



AGENDA

Elsea Park Community Trust

Thursday 6th August 2026 – 18:00

Venue: The Maple Room at the Centre

Time	Item	
18:00	1	Welcome and Apologies MM
18:05	2	Actions from the previous meeting 2nd July 2026 MM
18:15	3	Developer's Update CS/NF
18:30	4	Manager's Report GP
18:45	5	Finance Report and Narrative ES
	5a	Land & Property Revaluation GP
19:00	6	Directors' Items All
19:15	7	Any Other Business All
	7a	Urban Beach update GP
19:30	8	Date of the next meeting: 3rd September 2026 MM/All



ACTIONS FROM THE PREVIOUS MEETING

Item	Action details	Actioner	Closed
3.1	Item 4.3.3 GP to contact the Trust Manager of Bourne United Charities to appraise the layout and design of the Wellhead fountains.	GP	☒
3.2	Item 4.6 An open meeting to be arranged inviting the developer, SKDC, LCC, and the local MP along with residents to address the influx of complaints regarding one specific developer.	GP	☒
3.3	Item 4.7.2 A survey is to be undertaken assessing the suitability of a soakaway for the AGP.	GP	☒
3.4	Item 5.4.4 BL to email the directors regarding their choice of future Land & Buildings valuation for the Fixed Assets on the Balance Sheet. After speaking to the Auditors, BL sent an email to all directors explaining the difference between 'Cash valuations' and 'Revaluations'. Directors were asked their preference whether to continue with cash valuations or have the Land & Buildings revalued and their opinion on how often the revaluation process should be carried out, should the revaluation option is to be their choice. This subject is to be discussed further as part of item 5a.	BL	☒
3.5	Item 7.4 GP is to place an advert to recruit another groundsperson.	GP	☒
3.6	Item 7.8 NE to liaise between the Grounds team and the Woodland Trust volunteers to arrange 'hedgelaying'.	NE	☒

Elsea Park Community Trust Board Meeting Minutes Thursday 6th August 2026

Present:	Michael Marren	MM	Chair
	Nigel Eveleigh	NE	Vice Chair
	Simon Free	SF	Owner Director
	Kerry Eveleigh	KEv	Owner Director
	Paul Fellows	PF	SKDC Representative
	Charlotte Saddler	CS	Developer Representative
In Attendance:	Graeme Parrott	GP	Trust Manager
	Emma Sturman	ES	Deputy Finance Officer
	Steve Kettle	SK	Prospective Director
	June Fisher	JF	Prospective Director
	Kate Eales	KEa	Prospective Director
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	1.1 Apologies were received from Brenda Johnson. 1.2 MM welcomed everyone to the meeting, introduced the three prospective directors and he thanked everyone 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
	4.3.3 GP has been in contact with Bourne United Charities regarding the fountains. The fountains on the Wellhead are not powerful enough so it may be needed to have several pumps with lower KWH.	GP	☒
	4.6 CS discussed the plans for works that are due on the development. If works are completed as expected this solves the complaints.	GP	☒
	4.7.2 GP presented CS with the survey for the drainage which is not suitable for a soakaway.	GP	☒
	5.4.4 The land and property revaluation is included in 2025/26 end of year reports.	BL	☒
	7.4 Pre interview meetings have taken place and interviews are scheduled.	GP	☒

