

Minutes of Trustee Meeting: Monday 5th October 2015

Present: John Gilbody (JG), Carla Brown (CB), Ian Sharp (IS) John Muir (JM) and Gary Newberry (GN /EM - Estate Manager).

Apologies: Darren Shepherd (DS)

Agenda items:

- 1. Minutes of meeting held on the 20th July 2015** - these were agreed as a true record and there were no matters arising that are not considered elsewhere on the Agenda.
- 2. Estate Managers Report.** – a separate report dated 05.10.15 was circulated for Trustees. A “summary” P&L Financial Report for Period 4 was to be issued at a later date for year end (2014/15)

2.1 Budget (verbal)

2014/15 (Q4 spend) remained broadly in line with “bottom line” totals and Department Analysis as provided by Sawyer Quine (prior to AGM Meeting) and results compared to the agreed budget for the 12 months period ending 30.09.15

A separate P&L spreadsheet will be circulated for Trustee Information.

These figures would reflect early settlement of the Loan and also include R&M Projects undertaken during the period.

It was projected final profit would be marginally less at £5K

2.2 Bar

Year End Stock take was undertaken 01.10 15 showing reduced G/P at 48.5%. A separate report with 2014 (year end) to be provided

3. Staffing Issues.

3.1 Confidentiality Policy Final version was issued to all staff for signing. This matter was raised at the AGM by residents & staff present, and a petition was received from the majority of staff who declined to sign the new Policy document.

Matter to be progressed with those staff concerned in 3 stages:

- 1) Acknowledgement letter to staff
- 2) Further communication meeting with staff /Trustee involvement
- 3) Follow up letter Action GN

3.2 Recruitment for Bar Supervisor to be progressed as “internal” recruitment.
Action GN/Bar Manager

3.3 – Increases in National Minimum Wage (NMW) and New Living (NLW) Wage outlined and agreed for increases in those staff affected by NMW to be implemented from 01.10.15. Further changes to NLM approved in principle to take affect from 01.04.15 (subject to legislation)

3.4 – Separate spreadsheet provided to Trustees of employee wage structure and impact of the various staff wage increases provided for their consideration (and impact of payroll increases on 2015/16 budget and impact on those staff not in receipt of NMW/NLW.) ***A separate Trustee meeting to be held on this aspect and agree any changes to be implemented.***
Action Trustees

4. Planning Issues.

Specific Applications discussed with actions:

Property Number	Situation	Action
26 Denehurst	Plot Owner sought to build “store” which involved neighbouring boundary wall	application referred back to resident to resolve boundary issue and re-submit – IS to put together form of DPML response.
5 Hollow Oak (log burner chimney extension)	Plot Owner asked to provide evidence of compliance with building regulations	Cert received, but boundary wall issue referred back to resident in letter dated 19 th Oct 2015
2 The Spinney (conservatory extension with pitched / tiled roof) + Log Burner/Chimney	DPML Permission given previously for works on building inner courtyard extension / pyramid conservatory with pitched / tiled roof. Complaint from neighbours ref log burner chimney height	Action Plot Owner provided certification of Log Burner Installation & Chimney meets with Planning / Building Regs (Legal Development Cert) COMPLETED
9 The Styles Proposal to build a new Bungalow in the Grounds	Permission to build REFUSED by both DPML and CW&C Council Matter had gone to Appeal (Sec of State)	Appeal dismissed by SofS Further letter from resident concerning decision to be acknowledged / response

5. Projects

5.1 Project List circulated as a separate 'spreadsheet' with verbal summary report of progress provided by Estates Manager.

5.2 Building Condition Survey and Report. (BCS) completed. Report previously circulated to Trustees for consideration and approved for implementation

5.3 Project List updated for 2015/16 with amendments made to combine a number of schemes into Project 1

1	Pool Shower Refurb (plus Drains) Option 3 (full refurb) agreed with Trustee's with work to be progressed on the detailed design and costings . Assistance to be provided by IS on vetting scheme to date and areas to be addressed.
2	Energy Efficiency Programmed. Costs received from Consultants to undertake study (£1000 - £1,500) and provide report. This Project to be linked with 1 (above) and progressed with IS
2a	Boilers / CHP/Heat Pumps - This Project to be linked with 1 (above) and progressed with IS
2b	Pool Extract Fans / Energy Pumps - This Project to be linked with 1 (above) and progressed with IS
2c	Energy tariffs (renew date Nov 2015) Completed GAS
2d	Solar panels - Project to be deferred until new roof replacement in year 4 or 5 (see building condition survey program)
3	Patio Extension – PROJECT CANCELLED
4	Hollow Oak (Wood Sculptures) PENDING Awaiting final decision on location to be sited.
5	Access Security Review / modifications Project to commenced with "Security Contractors" invited to provide security solutions.
6	Squash Court Alternative use Report - PROJECT CANCELLED

