



AGENDA

Elsea Park Community Trust

Thursday 2nd July 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 4th June 2026 MM
18:15	3	Management Report GP
	3a	Tilia Homes GP
	3b	AGP Drainage GP
18:45	4	Finance Report and Narrative BL
	4a	Land & Property Revaluation GP/BL
	4b	Audit Report to Management and Year End Accounts BL
19:00	5	Directors' Items All
	5a	Shuttle Bus GP
	5b	Deed of Variation GP



19:15	6	Any Other Business	All
	6a	Urban Beach	GP
19:10	7	Date of the next meeting: 6th August 2026	MM/All



ACTIONS FROM THE PREVIOUS MEETING

Item	Action details	Actioner	Closed
3.1	Item 4.3 Full page inserts to a local publication advertising the Centre.	GP	☐

Elsea Park Community Trust Board Meeting Minutes

Thursday 2nd July 2026

Present:	Michael Marren	MM	Chair	
	Nigel Eveleigh	NE	Vice Chair	
	Simon Free	SF	Owner Director	
	Kerry Eveleigh	KE	Owner Director	
	Paul Fellows	PF	SKDC Representative	
	Brenda Johnson	BJ	BTC Representative	
In Attendance:	Graeme Parrott	GP	Trust Manager	
	Bea Laidler	BL	Finance Officer	
1.	WELCOME AND APOLOGIES FOR ABSENCE			
	1.1 Apologies were received from Gary Thomas and Anna Machnik.			
	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
	3.1 Full page inserts to a local publication advertising the Centre for events and availability to hire the hall.		GP	☐
4.	MANAGEMENT REPORT			
	4.1. The Management Report had been emailed to the directors ahead of the meet and GP gave the following updates. 4.2 The Cool Hub is in operation allowing residents to benefit from the Rowan Lounge and use of the Maple Meeting Room for work. The Maple Meeting Room was not used but the Rowan Lounge has been made use of. 4.3 Wake Pond 4.3.1 GP described the issues regarding Wake Pond saying the 7kw pump is considered to be too powerful and not suitable. Although the developer stated the pump was new, it is felt that they are actually refurbished. 4.3.2 SF asked if the fountains could emulate those at the Wellhead at St Peter’s Pool as they operate very well.			

	4.3.3 After further ideas were discussed, it was agreed that GP will contact the Trust Manager of Bourne United Charities to appraise the layout and design of the Wellhead fountains. Action: GP 4.4 Residents using an informal path across private land have complained to The Trust about the barbed wire that has been cut to allow access to the informal as being a danger and expecting The Trust to remove the obstacle. 4.5.1 Letters have been sent to the affected residents of The Gables and Badger Lane that specific areas of land will soon be transferred to The Trust from Vistry Homes. 4.5.2 GP feels that The Trust should pay for replacing the play park on Badger Lane as the land should have transferred to The Trust in 2008. 4.5.3 Three play parks have recently been renovated but two of them required remedial work to achieve a satisfactory standard. GP feels the contract should be awarded to the company who carried out the installation on third play park. 4.6 There has been a steady influx of complaints regarding one specific developer so GP is hoping to hold a public meeting including the developer, SKDC, LCC and the local MP along with residents who have been affected by faults and unfinished areas. Action: GP 4.7.1 The idea of a soakaway for the AGP was discussed considering there has been no flooding after heavy rain. 4.7.2 A survey will need to be undertaken and boreholes drilled to discover if a soakaway would be suitable as a solution to the current situation. 4.7.3 The Board unanimously agreed this course of action. Action: GP
5.	FINANCE REPORT
	5.1 BL sent the finance reports to the Board prior to the meeting. 5.2.1 It was explained that the expenditure and budget figures are for May 2026 only with the balance of budget available to spend. 5.2.2 SF enquired why are there two outstanding debtor figures. It was clarified that the first debtor figure was part of the monthly figures for May 2026 whereas the second is the current amount outstanding. 5.2.3 The directors gave thanks to ES for the narrative saying that it is easy to follow. 5.3.1 BL explained that Streets Auditors have advised to not use the valuation for land and buildings although the land values will be used to value the land transferred to The Trust during 2025/2026. 5.3.2 SF asked if the auditors could use the latest valuation but add the date of the valuation. BL will contact Streets to discuss the revaluation. 5.4.1 BL highlighted the concerns raised by the auditors in the Report to Management and explained that bank reconciliations were being carried out on a quarterly basis is now being carried out monthly in accordance with the Financial Procedures policy. 5.4.2 The auditors advised that a couple of control accounts had been previously set up incorrectly which has since been rectified due to the introduction of the new nominal coding.

