

## **Minutes of Trustee Meeting: Tuesday 12th July 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 23rd May 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 process for setting next year's budget is under way and will be ready for the next meeting. No issues were raised with the current budget.

**3: BAR:** A meeting has been set up with the Bar Development Initiative (BDI) for the 13th July and a full report will be discussed at the next meeting. The BDI informed the Trustees that this was the proper name and not the Bar Development Group (BDG) which was recorded in the previous minutes.

**Action. DS, CB.**

The trustees have received from some residents complaints regarding access and use of the facilities by accompanied children. Acknowledgments have been sent to those concerned and these issues will be discussed with the bar manger.

**Action. DS, CB.**

**4: R&M:** Fascias and soffits around the building are in need of some maintenance (painting etc). The gardeners will be notified and this work planned for late Autumn.

A new Dishwasher has been purchased for the Bar area.

The Asbestos (low hazard) work has been sanctioned the lodge will begin once the Squirrels school is closed for the summer.

Problems with toilets have been fixed in house.

**5: GARDENING MATTERS:** A logbook has been issued to further aid communication between the Trustees and the gardeners as well as continuing with practices all ready in place.

A resident with considerable experience with Ground Maintenance has approached the trustees with an offer of help. It was agreed to discuss this matter further.

**Action JG.**

An idea was discussed to forming a "Friends of Delamere Park" group. The idea is to form a volunteer group of residents to help with general gardenening / maintenance of all work on the park with the intention of reducing costs and also enhancing the community spirit and wellbeing. It was also stressed that there is NO intention to change the current arrangement with an in house Gardener / maintenance team. It was agreed to look at other friends group first around the area to see how they work. If this research was encouraging then further information would be given to residents for their input.

**Action. JG.**

## 6: STAFFING ISSUES.

It was with great disappointment that the job offer for the appointment of the new Estates manager was turned down. The successful candidate delayed her formal signing of the contract and took up another job offer instead. During that time our 2nd and 3rd choices had also found other employment. Recruitment began again with the closing date set for applicants the 19th July. It is the intention of the trustees to have the new Estates Manager in the role before the AGM on the 22nd September 2016.

**Action : All**

## 7: PLANNING ISSUES.

### Property changes requests update 12<sup>th</sup> July 2016

Address	Nature of Application	Any objections / comments	Trustee decision	Resident notification date
2 Badgers Sett	Replacement of existing UPVC conservatory		Approved subject to CW&C approval Received notice of Planning Permission	18.05.16
22 Denehurst	1. Erect a summerhouse  2. Replace 2 old sheds with 1 new shed		Both approved	15.06.16
11 Denehurst	1. 1. Reroofing.  2. 2 Replacement of dark brown cladding with black wood effect 'Fortex'	Comments received re colour of cladding - Hamilton bungalows have brown/russet wood	Reroofing approved.  Cladding approved but with request to use brown colours	25.05.16
5 Foxes Hey	Reroofing with similar coloured tiles		Approved	08.06.16
11 Denehurst	Construction of internal summer room. Garage door replacement		Both approved	06.07.16
17 DPWE	First floor bedroom/ensuite extension above the existing garage	12.04.16 Objection/comments received to first draft of plans. 13.05.16 Property holder & residents making comments informed of Trustee decision on hold awaiting definitive plans.  28.06.16 CW & C Planning Permission granted. Resubmission request received 01.07.16  07.07.16 Further objections recd	Following consultation with CW&C, Trustee decision on hold pending definitive plans being submitted to CW & Chester - plot holder informed 29.04.16 Notice of planning application CW/01177/FUL consultation deadline 10.06.16 & 24.06.16. Objections submitted online – CW&C informed of DPML decision on hold & plot holder advised to resubmit request to Trustees. 28.06.16 CW & C Planning Permission granted. Resubmission request received 01.07.16	
36 DPWW	Replacement of existing conservatory with new single story extension. Internal alterations to the garage space.	Comments recd from 38 DPWW owner ie single brick separation between garages of 36 & 38	Under consultation – deadline 21.07.16	

## **8: PROJECTS.**

A meeting is arranged for the 20th July to finalise this work and will then be put to the AGM for approval. Attendees will include JM and JG as well as IS.

### ***Action IS***

**9: FORTHCOMING EVENTS.** The AGM will be held on the 22nd September 2016..

## **10: COMMUNITY GROUPS.**

Nothing to report.

