



## **AGENDA**

**Elsea Park Community Trust**

**Thursday 5<sup>th</sup> March 2026 – 18:00**

**Venue: Admin Office at the Centre**

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<b>Time</b>	<b>Item</b>	
<b>18:00</b>	<b>1 Welcome and Apologies</b>	<b>MM</b>
<b>18:05</b>	<b>2 Actions from the previous meeting 5<sup>th</sup> February 2026</b>	<b>MM</b>
<b>18:15</b>	<b>3 Developer's Update</b>	<b>CS</b>
	<b>3.1 Tilia Situation and Future Plans to Resolve</b>	<b>GP</b>
	<b>3.2 SKDC S106 Agreement</b>	<b>GP</b>
<b>18:35</b>	<b>4 Management Report</b>	<b>GP</b>
	<b>4.1 S106 Shuttle Bus</b>	<b>GP</b>
<b>18:45</b>	<b>5 New Build Update</b>	<b>GP</b>
	<b>5.1 Tour of the New Build</b>	<b>GP</b>
<b>18:55</b>	<b>6 Finance Report</b>	<b>BL</b>
	<b>6.1 2026/2027 Budget</b>	<b>BL</b>



<b>19:25</b>	<b>7</b>	<b>Directors' Items</b>	<b>All</b>
	<b>7.1</b>	<b>Directors' Identity Verification</b>	<b>BL</b>
<b>19:45</b>	<b>8</b>	<b>Any Other Business</b>	<b>All</b>
<b>20:00</b>	<b>9</b>	<b>Date of the next meeting: 2<sup>nd</sup> April 2026</b>	<b>MM/All</b>



### ACTIONS FROM THE PREVIOUS MEETING

<b>Item</b>	<b>Action details</b>	<b>Actioner</b>	<b>Closed</b>
3.1	Item 3.1 Solutions are being considered for the AGP drainage.	<b>CS/NF</b>	<input type="checkbox"/>
3.2	Item 3.2 Estimates are being obtained to respray and regrade Chequer Tree Walk/Linear Park.	<b>CS/NF</b>	<input type="checkbox"/>
3.3	Item 3.3 Land maintenance agreed with ST is under question and should The Trust recharge any costs incurred to Tilia.	<b>CS/NF</b>	<input type="checkbox"/>
3.4	Item 3.5 Reminder to residents regarding respectful parking to be included on The Trust's website.	<b>AMac</b>	<input type="checkbox"/>
3.5	Item 9.4 GP to contact Roythornes Solicitors to terminate payments relating to the Deed of Variations on behalf of Tilia Homes.	<b>GP</b>	<input type="checkbox"/>
3.6	Item 11.2 MM to contact parents of a deceased child to move the memorial name of Ivy's Patch to another play area location.	<b>MM</b>	<input type="checkbox"/>

## Elsea Park Community Trust Board Meeting Minutes Thursday 5<sup>th</sup> March 2026

<b>Present:</b>	Michael Marren	MM	Chair
	Simon Free	SF	Vice Chair
	Anna Machnik	AMac	Owner Director
	Nigel Eveleigh	NE	Resident Director
	Kerry Eveleigh	KE	Owner Director
	Brenda Johnson	BJ	BTC Representative
<b>In Attendance:</b>	Graeme Parrott	GP	Trust Manager
	Bea Laidler	BL	Finance Officer
	Gail Marren	GM	Prospective Owner Director
<b>1.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>		
	<p>1.1 Apologies were received from Asif Mahmood, Gary Thomas and Paul Fellows</p> <p>1.2 MM welcomed everyone to the meeting and he thanked them for their attendance.</p> <p>1.3 MM gave a special welcome to BJ attending her first meeting as the representative of Bourne Town Council.</p>		
<b>2.</b>	<b>DECLARATION OF INTEREST</b>		
	<p>2.1 INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.</p> <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>		
<b>3.</b>	<b>ACTIONS FROM THE PREVIOUS MEETINGS</b>		
	<b>Action Details</b>	<b>Actioner</b>	<b>Closed</b>
	3.1 Solutions are being considered for the AGP drainage. Due to cancellation of the rearranged meeting with Tilia, there is no update.	<b>CS</b>	<input type="checkbox"/>
	3.2 Respray and re-grade of Chequer Tree Walk (referred to as Linear Park by Tilia). CS emailed GP to say that spraying should have started today.	<b>CS</b>	<input checked="" type="checkbox"/>
	3.3 Land maintenance agreed with ST is under question and should The Trust recharge any costs incurred to Tilia. MM sent a letter to Tilia and now awaiting a response.	<b>CS</b>	<input type="checkbox"/>
	3.4 Reminder to residents regarding respectful parking to be included on The Trust's website. AMac has now actioned this.	<b>AMac</b>	<input checked="" type="checkbox"/>

