



AGENDA

Elsea Park Community Trust

Thursday 6th November 2025 – 18:00

Venue: Admin Office at the Centre

Time	Item	
18:00	1	Welcome and Apologies MM
18:05	2	Actions from the previous meeting 2nd October 2025 MM
18:15	3	Management Report GP
	3.1	Street Lighting GP
	3.2	Crossing at West Road GP
	3.3	AGP Drainage Update GP
18:45	4	New Build Update GP
18:55	5	Developer's Update CS
	5.1	Tilia Meeting Update GP
19:10	6	Finance Narrative GP
	6.1	Savings Accounts GP
19:25	7	Directors' Items All
	7.1	Directors' Identity Verification GP
	7.2	Articles of Association GP
	7.3	Vice Chair nominations MM
	7.4	Direction resignation MM/GP



19:55	8	Any Other Business	All
	8.1	Remembrance Sunday Wreath & Invite	GP
20:10	9	Date of the next meeting: 4th December 2025	MM/All



ACTIONS FROM THE PREVIOUS MEETING

Item	Action details	Actioner	Closed
3.1	Item 3.4 Three solutions are being considered for the AGP drainage.	CS/NF	<input type="checkbox"/>
3.2	Item 3.5 Estimates are being obtained to respray and regrade Chequer Tree Walk/Linear Park.	CS/NF	<input type="checkbox"/>
3.3	Item 3.6 Heras fencing to be erected to secure Zone 9 AGP play area. Wooden posts are to be installed.	CS/NF	<input type="checkbox"/>
3.4	Item 3.9 The position of Vice Chair is to be filled after SF stepped down.	MM	<input type="checkbox"/>
3.5	Item 4.7.2 Land maintenance agreed with ST is under question and should The Trust recharge any costs incurred to Tilia.	GP	<input type="checkbox"/>
3.6	Item 8.3 NE asked if photos of Kirkstone House school and the Woodland Trust's hedging project could be included in the AGM.	GP	<input type="checkbox"/>
3.7	Item 9.1.2 MM agreed to meet a potential director recommend ed by NE.	MM	<input type="checkbox"/>

Elsea Park Community Trust Board Meeting Minutes

Thursday 6th November 2025

Present:	Michael Marren	MM	Chair
	Simon Free	SF	Vice Chair
	Nigel Eveleigh	NE	BTC representative
	Peggy Kent	PK	Resident Director
	Charlotte Sadler	CS	Developer's Representative
In Attendance:	Graeme Parrott	GP	Trust Manager
	Emma Sturman	ES	Deputy Finance Officer
	Kerry Eveleigh	KE	Prospective Resident Director
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	1.1 Apologies were received from Gary Thomas, Anna Machnik, Asif Mahmood and Paul Fellows		
	1.2 MM welcomed everyone to the meeting and he thanked them for their attendance.		
2.	DECLARATION OF INTEREST		
	2.1 INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY. 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).		
3.	ACTIONS FROM THE PREVIOUS MEETINGS		
	Action Details	Actioner	Closed
	3.4 Solutions are being considered for the AGP drainage. Due to cancellation of yesterdays meeting there is no update	CS	<input type="checkbox"/>
	3.5 Respray and re-grade of Chequer Tree Walk/Linear Park. The land has been levelled and the area is to be flailed and then sprayed. GP expressed that the spraying needs to be in spring to allow new growth to absorb the systemic Herbicide	CS	<input type="checkbox"/>
	3.6 Heras fencing has been erected to secure Zone 9 AGP play area.	CS	<input checked="" type="checkbox"/>
	3.9 NE has agreed to step up to Vice Chair discussed in item 8.3	NE	<input checked="" type="checkbox"/>
	4.7.2 Land maintenance agreed with ST is under question. A meeting yesterday was cancelled due to illness and is to be rescheduled hopefully to 20 th November.	GP/MM	<input type="checkbox"/>

