



Delamere Park Management Limited

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

DPML Trustee Meeting 13th May 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 arising or this meeting.

2. Ratification of the Minutes from April 2024 Trustee Meeting

The Trustees ratified the minutes from the April meeting.

3. April SGM: as set out in resolution passed at the last OGM.

The Trustees decided last week by a 4:1 majority to send out the email on the April SGM including the paragraph asking all POs to abide by the democratic decisions.

4. Trees: Cestrian

Works to be completed.

Cedarwood adjacent to 7 Cedarwood x 2
The Coppice adjacent to 12 The Coppice
Both these stumps need to be done urgently.

These are booked in for 16th June 2024

Cestrian has been sent exact locations of the trees highlighted in red so the relevant TPO requirements can be requested from CWAC.

- 1 The Cobbles x 2
- 2 DPWW Chestnut opposite Clubhouse
- 3 HOL Sycamore
- 4 DPWW, Oak opposite 53
- 5 Paddock Walk, Oak adjacent to footpath
- 6 The Burrows Green, 200 year old Chestnut. Needs the canopy thinning out. Half days work.
- 7 Denehurst Park Way Green opposite Paddock Walk, 200-year-old Sycamore

Tree work carried out by Cestrian on 23rd/24th April 2024

1. Fawns Leap – Silver Birch Felled. Tree was dying with Ivy strangulation and was in a dangerous condition.
2. 30 DPWW- Birch tree thinned out as requested by PO.
3. The Downs – Beech tree and Lime tree adjacent to Footpath @ 1 The Downs, Canopy reductions
4. The Dell – Oak tree felled, and canopy reduction on adjacent Oak tree, boundary of field opposite 5 The Dell
5. The Dell- Dead stump felled on grass bank adjacent to 4 The Downs

Stump grinding was carried out at the following;

DPWW on the green adjacent to Swimming Pool
DPWW verge at junction of HOL
Green rear of substation x 2
HOL adjacent to 67 DPWW (Needs to be Landscaped asap)
Long Acre x 2 opposite 23 Long Acre
The Coppice on verge adjacent 6 The Coppice

The Sycamore tree on the green in Long Acre adjacent to 15 Long Acre was inspected by the Tree surgeon. No further work was recommended. The canopy has been reduced 3 years ago. Only course of action would be to take the Tree out. The Tree is healthy and has a good canopy.

5. Purchase of structure for bar outside area

It was agreed that the area be measured, and a suitable structure be purchased. LK to contact community groups to ask if they could offer any funds to help support towards.

6. Pool training / staff to attend.

It was agreed that as many staff that can attend the course do so including the potential new starter.

7. Personnel / HR staff

**Office/Bar.
Bar action Plan.
Gardeners**

LK is to advertise a new post to the park and on relevant external sites and book the new staff on relevant courses.

8. Annual contribution shortfall letters

The Trustees discussed that there is one new outstanding annual contribution. Relevant letters are to be sent to plot owners with a shortfall.

9. Roof invoice

It was agreed that any monies due shall be held until work has been completed satisfactorily.

10. Info emails bouncing back from Gmail, talk talk.

Our IT service provider will be contacted to arrange for the problem to hopefully be rectified.

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. May update- LK has sent link to all trustees re structures available.
SGM / Squirrels	April 24	All	The SGM was held on 30.4.24. May Update- A meeting is to be held to discuss the next steps.
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.

			May update- LK will be booking drop-in sessions!!!
Event first Aid – Bonfire/Party in the park	April 24	LK	May update- The bonfire date is tbc with firework display team. LK has spoken to Wendy Sinfield re the bonfire and party in the park requirements. Wendy will let Davenham scouts know and check their availability and come back to me.
Bar Action Plan	April 24	LK/OJ	May Update -A meeting was held with KL to discuss the bar action plan and several other staff issues on 8.5.24.
Staff Rota	April 24	LK	May update- LK to advertise position on indeed to fill post.
Trees- Cestrian	April 24	LK/JB	May update- Will attended 23/24 April please see list of trees still required to be dealt with.
Next of Kin	April 24	LK	We discussed compiling a list should it be required.
Residents parking commercial vans/running business from property address.	April 24	All	May update- Correspondence has been sent to relevant plot owners with regards to the parking of commercial vehicles

11. Outstanding 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 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 12th June 2024 for the next meeting.