6. Forthcoming Events

6.1 Bonfire Night – Event organiser(s) & EM have agreed level of support required from Estates Team. Cheques raised for purchase of fireworks. Other items – Bowsper / Skip / Bonfire material collection etc in hand.
Action GN

6.2 Children's (Xmas) Party (Sun 13th Dec 2015) arranged for the Park Room with CB to progress/ publicize event / poss Park Talk *Action CB*

6.3 New Year Party (family event) – approach as last year with evening open to all residents /residential groups with emphasis on family inclusion. Aim to have improved entertainment (disco) and use of Park Room (8 – 9pm) for younger persons / music with transition of adult music from 10pm onwards into New Year.

Bar Manager to provide “bar talk” on New Year entertainment when details finalised and re-affirm access to premises by younger persons. *Action KL*

7. Community Groups

7.1 Picnic Tables (x2) purchased and exchanged for those around the Clubhouse. Trustees agreed to purchase of a further 2 new tables. *COMPLETED*

7.2 Park Bench (x1) purchased. To be located on Park boundary to replace old seat removed some years ago. Site to be identified / publicized after disagreement by residents at AGM. *Action GN*

7.3 Clubhouse (Kitchen) Notice to users to be checked, ref to Insurance cover appears incorrect. *Action GN*

8. Trustees Updates.

8.3 Nothing to update from Community Group meeting. Darren Shepard reported issues raised from last community group meeting to trustees and GN:

8.3.1 Concern had been made known by the User Group regarding Pool Safety and need to look at alternatives to replace / improve on the existing “Rescue Pole” which was felt to be difficult for the organiser to use in an emergency situation. *Action GN*

8.3.2. Choir has identified problem with electronic keyboard and “button” sticking that affects the playing. Action required by EM to chase a repair cost *Action GN*

9. Communications.

9.1 The Trustees were pleased to hear volunteers had recently come forward who were willing to carry Parktalk forward. The first “broadsheet” issue was imminent and was to be produced in colour with cost comparison made with B&W versions to determine format of future editions *Action JG/GN*

9.2 Feedback from park volunteers who distributed letters / Parktalk was additional help was needed by more “youthful” persons to address some physical issues experienced in delivering in areas such as the Dell / The Downs. Poss approach to DP Youth Club to see if support possible. *Action GN*

10. Use of facilities by “renting tenants”

10.1 Option proposed by Trustees for amendment of existing Bylaw 2.3

Draft wording circulated last month.

(Note – *not discussed at meeting with Trustees*)

11. Gardeners

11.1 Concerns continue to be registered by Plot owners regarding the condition of Park amenity areas, specifically:

Flower beds.

List of Cultivated beds around Park compiled (53 beds identified) and rota of routine weed control in beds (mulch) and any replanting to be compiled and used as means of work planning for Garden Team.

Specific beds areas identified for “upgrade/refurb” :

- Clubhouse entrance (trial of raised flower beds)
- Junc DPWW/ The Coppice (remake x2 beds)
- Junc Cuddington Lane / DPWW (rebuild/replace brickwork planter)
- Junc Three Ways (replace existing shrub bed with standard rose bed)
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A review of how the lagoon water is to be treated for algae and surrounding was undertaken with John Muir and an action plan agreed with gardening team .

Repair & maintenance of footpaths .

Ongoing discussion (verbal & written) with the local authority highways and StreetScene engineers ref programme of maintenance to hard /soft

landscaped areas. Some tarmac road/footpath repairs already completed by CW&C teams with continued chase on with StreetScene on “weed & moss control” and sweeping of highway gutters. *Action GN*

Review of Gardening team operations and pay/structure to be undertaken with report to Trustees to consider options *Action GN*

12.AOB

13.1 Small oak squirrel sculpture for Park (Hollow Oak) completed temp located o/s Clubhouse pending residents comments on preferred position within the park . *Action GN*

13.2 Additional Dog Litter Bin not to be located near new Park bench when in position.(c/f from previous meeting – not discussed on 07.10.15) *Action GN*

13.3 Request made by DP Youth Club (DPYC) for extra “monitor” in the Lodge to facilitate computer games. Options to be investigated with DPYC Organiser (Forbes) *Action GN*

Date & Time of Next Meeting - Monday 7th December 2015 (7pm) The Lodge or Estate Managers Office (tbc)

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