	5.4.3 The auditors highlighted a ringfenced reserve was not required, BL explained that this relates to monies set aside for the AGP carpet replacement. 5.4.4 The Board approved the Year End Accounts so MM signed the Director's Reports and the Financial Statements. BL will retain the accounts until the valuation issue has been agreed. Action: BL
6.	DIRECTORS' ITEMS
	6.1.1 GP and PF attended a Planning Committee meeting at SKDC. GP presented an argument to removed the Shuttle Bus requirement from the Section 106 agreement (S106). PF supported The Trust and the Committee agreed to remove the Shuttle Bus obligation. 6.1.2 NE led the Board in offering thanks for all their hard work. 6.2.1 The S106 agreement requires a Deed of Variation to remove the Shuttle Bus but this also needs signatures form all the developers and the Landowner Trust representative. 6.2.2 GP has engaged a solicitor who is knowledgeable about the S106 and Elsea Park to follow the process.
7.	AOB
	7.1 BL presented an update on the Urban Beach showing the activities and costs. 7.2 NE has noted that the footpath along Notley Way is splitting. GP said that this will be repaired by the developer before adoption. 7.3 BJ mentioned that there are no disabled parking spaces near the new meeting room. It was pointed out that there are five disabled spaces that are within a reasonable distance. However, discussions are on-going relating creating more parking space and consideration will be given to adding a new disabled space. 7.4 The Grounds team require another groundsman. The Head Groundsman thought the current team could handle the work after losing one groundsman but recently one team member had a day's leave and another member was sick. This left one groundsman to carry out all the grounds activities. The Board agreed and GP will place an advert shortly. Action: GP 7.5 GP has advertised for a casual worker to open and close the Urban Beach at weekends but no one suitable has applied yet. 7.6 Anti-social behaviour (ASB) complaints have been received from a resident close to the Aykroft play park. GP advised contacting the police or SKDC who have a team specifically for ASB issues. 7.7.1 A number of youngsters have been swimming in Willow Pond disturbing the neighbours with loud music and using bad language. 7.7.2 After sleeping out, the youngsters then broke into the AGP at 6:30am to play football. 7.7.3 One person has been identified from the CCTV and the parents have been sent an invoice for repairing the fence. 7.8 NE asked if the Grounds team would like assistance in 'hedgelaying' along Raymond Mays Way which GP responded by saying that they would. NE to liaise between the Grounds team and the Woodland Trust volunteers. Action: NE

8.	DATE OF NEXT MEETING
	8.1 The date of the next meeting will be 6th August 2026. 8.2 There being no further business, the meeting closed at 19:40 hrs



Manager's Report – July 2026

The Centre

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

- The Rowen Lounge has provided a comfortable, air-conditioned space for relaxation.
- The Maple Meeting Room has offered an air-conditioned co-working environment for those needing a quiet place to work.

Grounds

Hot Weather

The Trust's Hot Weather Policy has been implemented for the second time this year—an unusual occurrence, as it is typically reserved for July and August.

- 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 is currently consulting with a local pond specialist who resides on the development.
- Unfortunately, the first proposed solution has proven unachievable, and alternative options are now being explored.

Elsea Park Playground

The contractor has been instructed to return to site, as the standard of work completed on behalf of The Trust does not meet the expected quality.

Shuttle Bus

The planning application to vary the Section 106 agreement—redirecting funds from the previously proposed shuttle bus to a cycle path linking into town via Manor Lane—has been approved by the SKDC Planning Committee. A Deed of Variation is now being finalised between LCC Solicitors and the Trust's Solicitors.

Developer Updates

Tilia Homes – Zone 9

There have been no updates from Tilia Homes regarding their outstanding legacy works.

- The Trust continues to receive a steady stream of complaints from residents living near undeveloped or unfinished areas.
- The Trust is working with SKDC to investigate the ongoing delay in the transfer of Public Open Space.
- Play parks owned by Tilia—most notably Jubilee Green and the AGP play park—remain either unsafe to open or abandoned, with no progress from the developer.

