



Delamere Park Management Limited

Registered Office:
Delamere Park Residents' Club
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Registered in England No. 1013623

DPML Trustee Meeting 17th April 2024 -Minutes

Attendees-

Lyndon Taylor (LT) - Chair
Oliver Jones (OJ)
Steve Parsons (SP)
Phil Hallman (PH)
Lynsey Kidd (LK)
John Bickley (JB)

1. Declarations of interest

No further declarations of interest were noted from the Trustees from matters however OJ raised a declaration of interest into property change DPML reference 7 2XE/C2 and agreed to abstain from any discussion or decision.

2. Ratification of the Minutes from March 2024 Trustee Meeting-

The Trustees ratified the minutes from March 2024.

3. April SGM: as set out in resolution passed at the last OGM **SGM Booked for 30.4.24.**

It was agreed that the link to SGM/OGM minutes from last year are to be sent round via email and a remainder to Plot Owners for the aforementioned SGM.

4. Bonfire date – 2.11.24 (resident wishes to book park room) or 9.11.24.

LK has spoken to the plot owner and the park room has been booked for 2.11.24.
We are awaiting the firework team to advise when they can attend so propose the bonfire night to be scheduled around either 3.11.24 or 9.11.24 date tbc.

5. Bar: review of Action Plan 2024 – Update April 2024:

- a) Music licence- reduced further.
The PRS Licence has been reduced from £1705.31 to £941.87.
- b) Patio refurbishment/gazebo/marquee
LK to send link to supplier website and decision to be made about purchase.
- c) Barnton CC visit and actions following it
Visit from Barnton cricket club booked for 23.4.24 to attend the clubhouse.
- d) Plan for transforming the Bar offer
LK arrange meetings with 3 suppliers to discuss a supply contract.
- e) Questionnaire
LK to start booking drop-in sessions and complete where possible. Questionnaires to be delivered by email/post was discussed.
- f) Management of the Bar / initiatives
The Estate Manager will discuss with the Bar Manager.

6. Staff rota – LK to trial new rota.

New rota to be rolled out to staff and if required new position to be advertised.

7. CG swimming meeting

Meeting booked on 26.4.24 to be held with 7 residents to form new community group to address behaviour concerns/cleaning following childrens swimming.

8. Squirrels

No further update was discussed as we await advice on next steps.

- 9. Trees:** Cestrian are booked in to attend to the following trees on 23rd & 24th April. Following specialist advice the below trees to be addressed:

Trees – Canopy Reduction

- 1. Trees x 3 in bed outside 1 – 4 The Cobbles
- 2. Chestnut opposite Clubhouse
- 3. Oak trees x2 opposite 5 The Dell
- 4. Beech Tree and 1 other adjacent to 1 The Downs
- 5. Oak Tree o/s 53 DPWW
- 6. Oak Tree in Paddock Walk adjacent to Footpath (Lots of dead boughs in canopy)
- 7. Tree o/s 3 Hollow Oak Lane.
- 8. Tree o/s 30 Delamere Park way west pruning.

Trees - Felling

1. Birch Tree o/s 1 Fawns Leap – Tree almost dead by Ivy strangulation (PO has requested action to be taken twice already)
2. Birch Tree adjacent to Footpath The Warren (As above 1)
3. Sorbus DPWW/The Coppice by Street Light (Overcrowded)

Stump Grindings

The following stumps need to be ground away from previous tree work.

1. Green opposite The Cobbles
2. Verge on junction of DPWW/HOL
3. Willow Stump in Shrub bed to be planted up
4. Stumps x2 on Green behind Sub Station DPWW
5. Stumps x2 Cedarwood o/s 7.
6. Stump The Coppice o/s 10/12.
7. 3 Stumps as above Tree Felling

10. Next of kin-

We discussed compiling a list from plot owners to provide information should it be required.

11. Event first Aid – Bonfire/Party in the park

LK to get in touch with Davenham scouts and Wendy Sinfield to discuss previous arrangements.

12. Residents parking commercial vans/ running business from property address.

It was agreed that resident's complaints were to be discussed and investigated if appropriate and relevant correspondence be resent to residents.

13. Pool training

The Trustees discussed pool training, and agreed that we need to determine who attends and when.

14. Personnel / HR staff

The Trustees discussed a open personnel/HR issue and agreed that the line manager would investigate, with our support and the support of RRadar who we rely on for HR advice.

Previous Matters /Actions discussed.

Action	Meeting	Owner	Update
Metrotile Solar update	September 2023	SP & PH	Agreed to park for now and explore further in the coming months
Men's changing room refurb – confirm available budget	September 2023	JB	Decision paused for now
Condensation Study & Repair to Aircon Pipework	October 2023	LT	Update Feb 24 – still awaiting response -Roof videos/pictures sent
Bar Outdoor area/Patio	January 24	JB/LK	April update – the area has been jet washed & the area is to be planted with attractive shrubs/ planters/ sleepers.
Instructor led activities signing in/ community group responsibilities.	Feb 24	LK	LK to discuss CG responsibilities of CG and behaviours of attendees. Review all CGs required. Update March 24 – New CG to be formed for children's swimming meeting date tbc- April 24- A new community group has been formed for children's swimming.
Estate Manager Drop-in Session dates	January 2024	LK and Trustee	Update Feb 24 – LK to book date with LT/PH/LT to meet plot owners to introduce herself and gain ideas from plot owners. – update email to be sent to park inviting to attend drop in.
Discuss Bar 'Working Party' and determine next steps/ Coffee shop proposal/ wellness hub.	January 24	OJ, PH & JB	Update Feb 24 Discussed at Community group meeting with Paul Matthews. Steering group meeting 21.2.24.LK to visit wellness hub 21.2.24. Update March update -LK to meet coffee shop proposal 6.3.24, LK to explore use of self service coffee machine. Update April 24 LK to contact Helen and invite to Delamere Park & discuss contacts she may have.

15. Outstanding Tickets

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

16. Property Change Requests

The property change requests were discussed and relevant actions agreed, an update on the decisions to be communicated imminently to plot owners.

Date(s) of next meeting(s)

The Trustees agreed the date of 13th May for the next meeting.