	3.5 GP to contact Roythornes to terminate payments relating to the Deed of Variations on behalf of Tilia Homes. Roythornes are now no longer sending invoices to The Trust.	<b>GP</b>	<input checked="" type="checkbox"/>
	3.6 MM to contact parents of a deceased child to move the memorial name of Ivy's Patch to another play area location. The parents have agreed and will liaise with GP going forward.	<b>MM/GP</b>	<input checked="" type="checkbox"/>
<b>4.</b>	<b>DEVELOPER'S UPDATE</b>		
	<p>4.1.1 The only update from CS related to Item 3.2 regarding Chequer Tree Walk (referred to by Tilia as Linear Park). Works will Thursday 5<sup>th</sup> March 2026 although it is unsure what work will be undertaken.</p> <p>4.1.2 The timetable for respraying and regrading the area is only five days which is insufficient to allow the respraying of the weeds to take action. GP said he will review and inspect the area. <b>Action: GP</b></p>		
<b>5.</b>	<b>MANAGEMENT REPORT</b>		
	<p>5.1 The Management Report had been emailed to the directors ahead of the meet and GP gave the following updates.</p> <p>5.2.1 GP gave a brief explanation regarding the shuttlebus conditions within the S106 and the fact that providing the shuttlebus is not feasible for practical or economics reasons. Setford's solicitors is drawing up a Deed of Variation to remove the subject of the shuttlebus.</p> <p>5.2.2 BJ asked what the outcome would be if the Deed of Variation to remove the shuttlebus failed. GP said this is unlikely because the Green Fund balance is to be passed to SKDC for Lincolnshire County Council (LCC) projects but if the application was refused, The Trust would appeal against the decision.</p> <p>5.3 SF asked for an update regarding the fly tipping around the bin in Salisbury Gardens. GP responded by saying that a notice has been put on the bin and this appears to have been successful.</p> <p>5.4 NE suggested edging the Christmas tree with Euonymus instead of Box as this is more resistant to disease and caterpillars.</p> <p>5.5.1 NE expressed his thanks to the Grounds Team for the recent tree planting.</p> <p>5.5.2 GP said that the Grounds Team is due to continue planting more trees on the newly acquired land.</p> <p>5.6 SF expressed his concerned about flooding risk at Willow pond in Zone 8. GP mentioned that the heavy rain recently experience did not cause any flooding issues but this will be monitored.</p> <p>5.7 GP confirmed the land near Nürburgring Gardens, Haydock Park Drive and the LEAP on The Gables was transferred to The Trust yesterday.</p> <p>5.8.1 NE enquired about the cost to replace a playpark. GP answered approximately £100,000.00.</p> <p>5.8.2 KE asked if all zones should have two play parks because some zones only have one play park. GP responded by saying that would be an issue between the S106 Enforcement Officer and the developer but there is no available land for developers to install more play parks.</p>		