Bellway

The Trust is awaiting confirmation from Bellway regarding the opening of the footpaths to the north of their zone.

- Once opened, these paths will connect into the wider network as originally intended.
- Some residents are currently using an informal route across privately owned land.
- Several requests have been made for the Trust to maintain this route; however, as the land is not in Trust ownership, The Trust have no authority to undertake maintenance or management.
- Sponsorship has been agreed for one event at this year's Urban Beach

Vistry – Zone 2

The Trust's solicitor has now been instructed to proceed with the transfer of Public Open Space, including the Badger Lane play park, from Vistry to The Trust.

Barratt David Wilson (BDW)

BDW have also agreed to sponsor one event at this year's Urban beach

Budget Variance

Elsea Park Community Trust For the month ended 31 May 2026

	ACTUAL MAY 26	BUDGET MAY 26	VARIANCE	VARIANCE %
Income				
Trust Income				
Administration Fees	3,150.00	2,000.00	1,150.00 ↑	57.50% ↑
Yearly payments	33,706.06	37,500.00	(3,793.94) ↓	-10.12% ↓
Total Trust Income	36,856.06	39,500.00	(2,643.94)	-6.69%
Centre Income				
Weekday Booking	4,531.17	2,400.00	2,131.17 ↑	88.80% ↑
Weekend Booking	392.28	550.00	(157.72) ↓	-28.68% ↓
Total Centre Income	4,923.45	2,950.00	1,973.45	66.90%
Total Income	41,779.51	42,450.00	(670.49)	-1.58%
Other Income				
Feed in Tariff	1,031.75	1,000.00	31.75 ↑	3.18% ↑
Late payment fees/ Failed DD Fees / Court fees	-	10.00	(10.00) ↓	-100.00% ↓
Lease/Rent	3,463.36	3,400.00	63.36 ↑	1.86% ↑
Miscellaneous Income	820.00	84.00	736.00 ↑	876.19% ↑
Recharges	426.69	-	426.69 ↑	-
Savings/investment interest	10.99	-	10.99 ↑	-
Total Other Income	5,752.79	4,494.00	1,258.79	28.01%
Direct Costs				
Diesel	636.67	500.00	136.67 ↑	27.33% ↑
Hired services/waste collection	7,860.15	4,542.00	3,318.15 ↑	73.05% ↑
Maintenance expenses	720.67	833.00	(112.33) ↓	-13.48% ↓
Miscellaneous Costs	-	625.00	(625.00) ↓	-100.00% ↓
Plants	60.58	400.00	(339.42) ↓	-84.86% ↓
Purchases other	-	500.00	(500.00) ↓	-100.00% ↓
Wages expenses	18,902.54	12,526.00	6,376.54 ↑	50.91% ↑
Total Direct Costs	28,180.61	19,926.00	8,254.61	41.43%
Gross Profit	13,598.90	22,524.00	(8,925.10)	-39.62%

	ACTUAL MAY 26	BUDGET MAY 26	VARIANCE	VARIANCE %
Indirect Costs				
(IE) Bank and Legal Fees	525.94	1,100.00	(574.06) ↓	-52.19% ↓
(IE) Hired services/waste collection	6,952.22	1,750.00	5,202.22 ↑	297.27% ↑
(IE) HR Expenses	637.29	1,467.00	(829.71) ↓	-56.56% ↓
(IE) Miscellaneous expenses	-	167.00	(167.00) ↓	-100.00% ↓
(IE) Overheads	1,581.46	4,238.00	(2,656.54) ↓	-62.68% ↓
(IE) Postage	-	125.00	(125.00) ↓	-100.00% ↓
(IE) Purchases other	50.39	542.00	(491.61) ↓	-90.70% ↓
(IE) Service expenses	1,322.65	1,437.00	(114.35) ↓	-7.96% ↓
(IE) Software Subscriptions	904.55	417.00	487.55 ↑	116.92% ↑
(IE) Wages Expenses	1,914.41	12,882.00	(10,967.59) ↓	-85.14% ↓
Total Indirect Costs	13,888.91	24,125.00	(10,236.09)	-42.43%
Net Profit	5,462.78	2,893.00	2,569.78	88.83%