	8.3 The photos of Kirkstone House school and Woodland Trust's hedging project was included in the AGM.	GP	<input checked="" type="checkbox"/>
	9.1.2 MM has met with a potential director recommended by NE. KE attending this meeting.	MM	<input checked="" type="checkbox"/>
	8.4 Directors are to verify their Identity with Companies House. PK and AMac are experiencing issues.	ALL	<input type="checkbox"/>
	MM asked for the Actions of previous minutes and any agenda items for CS to be listed first going forward so that she does not need to be present for the whole meeting.	BL	<input type="checkbox"/>
4.	MANAGEMENT REPORT		
	<p>4.1 GP told the board that newly appointed groundsman is starting on Monday 10th November.</p> <p>4.2.1 GP explained the management report.</p> <p>4.2.2 The swales on Zone 4 (Barratt David Wilson) are too deep for The Trust's groundsmen to maintain. GP explained that an agreement between BDW and The Trusts previous manager was for BDW to pipe and fill them. BDW have cleared the swales and it is hoped that this is a sign that the works will soon begin. GP Shared the plan of the proposed works supplied by BDW</p> <p>4.2.3 It was noted by MM that there is rarely water in the swales. GP explained that this is mainly due to a blockage near the bypass which Tilia Homes are due to clear.</p> <p>4.3.1 NE asked about the restriction on caravans and commercial vehicles. GP explained that following legal advice given to the previous manager, the restriction regarding commercial vehicles was unpoliceable. GP gave examples of how commercial vehicles were parked on the development without breaching the restriction. He stated that the restriction firmly covers caravans and the Trust can take action if the issue is brought to their attention</p> <p>4.3.2 NE and KE asked could there be a polite reminder for residents on The Trust website to park more respectfully. Parking close to junctions or on roundabouts is not safe. ACTION: AMac/GP</p> <p>4.4 GP informed the Board that the issue with Zone 10b hoggin path that came to a sudden stop at the ditch, has now been piped and filled to allow access beyond.</p> <p>4.5.1 A request from a resident for Elsea Park Community Trust to lobby LCC regarding the part night lighting has been received as part of the AGM questions.</p> <p>4.5.2 It was expressed to the Board by GP that a survey had taken place in 2016 when part night lighting was introduced, the result of which was not in favour of paying for part night lighting to be converted back to full night lighting.</p> <p>4.5.3 It was also expressed by GP that statistics data evidenced that the part night lighting had been found to deter burglaries and car crime.</p>		

	<p>4.5.4 The resident had referred to part 3.1.6 of The Trusts articles of association that the Trust should Lobby LCC for numerous facts and figures regarding the energy savings and CO2 emission savings based on the development only and the legality of use of part night lighting.</p> <p>4.5.5 A decision to pass on the Resident's concerns via email to LCC was made. ACTION: GP</p> <p>4.6.1 There is a concern about delays regarding provision of a crossing on West Road on the exit from the development which is urgently required to ensure the safe crossing of pedestrians. This is not a Trust responsibility but there is a small amount in a green fund which can no longer be used for the purpose it was granted.</p> <p>4.6.2 Permission is to be given in writing before it can be spent elsewhere but a verbal agreement had been given to use the funds for other green purposes. GP/MM to obtain written consent to use the Green Fund Grant on other Green projects. ACTION: GP/MM</p> <p>4.6.3 There are two main options, to improve the quality of the footpath to Manor Lane in conjunction with LCC and SKDC or assist funding towards a crossing on West Road.</p> <p>4.6.4 BDW have installed a footpath through towards Harvey Close to the edge of their boundary. This leaves approximately 10-15 metres of land which will eventually be transferred to The Trust from the original landowner. This will require the remaining footpath to be laid by them prior to transfer.</p> <p>4.6.5 It is not expected for the land to be transferred to The Trust until BDW have completed building in 2028 as this is where their compound is sited. There is no timeline for the transfer.</p> <p>4.6.6 LCC had put aside £65,000 for installation of a pelican crossing on West Road, unfortunately the cost of which has risen to £200,000 so LCC have used the funds elsewhere.</p> <p>4.6.7 GP is to work out costs for the options and come back to the board with his findings to decide how to best use the Green Fund money. ACTION: GP</p> <p>4.7 Due to the cancellation of a meeting with Tilia Homes yesterday there was no update given regarding the AGP drainage issues.</p>
5.	NEW BUILD UPDATE
	<p>5.1 GP showed 'stages of progress' pictures to The Board of the new build.</p>
6.	DEVELOPER'S UPDATE
	<p>6.1 CS explained to The Board that there will be no update, due to things needing to be discussed in a meeting. Yesterdays cancelled meeting is hoped to be rescheduled for 20th November.</p>
7.	FINANCE REPORT
	<p>7.1 BL sent the finance reports to the Board prior to the meeting.</p> <p>7.2 GP informed The Board that the budget has been amended due to the change in circumstances of the AGP.</p>