	<p>5.9 Bellway Homes have only transferred one third of the land to The Trust because the rest of the land is not in a suitable condition to transfer. One area has the builder's compound sited so that specific piece of land will not transfer until the Bellway development has been completed</p>
6.	<b>NEW BUILD UPDATE</b>
	<p>6.1 Directors were invited to view the new build despite flooring still being required in the new meeting room.</p> <p>6.2 GP explained that there are a few snagging issues which is why a 5% retention has been held back from the final payment in line with the contract.</p>
7.	<b>FINANCE REPORT</b>
	<p>7.1 BL sent the finance reports to the Board prior to the meeting.</p> <p>7.2 BL explained any high costs and what the final net income is likely to be at year end.</p> <p>7.3.1 The outstanding debtors are very low. The debts that are actively being pursued is less than 0.8% of the expected budgeted income. The balance relates to debts due to those paying by direct debts, those with an agreed payment plan, homeowners who have passed away or funds due from solicitors for new buyers.</p> <p>7.3.2 SF suggested the Finance policy be updated to read that debts totalling over 2% should be presented to the Board. <b>Action: BL</b></p> <p>7.4 BL presented the 2026/2027 budget to the Board and after some explanation regarding the AGP income, the directors agreed to pass the budget unanimously.</p>
8.	<b>DIRECTORS' ITEMS</b>
	<p>8.1.1 NE brought up the subject of appointing a Chair and Vice as the Articles of Association state; <a href="#">'12.1 The position of Chairman shall always be held by an Owner Director and shall be appointed (and may be removed) by a majority decision of the Board'</a> He feels this rule is outdated and should also include Resident Directors especially considering potential resident directors may have been a tenant since the Elsea Park development first began.</p> <p>8.1.2 GP said that he would investigate this and make enquiries of what is needed and the costs to make the amendments.</p>
9.	<b>AOB</b>
	<p>9.1.1 BTC have been approached by the Aveland History Group to take ownership and restoration responsibility for the 1825 Tithe map of Bourne. The restoration is to be undertaken by a restorer at Burghley House at a cost of £3,500 before it is put on display at a chosen location.</p> <p>9.1.2 NE asked the Board to consider a donation towards the restoration costs. MM suggested £500 to which all agreed.</p> <p>9.2 SF asked for an update on the Investment company to which GP said that BL has emailed the directors requesting a copy of their passport and a current utility bill in their name. MM will then liaise with ES in completing the account set up.</p>

	<p>9.3 SF expressed his thanks to the Grounds Team for the work undertaken on Leytonstone Lane. He added that the work has achieved the required result and large vehicles are no longer driving over kerbs and grassed areas.</p>
<b>10.</b>	<b>DATE OF NEXT MEETING</b>
	<p>10.1 The date of the next meeting will be 2<sup>nd</sup> April 2026.</p> <p>10.2 There being no further business, the meeting closed at 20:00 hrs.</p>



# Manager's Report – March 2026

## **Admin**

The Yearly payment invoices are being prepared, with over 2800 invoices to prepare these are sent in batches so some residents may not yet received their invoices especially if on Direct Debit.

Yearly Staff appraisals have been completed and yearly mandatory training commenced based around Cyber security, GDPR and Health and Safety essentials

## **The Centre**

### **Extension Works – Progress Summary**

The Extension to the Community Centre is nearing completion with only snagging to complete its anticipated to be handed over to The Trust the first week of March.

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## **Grounds**

### **Street Bins**

New street bins have been delivered in anticipation of the impending transfer of land from various developers

### **Pavement**

Edging work along the pin edges between the pavement and grass on Linear park and other locations has been carried out as part of regular maintenance to the public open spaces

### **Christmas tree**

The Christmas tree that was kindly donated by a resident has been planted near the centre and the area has now been edged with oak posts and awaits a final tidy up which is currently delayed by the wet weather

### **Hoggin path**

The Hoggin path between Salisbury Gardens to South Road has been fed and a more permanent solution to this extremely heavily used path is being considered.