## **11: LAGOONS AND PUMP:**

The gardeners were given a catalogue for a new replacement pump to be sourced and the feedback was that nothing in that catalogue was suitable.

### ***Action: JG***

The trustees looked at outsourcing the work to a conservation group to work on the lagoons and this is ongoing. Groundwork in Northwich may be able to help and contact will be made ASAP.

### ***Action: JG***

Residents who live nearby are increasingly frustrated that no progress is being made on the lagoons and the Trustees sympathised with those concerns they have raised. As noted in item 5, forming a "friends group" to voluntarily monitor and undertake necessary work required with funds from DPML, or outsourcing responsibility to either the voluntary sector or a professional body as DPML do not have the full experience in house to maintain the lagoons.

All options are to be looked at for a way forward to maintain / improve the area. If no solution is found, filling in the lagoons and landscaping may have to be the long term solution to this area.

### ***Action: Trustees.***

## **10: SPECIAL GENERAL MEETING:**

Minutes of the SGM are to put on the website.

### ***Action IS***

## **11: A.O.B.**

1: Car Parking issues outside gardeners compound.

A proposal from a resident was submitted for discussion re options for the gardeners to park their vehicles.

The Trustees have said before, that parking cars within that lay-by and on the road by the gardeners and any other residents is out of the trustees and DPML control. They have exhausted all avenues of trying to come to some form of agreement to get them to park in the DP car park. The proposals put forward, along with the Gardeners own suggestions, will incur further cost and loss of amenity land or work space. For these reasons DPML will not undertake anymore alterations to the compound or surrounding area over this issue. The trustees sympathise and understand the residents' concerns and are very frustrated at the lack of consideration being shown by the gardening team in not

parking in the car park. The trustees cannot understand their reasoning on this matter. The trustees will continue to pursue to try and find an amicable solution to this issue.

***Action All / EM***

2: Voting procedures for future AMS's etc.

The current format for residents to vote at AGM's etc does not allow for any method of electronic voting, ie e mail for example. It was agreed that this will be looked into to ensure it is available (if possible) for the AGM to be held on 22nd September 2016.

***Action All / EM***

3. Outdoor Play Equipment. JG gave a brief summary of the annual inspection by Alan Dymond. The overall conclusion of the inspection was that a complete overhaul of the play equipment was needed and it was felt that new equipment was most likely a more cost effective solution. Further discussion took place regarding facilities for children of all ages. A separate issue was raised re a skateboard proposal and the cricket nets refurbishment, in the last meeting. It was agreed to combine the all issues 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. An arborist has been booked in to remove a number of dead trees around the park. The smaller dead ones will be removed by our own gardening team ASAP. Work will commence third week in August.

4: Re damage to plant in Urn outside the clubhouse in 2015.

A letter was received from the resident concerned dated 14th June 2016.

In this letter, the resident informed the trustees of the background to the incident and numerous correspondence with the then Estate Manager, Mr Newberry. Although Mr Newberry had indicated that the plant would be removed and replaced this did not happen in the timescale that the resident expected. So out of 'frustration (sic)', the resident removed it. As the plant was already dead the resident did not consider there was an issue in its removal. In addition the resident having presented the Trustees with this explanation considered that Mr Newberry had not dealt with the situation fairly.

However, the Trustees feel that the residents actions in removing the dead plant out of 'frustration' is totally unacceptable and the Trustees cannot condone this type of behaviour. All previous requests for a payment to cover replacement costs have been dropped by the Trustees but it was considered that the resident should apologise for these actions.

The resident replied that the Trustees communication was 'unnecessarily threatening', to which the Trustees responded that "we are sorry that you feel our correspondence has been 'unnecessarily threatening' but there is no other way in explaining to you, what actions are open to the Trustees to resolve this."

With a view to achieving closure a final letter (dated 28th June 2016) was sent to the resident, requesting a 'reconsideration of their position and resubmission of the letter to reflect a more apologetic tone'. In addition the resident was requested to submit the response prior to the Trustee meeting of the 12th July, in order to facilitate the recording of closure of the issue.

No reply was received prior to the meeting.

It was decided to allow the resident until the next Trustee meeting to respond following which a final decision will be made as to what further action DPML would take.

***Action All***

Date & Time of Next Meeting - To be confirmed.