	<p>7.3.1 ES gave an update on debtors. There are only eight accounts which have now progressed to court action, 24 other accounts are now on payment arrangements and being closely monitored.</p> <p>7.3.2 GP went on to explain that there are three debtors (included in the eight accounts which have progressed to court action) which owe large sums. One of which is proving troublesome but when the property is sold or changes names the debt will be recovered.</p> <p>7.4.1 At the last board meeting SF expressed to The Board that a financial advisor could help with the investments. GP explained to SF that The Trust do not have investments only savings accounts.</p> <p>7.4.2 GP asked SF if his financial advisor knows of any commercial investment platforms that The Trust could use as one of the main issues with savings accounts is the signatures required. SF suggested that GP contacted his financial advisor directly to have a discussion regarding this. ACTION: GP</p> <p>7.5 NE asked if there was a Financial Procedures Policy in place. GP explained there is a policy in place which is due to be updated. MM and GP are to get together and update the financial policy. ACTION: GP/MM</p>
8.	DIRECTORS' ITEMS
	<p>8.1.1 PK is experiencing issues with the ID verification due to not having a driving licence or passport. GP is guiding PK.</p> <p>8.1.2 AMac is also experiencing issues due to an incorrect date of birth registration at Companies House.</p> <p>8.2 Articles of Association – this was discussed earlier at point 4.5.1/2</p> <p>8.3 Vice Chair, NE has agreed to step up to Vice Chair once he has arranged for a replacement Bourne Town Council Representative which he hopes will be arrange in a meeting on 16th December.</p> <p>8.4 Directors Resignation. Dan Brownes resignation has been accepted as he no longer represents the developers' and he is not a resident.</p> <p>8.5 NE asked if it is possible to amend the Articles of Association. GP replied that it is possible but would not recommend changing anything until all land transfers to The Trust have completed.</p>
9.	AOB
	<p>9.1.1 The date of the next AGM was confirmed as 14th October 2026 at 7pm.</p> <p>9.1.2 The directors' confirmed 24th December 2026 is a concession day given to staff.</p> <p>9.2. NE has very kindly agreed to deliver the Wreath for Remembrance Sunday on behalf of Elsea Park Community Trust.</p>
10.	DATE OF NEXT MEETING
	<p>10.1 The date of the next meeting will be 4th December 2025 being the last meeting until February 2026.</p> <p>10.2 There being no further business, the meeting closed at 19:30 hrs.</p>



Manager's Report – November 2025

Administration Department

The phone system provider that took over in October 2024 has not met the service expectations. Following multiple meetings with alternative providers, The Trust's new provider will go live on 3rd November. Early trials show promising results, particularly in terms of integration with The Trust's accounting and administrative systems.

The Centre

Extension Works – Progress Summary

Progress has been slower than anticipated due to additional work required on the steel framework. As a result, the roofing schedule has had to be adjusted to align with contractor availability.

Weekend Hires

Weekend bookings remain exceptionally busy, with only three slots available between now and Christmas.

Grounds

Quayside West & East

- The Trust is awaiting delivery of a sample mild steel-framed planter with hardwood cladding which if suitable will be purchased for the trees to be planted in.
- A planning enquiry has been submitted to SKDC to confirm whether permission is needed, given that the planters are movable via forklift.
- Unfortunately, the fountains continue to experience issues, with a new water leak under investigation. The Trust are assessing whether a lower-capacity pump could resolve the issue. (Note: The current pump was supplied by Tilia Homes Ltd and not purchased by the Trust.)

New Team Member

Following a successful recruitment campaign, a new Assistant Grounds Person will join the team on Monday 8th November.

Play Parks

Elsa Park Way Play Park

- A refurbishment order has been placed, including replacement of the playhouse.

Great Leighs Play Park

- The pedestrian gate has been replaced and railings have been securely fixed.

