



# Delamere Park Management Limited

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## Minutes of the DPML Trustee Meeting 25<sup>th</sup> October 2023

### Present:

Lyndon Taylor (LT) - Chair  
John Bickley (JB)  
Oliver Jones (OJ)  
Steve Parsons (SP)

### Apologies:

Phil Hallman (PH)

### 1. Declarations of interest

No declarations of interest were noted from the Trustees from matters arising or this meeting.

### 2. Ratification of the Minutes from September 2023 Trustee Meeting

The Trustees signed off the minutes from Septembers Trustee meeting.

### 3. Matters Arising/Actions

Action	Meeting	Owner	Update
Working Party – Creation and Communication to Plot owners	September 2023	JB & OJ	This has been set up and email gone to park with membership etc Agenda item 5
Agree new Printer Contract	September 2023	LT	Completed. In the end simplest and cheapest option was to retain existing contract
Estate Manager – Job Description	September 2023	JB & SP	Job advert now live Agenda Item 6
Plan for the flat roof and requirement for a survey	September 2023	SP	Paper from SP at this meeting Agenda Item 7
Evaluate a proposed managed cleaning service	September 2023	JB	Update from JB/LT
Signage for the play areas	September 2023	LT & OJ	Laminated signs in place Need to consider more permanent solution
Security Contract and arrangement review	September 2023	LT	Pending will take a few months
Men's changing room refurb – confirm available budget	September 2023	JB	Pending
Fish & Chip Van – organise first visit and communicate to plot owners	September 2023	JB	Completed

Facebook page	September 2023	PH & OJ	Still pending, need to consider the existing page
Metrotile Solar update	September 2023	JB	Pending (probably not until new EM is in place due to workload)
Trustee Drop-in session dates	September 2023	LT	Agenda item 14
Bar support required for stock-take	September 2023	PH & OJ	Completed
Bar outdoor proposal	September 2023	PH & OJ	On-going, proposal completed for an outdoor 'temporary' structure but consideration to be given to a more transformative proposal Agenda item 9

#### 4. Approval of SGM and OGM minutes for publication

The Trustees agreed to review the minutes offline and come back via correspondence – **Action all**

#### 5. The Lodge: Working Party update

The Trustees discussed the working party update and progress made on this topic. As shown in recent communications out to the plot owners.

The working party is now established and is being handed over to the independent chair to manage and determine, with our support, the best way to engage with the plot owners and the next steps required.

- **Letter to Squirrels CIO**

The Trustees discussed and agreed that following the OGM and SGM, and now that the working party is established that a sensible next step would be to reach out to the Squirrels Trustees reminding them of our offering of support.

The following key points were agreed to be outlined in the letter:

- An overview of the resolutions passed at the SGM and OGM
- A reminder of our offer in assisting Squirrels CIO with finding alternative facilities
- A reminder of the notice to quit date of 20<sup>th</sup> of May 2024, requesting that plot owners impacted are kept informed throughout the process
- Proposal for us to meet with the Squirrels Trustees to address any specific needs or support that we can offer

#### 6. Staffing restructure

- **Estate Manager Job**

The job is now live online and awaiting responses.

- **Office/Reception Cover**

It was agreed and noted that we have less office/reception cover and that in the time being this is acceptable, whilst we navigate this period up until the new estate manager is on-boarded. There is some doubling up to allow the office staff to concentrate on tasks.

#### 7. Roof update

The following key points were discussed.

- The cause of the few leaks that occurred during the very cold weather in December last year have still not been resolved. No rainfall related leaks have occurred in those areas before or since this prolonged freezing weather. A further condensation study is now proposed which will specifically review freezing temperatures below -6°C. A small repair to the air conditioning pipework in the roof space is required before this takes place.

