

Minutes of Trustee Meeting: 26th March, 2014

Present: Chris Hardy (Chair), Carla Brown, Neil Houghton, John Gilbody, Darren Shepherd, Alan Baskerville (Estate Manager).

1. **Minutes of Meeting held on 30th January and matters arising** – Minutes agreed as a true record. No matters arose, which are not to be considered on this agenda.
2. **Estate Manager's Report** -
 - a. A number of building requests were considered, all of which had been notified in the agreed way by residents. Two were rejected, a Log Store at 5 Hollow Oak Lane and a New House at 9 The Stiles. The applicants will be informed of the decision and the reasons for it. **AB/CH**. A conversion proposal at 26 Denehurst Parkway, as amended, was agreed as were Solar Panels at 7 The Dell and Roof Tile replacement at 2 Denehurst Parkway. Information is still awaited for a Steel Chimney at 17 The Burrows. **AB** to advise applicants.
 - b. A general review of facilities improvement was given with new Sand Filters in the pool having been installed, work on the Disabled Toilet and Changing Rooms implemented. Work is planned to fencing on the Tennis Courts, Tree work had been undertaken, including felling of the diseased tree on the Downs. The large Oak tree on the green, adjacent to the Play Area has been declared unsafe and consultation will take place with residents to consider removal or creation of a feature. **(AB item for Park Talk)**.
 - c. Charity Events – a number were considered with the Charity Bridge Event being allowed but will have to pay the normal room hire fee, the Church Event was rejected in line with a previous decision not to allow religious events. **AB** to inform applicants.
3. **Energy Efficiency Audit** – This had been received from Smarter Business (Groundwork Environmental Services). Whilst the findings were welcomed, The Trustees did not consider that the consultant had fulfilled the brief. The findings did not give a full assessment of all aspects of energy use across all activities and areas in the Resident's Club and as such did not provide a comprehensive set of proposals for improvements. **AB to advise the consultant of this view and open discussion about how the report can be amplified.**
4. **Park Room Refurbishment** – The planned scheme, currently on view in the Club, was approved and implementation authorised by the end of April. **AB**
5. **Gardening Team Issue** – The ongoing issue of parking in the lay-by was considered. Trustees took into account the views of staff and those of the local resident. The Trustees empathised with the views expressed by staff and authorised further discussion with them to broker a solution. Following this discussion a dialogue with the local resident will take place. **AB/JG to take forward.**
6. **Health and Safety Issues** – NH had prepared a comprehensive report on this. It included the Policy Framework and areas for action. Trustees thanked NH for his work and approved the policy and framework. **NH/JG to prepare an appropriate template for recording regular monitoring of performance and with AB to implement. Initially, the monitoring will be done across the first two months and then quarterly.**
Further discussion took place on the need to put in place an **Equality and Diversity Policy**. **CB and NH to research suitable policies for discussion.**

7. Project Update:

Project	Action/Stage	Responsibility
Bar/Park Room Refurbishment	Bar improvement work complete. Park Room refurbishment currently being planned with final scheme to be shared with residents. Implementation by end of April	AB to complete consultation and arrange implementation.
Energy Audit	Groundwork commissioned. Monitoring work complete. Initial report received. Trustees require further analysis across all areas of the facilities before a prioritised action plan can be considered.	Ab to discuss with consultant
Pool Filters	New Filters replaced. Item to be removed from Project list.	CH
Pool Pumps	Second pump leaking and probably needs to be replaced. Consider as part of efficiency works, once energy audit complete.	JG
Dehumidifiers	One of four out of action. Consider what needs doing, following energy audit and proposals that emerge.	JG
Solar Panels	On Hold and awaiting outcome from energy audit.	Not assigned at this stage

Ultra Violet treatment to pool water	On hold, pending outcome of energy audit	JG
Loft Insulation	On hold, pending outcome of energy audit	JG
Shower Improvements	Agreed that this needs to be addressed asap. Estimates current being sought and proposals to be shared, with costings, when available. Work to commence once scheme agreed.	JG/AB
Park Room Usage and Planning of Events/Activities	Since implementation of Youth Club proposal and after consideration of the scale of current planned events in the Club. This work has been put on hold. CB and DS will monitor.	CB/DS
Further facilities for younger people	Forms part of Youth Club proposal and views will be sought from participants.	CB/NH
Club House, External Patio Areas	Improvement and alternative designs to be considered in the future. Patios to be cleaned	CH/JG/AB

8. **E-Cigarettes** – The Trustees considered whether an exception should be made for the use of E-Cigarettes in the Resident's Club. It was decided that they should not be allowed as the health hazards are not fully known and there will be a difficulty in policing use. **AB to inform staff and advise any person who enquires.**
9. **Community Group Framework** – Following consultation with User Groups, a final version was presented. This was agreed and will now be fully implemented. **AB**
10. **Estate Manager – Recruitment Process** – NH withdrew from the meeting for discussion on this item. Closing date for applications is 1st April. **CH/CB/DS together with AB will shortlist, prepare interview process and interview.** It is hoped that an appointment can be made by the end of April, to ensure continuity of service.
11. **Band Practicing** - It was agreed that the two "resident bands" would be allowed to practice free on the basis that they offer to provide a reasonable number of performances a year, free. **AB**

- 12. Gala Day and Bonfire Night** – Gala Day is planned for Saturday 12th July. Bonfire Night for 8th November. AB will discuss with the Bar Manager arrangements for the Gala Day, but consideration is to be given to paying activities. Further consideration will be given to a better way to collect donations on Bonfire Night. **(All)**.
- 13. Trustee Updates** – All updates given during other items on agenda.
- 14. Communications** – Items for inclusion in Park Talk: Dates for Gala Day and Bonfire Night. Drainage issues. Park room Refurbishment Pool Temperature. Estate manager post. Oak Tree on the green.
- 15. Date of next Meeting** – Thursday 15th May at 7 pm.