

Minutes of Trustee Meeting: Monday 23rd May 2016

Present: John Gilbody (JG), Carla Brown (CB), Darren Shepherd (DS),

Ian Sharp (IS), John Muir (JM)

Apologies.

1: AGENDA ITEMS:

Minutes of meeting held on 19th April 2016 - these were agreed as a true record and there were no matters arising that are not considered elsewhere on the Agenda.

2: BUDGET: The balance was up against Budget for year 2016 by 21K. Most of this was due to items not sanctioned due to the departure of the EM, but there were savings across the board including fuel usage (change of supplier). Bar wages were up but staff wages down (EM departure). Pool costs were down against budget.

3: BAR: The trustees had spoken to the bar manger regarding the xmas / new year plans. Nothing has been booked yet and the Trustees have asked the Bar Manager (BM) to make this a priority so it is all booked in good time. The BM wants to test his in house disco arrangements and a family disco will be arranged as a test run for its suitability for the xmas / new year celebrations.

The BM wanted permission to use money from the Bar Development Group (BDG) to purchase a sound bar for the television. The trustees had no problem with this request but were unaware a BDG existed.

The BM is to be asked to give a full report to the trustees on the BDG, before the next meeting. This report to include full accounts.

Action. DS, CB.

4: R&M: Various electrical work which was highlighted before the EM's departure has now been sanctioned and are being done throughout May.

A new contract printer for the office has been commissioned.

The Asbestos (low hazard) work has been sanctioned to be done ASAP.

All Legionella compliance is now up to date.

5: GARDENING MATTERS:

The issues with trailer repair, fuel carrying and repairs to equipment have now been rectified. Grass Cutting is now a priority. The trustees acknowledged all residents concerns and would like to formally thank everybody for their patience whilst the situation was sorted out. It was agreed that the situation DPML found itself in should not happen again, and that the upkeep of the DPML estate would be given high priority. Interim measures to aid the gardeners with communication with the trustees and residents will be implemented ASAP.

Action. JG.

6: STAFFING ISSUES.

Interviews took place for the new Estates Managers role on the 23rd May and feedback was given to the trustees by the interview panel. The standard of applications was extremely high and the panel was extremely confident that a new Estate Manager will be in place soon.

Action : All

DPML Structure, ie : Who Does What.

No further action was to be undertaken in this area by the trustees as it and it would be tasked to the new EM once the position is filled.

Action EM

7: PLANNING ISSUES.

Planning & Property changes requests – update 23.05.16

Address	Nature of Application	Date recd. & Consultation	Any objections / comments	Trustee decision	Pllotholder notified
51 DPWW	Extension of parking area to side lawn	26.02.16 12.03.16	Request made by Pllotholder in response to complaints about roadside/over footpath parking of vehicles. Objections to extending the parking as block paving on the side lawn	Current Trustee Decision: non-approval of a block paved extension to driveway onto the side lawn. Earlier request of drive widening in front of property - approved	14.03.16
14 Long Acre	Replacement of soffits, fascias & guttering	08.03.16 22.03.16		Approved	01.04.16
2 The Dell	1. Retrospective permission for tree removal. 2 Replacement windows, doors etc in white UVPC. Juliet balcony. 3. Extension to garage & driveway	22.04.16 09.05.16	Comments rec'd from residents re trees - emailed Trustee response	1. Approved. None of the trees have TPOs 2. Replacement windows, doors etc in white UVPC. Juliet balcony. Approved subject to CW&C planning permission 3. Drive-through driveway - not approved.	11.05.16
17 DPWE	First floor bedroom / ensuite extension above the existing garage	08.04.16 22.04.16	Objection/comments received from residents. Residents informed on Trustee decision 13.05.16	Following consultation with CW&C, Trustee decision on hold pending definitive plans being submitted to CW & Chester - plot holder informed	29.04.16
5 The Burrows	1.Replacement of unsafe balcony. 2 . Single storey extension to rear	20.04.16 04.05.16	Email comment received re extension from resident - informed of Trustees decision	1. Approved 2. Approved subject to CW&C approval	11.05.16