	7.8 NE and the Head Groundsman have made arrangements for hedge laying.	NE	☒
4.	DEVELOPER REPORT		
	4.1. CS explained that they have a workaround solution for the soakaway which they will fund but The Trust will oversee works. 4.2. Sewage issues on Zone 5 an onsite meeting with Anglian Water has been arranged for 10th August. 4.3. Linear Park/Chequer Tree Walk has been flailed, and work will start when the weather allows. 4.4. Jubilee Play area ROSPA report showed that remedial works are required. These works are scheduled to be complete within four weeks from 27th July. 4.5. A further update will be available in September regarding the top surface of all roads on Zone 9 after the storm drain has been approved by Anglian Water. 4.6. CS will contact GP to discuss the Trust maintaining land owned by Tilia Homes. GP to collate costs for CS. ACTION:GP		
5.	MANAGEMENT REPORT		
	5.1. The Management Report had been emailed to the directors ahead of the meet and GP gave the following updates. 5.2. The failed repair work on the wet pour at the Elsea Park Way play area is to be rectified in September/October. 5.3. GP explained for the benefit of the prospective directors the issues with the Shuttle bus Deed of Variation which needs 15 signatures. The Trust's legal representative is looking at reducing this to 6 signatures. Further updates will be given in future meetings.		
6.	FINANCE REPORT		
	6.1. BL sent the finance reports to the Board prior to the meeting. 6.2. ES briefed the Board on the monthly reports and expressed that the new savings platform is now in use. 6.3. The Board approved the amended Year End Accounts including the valuation figure. MM signed the Director's Reports and the Financial Statements which will be sent to the Auditors		
7.	DIRECTORS' ITEMS		
	7.1.1 Three days since the opening of the Urban Beach, GP gave an update stating that it has been very busy. ES added that so many people have commented on how good it is and how much fun they are having.		

	7.1.2 A casual worker has been employed for the three weeks of the event to help with setting up and clearing down. GP explained that it has been more work than he had anticipated. 7.1.3 NE asked how feedback of the success of the event is going to be distributed to residents. GP explained that information is being posted on facebook. 7.1.4 PF expressed that he will include a piece on the success of the Urban Beach in his Mayoral article in the Local free magazine.
7.	AOB
	7.1 PF mentioned that he had been contacted for a photograph with the bridge 234 plaque. GP should receive an invite in September 7.2 PF informed the Board that the proposed development on the other side of the bypass has been rejected. This is mainly due to concerns on how pedestrians would access Bourne. 7.3.1 JF asked about the dead trees. GP explained that the trees under The Trusts ownership are surviving as they are watered regularly. The developers will need to replace dead trees before the areas are transferred to The Trust. 7.3.2 GP explained that although as a business the hosepipe ban does not apply. He would like permission to seek costings for a bore hole which would allow the groundsmen to extract up to 20,000 litres of water per day which is far more than we currently use. SK mentioned that he knew of a company who could do this and will forward details to GP. ACTION:SK & GP 7.5.1 ES presented figures for the costs involved in hiring one or two new groundsmen. 7.5.2 MM proposed engaging two grounds staff, SF & PF seconded and the Board agreed unanimously.
8.	DATE OF NEXT MEETING
	8.1 The date of the next meeting will be 3rd September 2026. 8.2 There being no further business, the meeting closed at 20:30 hrs



Manager's Report – August 2026

The Centre

During the recent period of extremely hot weather, the Centre has operated as a cool hub for residents.

- The Rowen lounge and Maple meeting room continue to have a small stream of users wishing to work in a cooler environment during the extremely hot days

Grounds

Hot Weather

The Trust's Hot Weather Policy has been implemented for the third time this year

While an Amber Heat Warning is in place, the Grounds Team has shifted to a 6:00am start.

- Should a Red Warning be issued, further reductions in the team's exposure to extreme conditions will be introduced to safeguard their wellbeing.

Wake Ponds

The fountains continue to present operational challenges. The most recent repair failed within 24 hours.

The Trust are liaising with Bourne United Charities who have recently installed fountains in a pond at the well Head St peter Pool

Elsea Park Way Playground

The contractor has now agreed to reattend in September/ October and reinstall all the failed areas of infill.

Shuttle Bus

The deed of Variation is currently with the Trusts Solicitor who is arranging for the document to be signed by all involved.

Solicitor

Developer Updates

Tilia Homes – Zone 9

A very positive meeting was held between the Trust and Tilia Homes on 20th July the Directors left the meeting reassured that Tilia have a new plan and the Funds to go with that plan to ensure a large part of outstanding Legacy work is completed on the development.