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## Developer Updates

### Barratt David Wilson – Zone 8

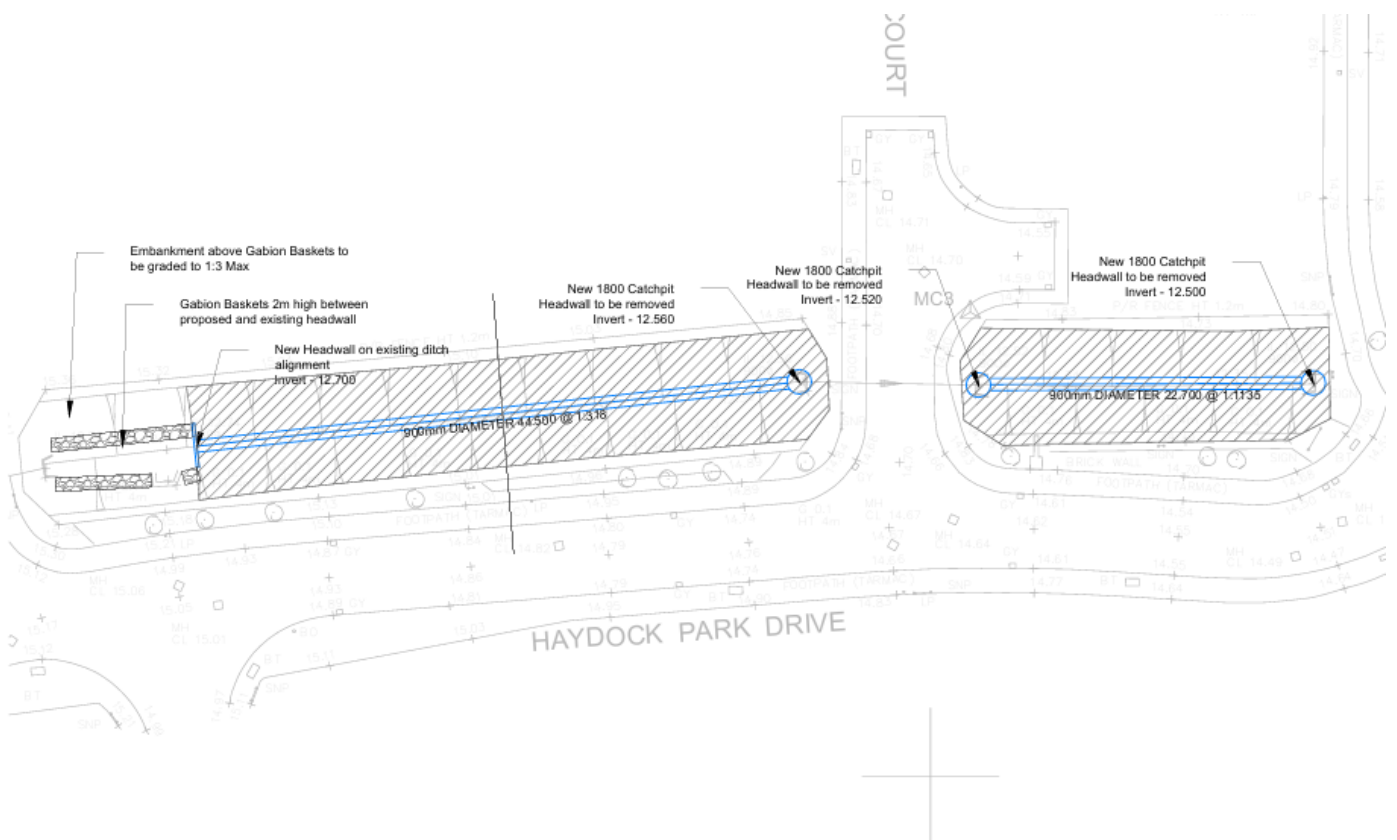
Part 1 of Zone 8 is now ready for transfer to The Trust, plans and transfers were signed late last year.

### Barratt David Wilson (BDW) – Zone 4

Planning permission has now been submitted by BDW (ref: S26-0055) seeking approval to infill the two open swales on Haydock Park Drive.

This work was first requested many years ago by The Trust and has remained the key barrier to completing the land transfer. The swales are currently in a poor state of repair, and if the Trust were required to take responsibility for them in their existing condition, the associated remedial costs could be significant for residents. This application is therefore an important step toward resolving the issue and enabling the transfer to move forward.