The Trustees agreed to explore it further with the supplier – **Action SP**

- Completion of invoiced final payments following the retention period was agreed but with the leaking gutter near the Office window being brought to the Contractor’s attention for a warranty repair. - **Action SP**
- The renewal of the flat roof coverings over the kitchen and beer stores areas is an outstanding issue to complete all roof renewal work and was not undertaken as part of the Roof Contract. The Trustees agreed to proceed with this work subject to quotations being updated and agreed. - **Action SP**

## 8. Bonfire

SP – Outlined the upcoming Bonfire event and requirements ahead of this.

The Trustees discussed and agreed that a communication is required to be sent to plot owners requesting volunteers for the evening.

The Trustees were content in the preparation for this event and grateful to SP and the volunteers who have agreed to support.

## 9. Bar Outside Draft Proposal

OJ – Outlined that we need to consider how we can drive more customers into the bar, and diversify the customer base.

The proposal outlined an option for an outside metal or wood framed gazebo, which would offer some shelter from the elements and potentially widen the time period in which plot owners can enjoy the outside area. This proposal detailed the costs associated and potential considerations required.

These included, the requirement to get planning permission, the landscaping work required, the option of café style bistro seating, lighting and potential structure options.

The Trustees then discussed the success of the Fish and Chips and other recent initiatives from the Bar team and how this has increased footfall into the bar, noting that the recent food offerings have drawn in new business, and this is a major influence on the drive to attract more business.

The Trustees discussed the proposal outlined and whilst this may offer a short term solution we must consider a longer term and more radical solution. The Trustees then considered ideas such as an option for bi-fold doors, the consideration of how the lounge area could be lighter and create more ambience, and what impact an outdoor structure would have on the light in the bar.

The Trustees noted that the outside area is a big space that is underutilised and discussed potentially the swapping of the lounge and the sports bar, to move the lounge into the light and create a more welcoming area.

The Trustees considered the potential return on investment and what food could be offered within the bar, and that a further proposal is required to consider updating the kitchen facilities.

It was suggested and agreed that a further discussion is required on this topic and that we could do a ‘call to action’ for plot owners to see if anyone could support in landscaping the area or coming up with ideas/proposals for a more radical option. This may follow the Lodge working party model and the creation of a working party is to be explored.

It was agreed to discuss this offline with JB, OJ and PH – **Action**

#### **10. Table tennis table onto squash court**

LT – outlined the background in that the tennis table is a backup for when the weather is unfit to play tennis outside for a group of plot owners.

The Table Tennis table will be stored outside of the Squash court playing area and will be ready to be moved in as required.

The Trustees agreed to move the table tennis table after this meeting into the squash court area to allow a multi-use space – **Action**

#### **11. Open tickets**

The Trustees discussed the open tickets be that maintenance, gardening or miscellaneous issues and have agreed necessary actions/steps.

#### **12. Property change requests**

The Trustees discussed the property change requests and agreed appropriate decisions/actions. The report to follow imminently to plot owners.

#### **13. Proposal from a property regarding landscaping**

The Trustees discussed a proposal submitted by a plot owner for the landscaping of their front lawn.

The Trustees agreed to communicate to the plot owner and discuss further. – **Action SP**

#### **14. Trustee Drop in dates**

The Trustees discussed that mid-Jan is the most appropriate time for the Trustee Drop-in sessions to restart, this is due to the increased workload during this period and Christmas preparations.

The Trustees to agree the most appropriate dates and which two Trustees to attend the first session - **Action**

#### **15. Update on the Plot Fees**

LT outlined the procedure used for collecting and monitoring plot fees.

The Trustees then discussed the payment date of 31<sup>st</sup> of October 2023 for the discounted payment, it was outlined that there is, at the time of this meeting a balance of 178 outstanding plot fees.

Whilst this is not uncommon a few days before the deadline;

The Trustees agreed that a polite reminder is required to be sent out to plot owners yet to pay to encourage payments before or on 31<sup>st</sup> of October 2023. – **Action LT**

#### **16. AOB –**

There were no AOB items raised by the Trustees for discussion.

#### **17. Date(s) of next meeting(s)**

The date of 22nd of November at 5pm was agreed for the next meeting.