Bellway

The Trust are attempting to water what trees we can on the Bellway site without neglecting our own newly planted trees although it is plain to see there will be many dead trees on the developers site when it comes to transfer of public open space.

Vistry – Zone 2

Nothing Further has been heard from Vistry following their initial contact with the trust Solitros regarding the Transfer of Public open space

Barratt David Wilson (BDW)

BDW are installing warning signs at Willow pond following many weeks of People swimming in the waters, the Trust have had resident contact us demanding that something is done about that activity these residents have been signposted to the owners of the pond as responsibility lies firmly with others and not the Trust as that area has not been transferred to the Trust.

The Trust were always aware this area may be an issue and needs to witness the public behaviour around the pond prior to transfer, BDW are continuing with safety measures and their ROSPA water safety report will indicate where anything could be improved

Budget Variance

Elsea Park Community Trust For the month ended 30 June 2026

	ACTUAL JUNE 26	BUDGET JUNE 26	VARIANCE	VARIANCE %
Income				
Trust Income				
Administration Fees	4,050.00	3,600.00	450.00 ↑	12.50% ↑
Yearly payments	36,616.54	36,160.00	456.54 ↑	1.26% ↑
Total Trust Income	40,666.54	39,760.00	906.54	2.28%
Centre Income				
Weekday Booking	2,540.48	2,540.00	0.48 ↑	0.02% ↑
Weekend Booking	716.43	716.00	0.43 ↑	0.06% ↑
Total Centre Income	3,256.91	3,256.00	0.91	0.03%
Total Income	43,923.45	43,016.00	907.45	2.11%
Other Income				
Late payment fees/ Failed DD Fees / Court fees	30.00	30.00	- —	- —
Lease/Rent	3,400.00	3,400.00	- —	- —
Miscellaneous Income	10.00	10.00	- —	- —
Recharges	54.59	-	54.59 ↑	- —
Savings/investment interest	7.25	7.00	0.25 ↑	3.57% ↑
Total Other Income	3,501.84	3,447.00	54.84	1.59%
Direct Costs				
Diesel	443.32	443.00	0.32 ↑	0.07% ↑
Hired services/waste collection	387.01	387.00	0.01 ↑	0.00% ↑
Maintenance expenses	1,253.03	1,253.00	0.03 ↑	0.00% ↑
Plants	9.97	10.00	(0.03) ↓	-0.30% ↓
Purchases other	6.00	6.00	- —	- —
Total Direct Costs	2,099.33	2,099.00	0.33	0.02%
Gross Profit	41,824.12	40,917.00	907.12	2.22%

	ACTUAL JUNE 26	BUDGET JUNE 26	VARIANCE	VARIANCE %
Indirect Costs				
(IE) Bank and Legal Fees	369.80	300.00	69.80 ↑	23.27% ↑
(IE) Donations	34.17	34.00	0.17 ↑	0.50% ↑
(IE) Hired services/waste collection	7,801.22	7,801.00	0.22 ↑	0.00% ↑
(IE) HR Expenses	698.53	698.00	0.53 ↑	0.08% ↑
(IE) Overheads	1,263.82	1,180.00	83.82 ↑	7.10% ↑
(IE) Postage	200.00	200.00	- —	- —
(IE) Purchases other	1,148.67	1,139.00	9.67 ↑	0.85% ↑
(IE) Service expenses	1,094.70	1,094.00	0.70 ↑	0.06% ↑
(IE) Software Subscriptions	1,157.95	1,158.00	(0.05) ↓	0.00% ↓
(IE) Wages Expenses	20,701.77	23,133.00	(2,431.23) ↓	-10.51% ↓
Total Indirect Costs	34,470.63	36,737.00	(2,266.37)	-6.17%
Net Profit	10,855.33	7,627.00	3,228.33	42.33%