00	440.32	-0.32	0.00	0.00	0.00	590.00	584.73	5.27	
AGP Electricity	29	9,600.00	0.00	-548.76	548.76	9,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-548.76	548.76	Large credit on the account.
AGP Gas	30	2,500.00	1,410.00	1,413.45	-3.45	1,090.00	380.00	383.80	-3.80	60.00	59.14	0.86	20.00	19.63	0.37	
AGP Equipment	31	1,000.00	270.00	265.58	4.42	730.00	0.00	0.00	0.00	10.00	9.58	0.42	0.00	0.00	0.00	
AGP Cleaning/Materials	32	1,000.00	60.00	55.60	4.40	940.00	40.00	39.85	0.15	20.00	15.75	4.25	0.00	0.00	0.00	
AGP Kitchen Supplies	33	1,000.00	195.00	194.09	0.91	805.00	60.00	59.85	0.15	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Communications & Software	34	1,500.00	460.00	463.50	-3.50	1,040.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Health & Safety	35	1,000.00	160.00	151.96	8.04	840.00	60.00	55.40	4.60	100.00	96.56	3.44	0.00	0.00	0.00	
AGP Miscellaneous	36	3,000.00	845.00	834.07	10.93	2,155.00	540.00	535.69	4.31	240.00	234.91	5.09	65.00	63.47	1.53	
AGP Totals		65,758.46	14,901.03	15,908.38	-1,007.35	50,857.43	4,137.76	4,813.23	-675.47	3,047.76	3,874.55	-826.79	3,292.76	2,825.44	467.32	

Operational Groundsman Budget

Callada.		45 200 00	44 546 02	44 446 40	00.00	22.660.77	2 477 04	2 477 04	0.00	2 477 04	2 600 04	422.00	4 4 4 5 04	2 004 27	222.72	
Salaries	1 I L	45,206.80	11,546.03	11,446.10	99.93	33,660.77	2,477.01	2,477.01	0.00	2,477.01	2,600.81	-123.80	4,115.01	3,891.27	223.73	
Employers NI		2,889.37	1,108.70	1,153.24	-44.54	1,780.67	237.71	251.32	-13.62	237.71	273.68	-35.97	395.59	376.92	18.67	
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	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	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	0.00	0.00	0.00	
Repairs and Renewals	40	5,000.00	2,060.00	2,062.87	-2.87	2,940.00	1,340.00	1,342.72	-2.72	60.00	59.97	0.03	660.00	660.18	-0.18	
New equipment and tools	41	4,000.00	1,650.00	1,650.40	-0.40	2,350.00	0.00	0.00	0.00	150.00	145.95	4.05	1,500.00	1,504.45	-4.45	
Miscellaneous Expenditure	42	4,000.00	0.00	4,776.02	-4,776.02	4,000.00	3,020.00	7,666.88	-4,646.88	0.00	71.56	-71.56	-4,000.00	-3,945.04	-54.96	Path around the pavilion moved to Landscaping
Ditch & Dyke Maintenance, Fence repairs and	Ш															
replacements	43	35,950.00	16,510.00	16,481.43	28.57	19,440.00	10,000.00	9,972.00	28.00	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0.00	0.00	
Landscaping Projects (New works)	45	10,000.00	5,340.00	5,327.44	12.56	4,660.00	200.00	200.00	0.00	0.00	0.00	0.00	5,100.00	5,091.44	8.56	Path around the pavilion
Waste collection (waste bins around the	П															
development)	46	1,500.00	680.00	675.99	4.01	820.00	0.00	0.00	0.00	0.00	0.00	0.00	680.00	675.99	4.01	
Fuel, Oil and Water	47	2,000.00	1,060.00	1,061.17	-1.17	940.00	150.00	154.30	-4.30	520.00	516.06	3.94	290.00	289.41	0.59	
Vehicle Insurance	48	3,500.00	20.00	22.74	-2.74	3,480.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	22.74	-2.74	
Vehicle repairs & MOT	49	2,000.00	510.00	514.80	-4.80	1,490.00	0.00	0.00	0.00	510.00	514.80	-4.80	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	0.00	0.00	0.00	
Groundsman Totals		126,296.17	40,484.74	45,172.20	-4,687.46	85,811.44	17,424.71	22,064.23	-4,639.52	3,954.71	4,182.82	-228.11	8,760.59	8,567.36	193.23	