32 The Downs	Laurel hedge replacement with fencing	20.04.16 16.05.16		Approved	13.05.16
2 Badgers Sett	Replacement of existing UPVC conservatory	25.04.16 16.05.16		Approved subject to CW&C approval	18.05.16
22 Denehurst	Erect a summerhouse	29.04.16 19.05.16	Resident informed DPML of structure being completed.	In consultation period	
11 Denehurst	1.Reroofing. 2 Replacement of dark brown cladding with black wood effect 'Fortex'	5.05.16 19.05.16	Comments received from residents re colour of cladding - Hamilton bungalows have brown/russet wood	In consultation period	
5 Foxes Hey	Reroofing with similar coloured tiles	5.05.16 30.05.16		In consultation period	
7 The Stiles	Rear extension & dormer window	01.04.16 15.04.16	CW& Chester Planning Ref 16/00917/FUL Deadline for comments 07.04.16 DPML decision letter sent to CW& C and PC	Extension approved - subject to CW&C planning permission granted.	04.05.16
7 The Stiles	Conifer planting along front garden border	15.01.16	13.02.16 objections from residents. Further objections from residents received 07.03.16	Refused 15.01.16 Approval given with conditions of planting small, discrete slow growing specimen trees 05.02.16. Letter sent requesting compliance with agreed planting. 04.05.16 Mtg arranged with plotholder to resolve w/c 23.05.16	
10 Hollow Oak Lane	1.Move garden wall to boundary of the property. 2.Single storey extension to the rear.	09.02.16 23.02.16	Objections received re moving wall. Objection received re extension to CW&C Planning application ref:15/04908	CW&C approval of Planning application ref:15/04908 13 - Case officers report states extension only (no movement of boundary wall). Trustee requested confirmation from property owner that the approval is for the extension only. Confirmation from plot holder - still wishes to move boundary wall'. Trustee response suggesting that plot holder consults own solicitors if wishing to take this forward & resubmits a revised planning application to CW&C	

8: PROJECTS.

A report was given by IS regarding the Projects identified from the Buildings and Mechanical and Electrical Surveys.

Upgrading of the Shower Room, Toilets and associated ventilation system together with the renovation of the Plant Room is to be sanctioned. A decision as to whether to combine these and the Pool and Clubhouse ventilation upgrades as one project will be made following consultation with the Building and Mechanical & Electrical Consultants.

Various other works identified in the Building Survey will progressed following a separate programme.

Action IS

9: FORTHCOMING EVENTS.

Gala day.

Darren to meet with gardeners after request from Gala Day organisers re Marking out of stalls etc.

BM to confirm licence for drinking outside the clubhouse.

Cover for broken tennis light confirmed as done by the gardeners.

Other events: Kids Xmas party disco is booked.

10: COMMUNITY GROUPS.

Nothing to report other than the Gala day is progressing to plan.

11: LAGOONS AND PUMP:

It was agreed that a replacement pump to be sourced . The pump is to be removed by the gardeners ASAP for identification for its replacement to be found.

Action: JG

The lagoons are a feature of DP grounds and they should be looked after properly or filled in. It was agreed that they should be kept. Options were discussed on how they can be looked after better and these included: Gardeners continue with full control and responsibility.

Form a "friends group" to voluntary monitor and undertake necessary work required with funds from DPML where appropriate. Outsource responsibility to either the voluntary sector or a professional body. All options were to be looked at for a way forward to improve the area.

Action: JM.

10: SPECIAL GENERAL MEETING:

It was agreed to hold this on 12th July 2016 @ 19:00hrs. Thirty minutes has been allocated for the resolutions to be discussed and voted on.

Action JM

11: A.O.B.

1: Date for the AGM is confirmed as the 22nd September 2016 19:00hrs.

Action All / EM

2: A proposal for a skate park was put forward. It was agreed to obtain some more information from the company the proposer recommended. CB commented that a new Skate Park was possibly to be opened in the Cuddington area in the near future. Further discussion took place regarding facilities for children of all ages as this coincided with a request for the upgrading of the Cricket Nets. It was agreed to combine the two ideas together and to formulate a plan which will be the most beneficial to all residents and the most cost effective / value for money.

Action All / EM

3. A tree management survey was requested by the previous EM but this was not fully circulated to the trustees. This was followed up by JM and an estimated cost of £7.8k for a complete survey was obtained. This was agreed to be put on hold until the new Estate manger is established.

Action EM

4: Re damage to plant in Urn outside the clubhouse in 2015. An E mail has been received from the resident concerned wanting to resolve the matter.

Action All

Date & Time of Next Meeting - July 12th 19:30 hrs.