**Update** 27<sup>th</sup> February the works have now commenced and are planned to take approx. 6 weeks



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### Taylor Wimpy – Zone 9, 4 and 3

Transfer of land is imminent

## **Bellway Zone 7 Part 1**

Meetings continue with Bellway to establish the boundary of the next area to be transferred this will be known as Zone 7 Part 2 this will complete the land transfers until Bellway move off site as their compound is directly on top of the remaining public open space area.

A site meeting on Friday 27<sup>th</sup> February was very productive for all parties involved

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## **Tilia Homes Ltd Zones 1,3,5 and 9**

This has now been passed to SKDC to investigate why the public open space has not been transferred to The Trust.

## Operational Trust Budget

Item		2025/2026 Spend Budget	Year to Date Expenditure 01/04/2025 - 31/01/2026	Remaining Budget
Office Staff Salaries	4	119,096.00	100,017.76	19,078.24
Staff Training	8	1,000.00	250.00	750.00
Recruitment & Other Staffing Costs	5	8,200.00	7,337.91	862.09
Workwear & PPE	6	350.00	27.00	323.00
Communications, Printing and Advertising	54	0.00	0.00	0.00
Franking	55	3,000.00	816.53	2,183.47
Office Stationery	57	2,600.00	1,441.03	1,158.97
Travel & Subsistence	9	150.00	36.96	113.04
Telephone/Mobile and Broadband	56	3,000.00	1,412.86	1,587.14
Website, IT and Software	58	2,400.00	3,235.24	-835.24
Membership & Subscriptions	61	500.00	862.62	-362.62
Donations	60	1,000.00	127.92	872.08
Audit and Accountancy Fees	69	8,000.00	10,627.80	-2,627.80
Legal Fees	67	3,700.00	5,633.50	-1,933.50
Professional Fees & Land Registry	68	200.00	21.00	179.00
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	1,574.43	925.57
Miscellaneous Expenditure	66	2,500.00	6.48	2,493.52
Bird boxes	10	500.00	83.41	416.59
Trust Community Grants	65	500.00	0.00	500.00
Kitchen Supplies	59	200.00	646.19	-446.19
Trust Annual Events	53	7,000.00	6,604.76	395.24
Charges (card machine & bank)	70	12,000.00	8,365.93	3,634.07
Proportioned Centre Costs		7,538.57	8,125.19	-586.63
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	495.00	-245.00
Contribution to The Centre		11,508.44	2,025.77	9,482.67
Contribution to the AGP		12,510.00	-12,856.03	25,366.03

<b>Trust Totals</b>		358,986.00	148,737.70	210,248.30

**AGP Budget**

<b>Salaries</b>	3	9,925.00	9,934.44	-9.44
<b>AGP PPE</b>	11	0.00	0.00	0.00
<b>AGP Staff Training</b>	13	0.00	0.00	0.00
<b>AGP Business Rates</b>	37	1,715.00	2,058.75	-343.75
<b>AGP Water Rates</b>	38	0.00	0.00	0.00
<b>AGP Waste Collection</b>	51	0.00	0.00	0.00
<b>AGP Insurance</b>	41	60.00	77.41	-17.41
<b>AGP Repair &amp; Maintenance</b>	42	3,650.00	9,442.66	-5,792.66
<b>AGP Electricity</b>	39	2,350.00	2,458.05	-108.05
<b>AGP Gas</b>	40	40.00	246.40	-206.40
<b>AGP Equipment</b>	46	0.00	0.00	0.00
<b>AGP Cleaning/Materials</b>	43	60.00	61.21	-1.21
<b>AGP Communications &amp; Software</b>	44	150.00	123.70	26.30
<b>AGP Licences</b>	49	0.00	0.00	0.00
<b>AGP Health &amp; Safety</b>	45	270.00	270.77	-0.77
<b>AGP Pitch Maintenance</b>	47	3,500.00	3,754.27	-254.27
<b>AGP Stripe Fees</b>	50	365.00	331.23	33.77
<b>AGP Miscellaneous</b>	52	820.00	823.13	-3.13
<b>AGP Carpet Provision</b>	73	35,000.00	0.00	35,000.00
<b>AGP Totals</b>		57,905.00	29,582.02	28,322.98