Operational The Centre Budget

Combined Expenditure Totals

_																
Staff salaries		16,134.86	5,241.60	5,066.88	174.72	10,893.26	1,310.40	1,266.72	43.68	1,310.40	1,266.72	43.68	1,310.40	1,266.72	43.68	
mployers NI & Pension		1,157.73	395.74	409.80	-14.05	761.98	98.94	102.45	-3.51	98.94	102.45	-3.51	98.94	102.45	-3.51	
RS & 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	0.00	0.00	0.00	
dvertising, 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	0.00	0.00	0.00	
e Centre repairs, renewals & maintenance	52	10,000.00	3,540.00	3,470.37	69.63	6,460.00	1,500.00	1,437.04	62.96	1,230.00	1,233.33	-3.33	720.00	713.56	6.44	1
isiness Rates	53	6,300.00	2,100.00	2,099.48	0.52	4,200.00	525.00	524.87	0.13	525.00	524.87	0.13	525.00	524.87	0.13	
ater	54	1,000.00	350.00	351.09	-1.09	650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ctricity	55	1,200.00	285.00	279.34	5.66	915.00	240.00	234.96	5.04	0.00	0.00	0.00	45.00	44.38	0.62	
s	56	2,000.00	40.00	244.70	-204.70	1,960.00	0.00	0.00	0.00	0.00	203.03	-203.03	40.00	41.67	-1.67	
aste Collection	57	800.00	225.00	225.33	-0.33	575.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	225.33	-0.33	
eaning	58	4,000.00	2,270.00	2,270.25	-0.25	1,730.00	850.00	852.34	-2.34	465.00	464.50	0.50	425.00	425.25	-0.25	
roportioned Centre Costs (income)		-6,632.55	-2,288.34	-2,371.33	82.99	-4,344.22	-700.10	-698.88	-1.23	-429.17	-516.91	87.74	-550.00	-546.86	-3.14	
entre Totals	+	38,110.04	12,159.01	12,045.91	113.10	25,951.03	3,824.23	3,719.50	104.73	3,200.17	3,277.99	-77.82	2,839.34	2,797.37	41.97	

563,566.98 121,940.08 131,150.06 -9,209.98 425,284.48 39,468.03 47,239.99 -7,771.96 23,788.97 25,862.47 -2,073.50 29,219.01 28,857.55 361.47

Income 2019/2020

			Year to date	Year to Date		Remaining										
			Budget	Income		Budget										
		2022/2023	01/04/2022 -	01/04/2022 -	Year to date	01/08/2022 -	May 22	May 22	Variance	June 22	June 22	Variance	July 22		Variance	
		Income Budget	31/07/2022	31/07/2022	Variance + / -	31/03/2023	Budget	Income	+/-	Budget	Income	+/-	Budget .	July 22 Income	+/-	Notes
The Trust income																
									- 1							Income exceeded budget because a larger number of completions occurred than
Annual charge		-608,303.20	-604,486.87	-611,172.97	6,686.10	-3,816.33	-1,100.00	-1,091.27	-8.73	-4,249.00	-6,419.64	2,170.64	-2,037.87	-6,585.01	4,547.14	expected.
Administration fees		b -22,000.00	-8,070.00	-11,550.00	3,480.00	-13,930.00	-1,850.00	-1,900.00	50.00	-1,670.00	-3,250.00	1,580.00	-2,000.00	-3,850.00	1,850.00	
Interest earned		c -1,000.00	-5.00		-0.54	-995.00	0.00	0.00	0.00	-5.00	-4.46	-0.54	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	0.00	0.00	0.00	
The Trust Total income NET	— H	-632.303.20	-612.561.87	-622.727.43	10,165.56	-19.741.33	-2.950.00	-2.991.27	41.27	-5.924.00	-9.674.10	3,750.10	-4.037.87	-10.435.01	6,397.14	
THE TRUST TOTAL INCOME NET		-032,303.20	-012,301.87	-022,727.43	10,103.30	-19,741.55	-2,930.00	-2,331.27	41.27	-3,324.00	-3,074.10	3,730.10	-4,037.87	-10,433.01	0,337.14	
AGP Income																
Football pitch bookings		e -43,300.00	-11,860.00	-8,386.18	-3,473.82	-31,440.00	-3,000.00	-852.17	-2,147.83	-3,000.00	-3,053.00	53.00	-3,000.00	-1,620.34	-1,379.66	
Pavilion lettings		f -3,000.00	-725.00	-736.30	11.30	-2,275.00	-300.00	-311.64	11.64	0.00	0.00	0.00	0.00	0.00	0.00	
Other income		h -500.00	-200.00	-200.00	0.00	-300.00	-200.00	-200.00	0.00	0.00	0.00	0.00	0.00	0.00		
Trust subsidy		-43,958.46	-2,116.03	-6,585.90	4,469.87	-41,842.43	-637.76	-3,449.42	2,811.66	-47.76	-821.55	773.79	-292.76	-1,205.10	912.34	
	\dashv															
The AGP Total income NET		-90,758.46	-14,901.03	-15,908.38	1,007.35	-75,857.43	-4,137.76	-4,813.23	675.47	-3,047.76	-3,874.55	826.79	-3,292.76	-2,825.44	-467.32	
The Centre Income																
Avalon Bookings		g -10,000.00	-12,720.00	-13,586.45	866.45	2 720 00	-2,000.00	-2,001.32	4 22	-3.300.00	-3,280.51	-19.49	-5.000.00	-5.888.38	000 20	
Trust Subsidy	_	-10,000.00 -28,110.04	560.99		-979.55	2,720.00 -28,671.03	-2,000.00	-2,001.32	1.32 -106.05	99.83		97.31	-,	-,	888.38 -930.35	
Trust Subsidy		-28,110.04	560.99	1,540.54	-979.55	-28,6/1.03	-1,824.23	-1,/18.18	-106.05	99.83	2.52	97.31	2,160.66	3,091.01	-930.35	
The Centre Total income NET		-38,110.04	-12,159.01	-12,045.91	-113.10	-25,951.03	-3,824.23	-3,719.50	-104.73	-3,200.17	-3,277.99	77.82	-2,839.34	-2,797.37	-41.97	
							-	-	-				-			
Total Income	П	-761.171.70	-639.621.91	-650.681.72	11,059.81	-121.549.79	-10.911.99	-11.524.00	612.01	-12.171.93	-16.826.64	4.654.71	-10,169.96	-16.057.82	5,887.86	
				550,552.72	,	,						.,	11,211.50	22,221.102	2,221.00	
Total No. B. door		407.664.70	E47.000.00	E40 E04 C6	4 040 00	202 72: 60	20 550 21	25 745 22	7.450.05	44 647 64	0.005.00	2 504 54	40.040.07	42 700 72	C 240 22	
Total Net Budget	Ш	-197,604.72	-517,681.83	-519,531.66	1,849.83	303,734.68	28,556.04	35,715.99	-7,159.95	11,617.04	9,035.83	2,581.21	19,049.05	12,799.73	6,249.32	
				OK				OK			OK			OK		