Market Rasen Play Park

- One of the two pedestrian gates has been replaced.
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Developer Updates

Barratt David Wilson – Zone 8

- Repairs and replacements of hoggin paths are ongoing.

Barratt David Wilson – Zone 4

- After several years, BDW has provided a plan for addressing the swales on Haydock Park Drive. Although no start date has been confirmed, BDW has agreed to pipe and fill the area to meet The Trust's adoptable standards.

Bellway – Zone 7

- The replacement Bridge 234 lectern has been installed.
- The Trust remains hopeful that Part One of Zone 7 will be transferred before Christmas.

Alison Homes – Zones 10A & 10B

- The LAP has been removed following agreement that the location was unsuitable for a play park.
 - Overgrown areas at the entrance to Zone 10B (Welland Drive) have been cleared. Preparations are underway to transfer the public open space to the Trust next year.
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Artificial Grass Pitch (AGP) Drainage Works

- A meeting with Tilia Homes Ltd is scheduled for Wednesday 4th November to discuss updates on outstanding surface water drainage work.

Operational Trust Budget

Item		2025/2026 Spend Budget	Year to Date Expenditure 01/04/2025 - 31/08/2025	Remaining Budget
Office Staff Salaries	4	119,096.00	57,211.35	61,884.65
Staff Training	8	1,000.00	250.00	750.00
Recruitment & Other Staffing Costs	5	8,200.00	5,251.20	2,948.80
Workwear & PPE	6	350.00	0.00	350.00
Communications, Printing and Advertising	54	0.00	0.00	0.00
Franking	55	3,000.00	439.35	2,560.65
Office Stationery	57	2,600.00	392.04	2,207.96
Travel & Subsistence	9	150.00	633.33	-483.33
Telephone/Mobile and Broadband	56	3,000.00	545.28	2,454.72
Website, IT and Software	58	2,400.00	1,115.08	1,284.92
Membership & Subscriptions	61	500.00	337.60	162.40
Donations	60	1,000.00	28.97	971.03
Audit and Accountancy Fees	69	8,000.00	7,095.00	905.00
Legal Fees	67	3,700.00	3,559.50	140.50
Professional Fees & Land Registry	68	200.00	7.00	193.00
Registration fees (PRS)	64	0.00	0.00	0.00
Insurance	62	2,500.00	1,818.44	681.56
Office Equipment	63	2,500.00	871.00	1,629.00
Miscellaneous Expenditure	66	2,500.00	0.00	2,500.00
Bird boxes	10	500.00	83.41	416.59
Trust Community Grants	65	500.00	0.00	500.00
Kitchen Supplies	59	200.00	103.14	96.86
Trust Annual Events	53	7,000.00	6,604.76	395.24
Charges (card machine & bank)	70	12,000.00	5,610.12	6,389.88
Proportioned Centre Costs		7,538.57	6,295.76	1,242.81
Depreciation allowance	71	68,530.00	0.00	68,530.00
AGP Depreciation	72	77,753.00	0.00	77,753.00
Events Team expenses	26	250.00	0.00	250.00
Contribution to The Centre		11,508.44	2,201.46	9,306.97

Travel insurance not budgeted for

Contribution to the AGP		7,750.00	-3,473.98	11,223.98
Trust Totals		354,226.00	96,979.81	257,246.19

AGP Budget

Salaries	3	9,925.00	9,934.44	-9.44
AGP PPE	11	0.00	0.00	0.00
AGP Staff Training	13	0.00	0.00	0.00
AGP Business Rates	37	1,715.00	2,058.75	-343.75
AGP Water Rates	38	0.00	0.00	0.00
AGP Waste Collection	51	0.00	0.00	0.00
AGP Insurance	41	60.00	77.41	-17.41
AGP Repair & Maintenance	42	3,650.00	5,340.61	-1,690.61
AGP Electricity	39	2,350.00	2,349.28	0.72
AGP Gas	40	40.00	39.62	0.38
AGP Equipment	46	0.00	0.00	0.00
AGP Cleaning/Materials	43	60.00	61.21	-1.21
AGP Communications & Software	44	150.00	156.37	-6.37
AGP Licences	49	0.00	0.00	0.00
AGP Health & Safety	45	270.00	270.77	-0.77
AGP Pitch Maintenance	47	3,500.00	3,499.48	0.52
AGP Stripe Fees	50	365.00	430.26	-65.26
AGP Miscellaneous	52	820.00	823.13	-3.13
AGP Carpet Provision	73	35,000.00	0.00	35,000.00
AGP Totals		57,905.00	25,041.33	32,863.67