### Operational Groundsman Budget

Salaries	2	114,784.00	99,152.45	15,631.55
PPE	12	3,500.00	2,062.05	1,437.95
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	6,165.98	4,834.02
Miscellaneous Expenditure	35	7,500.00	6,003.17	1,496.83
Ditch & Dyke Maintenance, Fence repairs and replacements	28	35,000.00	21,652.36	13,347.64
Arboricultural Survey & Tree maintenance	30	1,700.00	3,713.00	-2,013.00
Landscaping Projects (New works)	29	25,000.00	21,886.31	3,113.69
Waste collection (waste bins around the development)	48	4,000.00	0.00	4,000.00
Fuel, Oil and Water	34	6,000.00	3,744.07	2,255.93
Vehicle Insurance	33	3,000.00	5,214.45	-2,214.45
Vehicle repairs & MOT	32	10,000.00	4,250.46	5,749.54
Play ground inspection	31	25,000.00	29,559.24	-4,559.24
Electricity - Wake Pond	24	10,000.00	8,628.78	1,371.22
<b>Groundsman Totals</b>		<b>260,084.00</b>	<b>212,032.32</b>	<b>48,051.68</b>

### Operational The Centre Budget

Staff salaries	1	22,657.00	16,906.30	5,750.70
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	3,787.53	8,212.47
Business Rates	15	7,300.00	5,909.30	1,390.70
Water	16	1,600.00	2,326.48	-726.48
Electricity	17	1,260.00	623.82	636.18

<b>Feed in Tariff</b>	22	-2,120.00	-2,509.00	389.00
<b>Gas</b>	18	500.00	183.72	316.28
<b>Premises Insurance</b>	19	3,000.00	2,625.29	374.71
<b>Waste Collection</b>	25	2,850.00	4,470.22	-1,620.22
<b>Cleaning</b>	21	3,000.00	5,113.41	-2,113.41
<b>Miscellaneous Centre expenditure</b>	27	1,000.00	970.18	29.82
<b>Proportioned Centre Costs (income)</b>		-7,538.57	-8,125.19	586.63
<b>Centre Totals</b>		46,508.44	33,153.38	13,355.06
<b>Combined Expenditure Totals</b>		665,578.44	393,923.40	299,978.02

## Income 2025/2026

		2025/2026 Income Budget	Year to Date Income 01/04/2025 - 31/01/2026	Remaining Budget
The Trust income				
Annual charge	a	-751,279.00	-730,878.23	-20,400.77
Administration fees	b	-24,000.00	-31,389.78	7,389.78
Interest earned	f	-35,000.00	-55,977.94	20,977.94
Late Payment interest & penalties	e	-1,000.00	-280.26	-719.74
Other	d	0.00	317.13	-317.13
<b>The Trust Total income NET</b>		<b>-811,279.00</b>	<b>-818,209.08</b>	<b>6,930.08</b>

### 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	-23,800.00	-17,322.74	-6,477.26
Trust subsidy		-12,510.00	12,856.03	-25,366.03
<b>The AGP Total income NET</b>		<b>-57,905.00</b>	<b>-29,582.02</b>	<b>-28,322.98</b>

### The Centre Income

Avalon Bookings	c	-35,000.00	-31,127.61	-3,872.39
Trust Subsidy		-11,508.44	-2,025.77	-9,482.67
<b>The Centre Total income NET</b>		<b>-46,508.44</b>	<b>-33,153.38</b>	<b>-13,355.06</b>

### Total Income

		<b>-857,787.44</b>	<b>-851,362.46</b>	<b>-34,747.96</b>
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Total Net Budget

		-192,209.00	-457,439.06	265,230.06
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