Tilia Homes – Elsea Park Development Update 13/9/2022

- Road adoptions Tilia Homes have placed an order to carry out all road remedials to Tilia's unadopted areas other than Zone 5 and 6. Tilia are awaiting a program and start date from the contractor. Tilia are pushing for an end of September 2022 start date although the timeframes will be dependent on the contractor's availability and resources. Once dates have been agreed for the works to start these will be relayed to the Trust to communicate. The Zone 5 and 6 will not start until the New Year, due to a number of factors. So, an order for these areas will be placed in the New Year
- Zone 5 (6) play area The area inside the fencing of the play area has been rotavated although this will be required to be carried out again before seeding due to the dry weather over the summer. The contractors are targeting to carry out this work in the w/c 19th September 2022. Once the seeding has taken. The safety matting will be installed. We still target to have this play area open late October 2022, although it is dependent on a number of factors including establishment, handover to the Trust and the play area passing its safety ROSPA inspection
- Landscaping around Zone 5 (6) The area has been cut a number of times and is starting to establish in places without further landscaping works. There will be a requirement for some areas to be over seeded and levelled. This work is targeted to start the w/c 19th September 2022. Again, the weather will determine how quickly the over seeding takes to establish and is accepted for handover by the Trust. Tilia are targeting the end of October for handover
- **Zone 5 (6) LAP and landscaping (Old Compound)** We are still awaiting a start date from the contractor instructed on the installation of this LAP play area and apologise for the delay
- **Zone 9 play area** The work started 30th August 2022 and the contractors target to have the play area installed by the end of September 2022. The play areas will be seeded, so unfortunately will have to be Heras fenced off to allow the seed to take. Tilia are targeting an end October opening, although this will depend on the establishment of the seed, the Trust taking handover and the play area passing its safety ROSPA inspection.
- **Footpath on Linear park/Linear Park** Tilia had a meeting with the Trust on 12th August 2022 regarding planning applications for this area. Tilia have started the process of applying for planning of this area and hope to have more of an update by next month
- Orgrey pond The order has been placed for the completion of the landscaping in this area.
 The same contractor as the Zone 5 LAP has been instructed to carry out these works. These works will follow the Zone 5 LAP works installation
- Legacy land transfer Tilia and the Trust had a meeting on the 12th August. The land transfer has been agreed in principle and Tilia are in the process of instructing legal representatives to put together the land transfer legal documents and legal agreement for all parties to sign. All parties are targeting the end of year to have this completed.
- Ditch works Tilia have spoken to the contractor and they are in the process of drawing up a program of works. Tilia have asked for the internal ditches within Elsea Park to be prioritised. It is likely the bypass works will be carried out over a period of the winter months. Once Tilia have the program this will be communicated to the Trust