Flood light servicing

Operational Groundsman Budget

Salaries	2	114,784.00	54,757.85	60,026.15
PPE	12	3,500.00	601.80	2,898.20
Staff Training	14	3,600.00	0.00	3,600.00
Equipment Hire		0.00	0.00	0.00
Repairs and Renewals		0.00	0.00	0.00
New equipment and tools	36	11,000.00	4,240.06	6,759.94
Miscellaneous Expenditure	35	7,500.00	18,087.18	-10,587.18
Ditch & Dyke Maintenance, Fence repairs and replacements	28	35,000.00	5,524.30	29,475.70
Arboricultural Survey & Tree maintenance	30	1,700.00	0.00	1,700.00
Landscaping Projects (New works)	29	25,000.00	2,957.19	22,042.81
Waste collection (waste bins around the development)	48	4,000.00	0.00	4,000.00
Fuel, Oil and Water	34	6,000.00	2,662.03	3,337.97
Vehicle Insurance	33	3,000.00	5,214.45	-2,214.45
Vehicle repairs & MOT	32	10,000.00	1,431.35	8,568.65
Play ground inspection	31	25,000.00	2,607.60	22,392.40
Electricity - Wake Pond	24	10,000.00	4,621.99	5,378.01
Groundsman Totals		260,084.00	102,705.80	157,378.20

Quayside works should be Landscaping

Under estimated budget

Operational The Centre Budget

Staff salaries	1	22,657.00	9,732.73	12,924.27
PRS & Licenses	23	1,000.00	871.32	128.68
Advertising, Communications & Printing		0.00	0.00	0.00
The Centre repairs, renewals & maintenance	20	12,000.00	2,739.22	9,260.78
Business Rates	15	7,300.00	3,058.30	4,241.70
Water	16	1,600.00	1,538.29	61.71
Electricity	17	1,260.00	400.03	859.97

Feed in Tariff	22	-2,120.00	0.00	-2,120.00
Gas	18	500.00	115.04	384.96
Premises Insurance	19	3,000.00	2,625.29	374.71
Waste Collection	25	2,850.00	3,714.06	-864.06
Cleaning	21	3,000.00	3,005.38	-5.38
Miscellaneous Centre expenditure	27	1,000.00	685.55	314.45
Proportioned Centre Costs (income)		-7,538.57	-6,295.76	-1,242.81
Centre Totals		46,508.44	22,189.45	24,318.98

Nothing received this year

Combined Expenditure Totals		718,723.44	246,916.39	471,807.04
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Income 2025/2026

			2025/2026 Income Budget	Year to Date Income 01/04/2025 - 31/08/2025	Remaining Budget
The Trust income					
Annual charge	a		-751,279.00	-622,141.99	-129,137.01
Administration fees	b		-24,000.00	-19,245.37	-4,754.63
Interest earned	f		-35,000.00	-54,852.23	19,852.23
Late Payment interest & penalties	e		-1,000.00	-150.65	-849.35
Other	d		0.00	560.50	-560.50
The Trust Total income NET			-811,279.00	-695,829.74	-115,449.26

AGP Income

Football pitch bookings	g		-21,530.00	-25,048.64	3,518.64
Pavilion lettings	h		-65.00	-66.67	1.67
AGP Lease	i		-28,560.00	-3,400.00	-25,160.00
Trust subsidy			-7,750.00	3,473.98	-11,223.98
The AGP Total income NET			-57,905.00	-25,041.33	-32,863.67

The Centre Income

Avalon Bookings	c		-35,000.00	-19,987.99	-15,012.01
Trust Subsidy			-11,508.44	-2,201.46	-9,306.97
The Centre Total income NET			-46,508.44	-22,189.45	-24,318.98

Total Income

			-915,692.44	-743,060.52	-172,631.91
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Total Net Budget



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