**Redgrove Park Management Co. Ltd**

Minutes of a meeting of the Board of Directors

Held at 40 Redgrove Park, 5.30pm 5th February 2024.

*Present*: Grant Cozens, Chairman, Annette Carey, Iain Moore & Peter West

*Apologies*: Karen Belcher and Liz Coke

*Also present via TEAMS*: Sarah Bird, Ash & Co, Estate Manager.

INTRODUCTION

Received apologies from Karen and Liz. Since our last meeting a request was received from Ms. Gore regarding an extension at no.70. Sarah recommended that permission be agreed prior to meeting. Thanks to those who did respond to my request for their vote. We had 3 in agreement and none against so permission was granted and advised to resident.

MINUTES OF THE PREVIOUS MEETING.

Matters arising: Matters outstanding and not covered later:

Tim Evans has been instructed to carry out the planting on the island by lamppost 12 when appropriate.

The matter of the road markings is not yet resolved. See later.

Defibrillator now operational. No training is now anticipated as full instructions re use are with the machine. The cabinet is not locked to permit swift access. AC pointed out that, in theory, more machines should be provided.

Newsletter was produced and distributed.

Appointment of new solicitor not yet arranged as there is no urgency.

The minutes were agreed to be correct, proposed by IM and seconded by PW.

Minutes of October 2023 AGM

There were no comments regarding these minutes, although item 263 reminded PW to investigate possible additional measures re the speed limit within the estate.

FINANCE

1. Service Charge arrears- total outstanding is less than £1,200 with only 6 residents owing £150 each, two owe £100 with some other smaller amounts.
2. Expenditure to date -SB produced details of expenditure to date. These show an apparent overspend so far of £7,000 but all of this is due to delayed payment for work carried out in the previous financial year.
3. Draft Service Charges for 2024-25. It was noted that the Service Charge income will reduce to£46,722 and that there will be a new Rent Charge income of £78 p.a.

There is much work to be done, mainly because of the possible expenditure detailed in the report prepared by Kirkham Pryer. PW agreed that he would examine the financial information provided within the report to assess expenditure reality and timescale. He will then liaise with SB to reassess the Service Charge forecast for the coming financial year. PW ACTION

The current forecast indicates costs of £15,000 regarding Woodland work. EC will be asked for her views in this regard and advise. EC ACTION

1. Reserves Investment – whilst it had been agreed, in principle, to invest a part of the company’s funds where better interest rates were available, there were discussions regarding the amount to be invested. It was agreed that, initially, the balance in Barclays account of C£72,000 should be used to open a “Fixed Rate SME Bond” with the Buckinghamshire Building Society. PW will arrange this and it was suggested that withdrawal should be “two to sign” of, say, 4 directors. PW will liaise with GC regarding closure of the Barclays account. PW ACTION

INFRASTRUCTURE

Sarah Bird provided the infrastructure report prepared by Kirkham Pryer. This is a very detailed document and included within are several pages of financial information regarding suggested possible costs and timings over up to 10 years. As covered in Finance c above. PW will examine the figures to provide something of a reality check and to assist in the preparation of the budget for the coming financial year. PW ACTION

ROAD MARKINGS

The proposed meeting with PW and 2 residents has not yet taken place. However, following independent professional advice received by PW and the views of the directors, the painting of double white lines along the centre of the road by no.69/99 is inappropriate and not required. It was agreed, however, that the existing white lines and Give Way road marking should be repainted. However, to minimise costs involved, any other signage requiring repainting should be undertaken at the same time. Work should be delayed until PW has checked if any other repair work is required before repainting. He will advise SB. PW ACTION. Once confirmation received, SB will arrange for work to be carried out SB ACTION

*CCTV*

GC advised that further work had been undertaken to enable CCTV to be activated. GC had prepared a Privacy Policy to meet the terms of the Data Protection requirements and SB agreed that this met the requirement of the Act. A&E Fire and Security have provided a quotation for its services and these are acceptable. It has been noted that remote access will only provide live images. Any recorded images will only be available through direct access to the recording equipment. The box will be protected by two locks (to replace those currently fitted which are not sufficiently robust). It was agreed that A&E Fire and Security will hold keys to both locks (for service purposes only) and that one key will be held by Ash & Co and the other by the directors. There will only be dual access to recorded images -Ash & Co and one director.

It was agreed that SB arrange with A&E Fire and Security for the company to complete the commissioning process. This will include an initial check to ensure that the equipment is working correctly, providing the necessary signage (in conjunction with Ash & Co) and confirming that it is ready to go. A&E have offered to undertake a monthly remote check to ensure that equipment is working correctly. As no director was willing to do this, A&E offer is accepted. It was also suggested that A&E be asked to demonstrate to the directors and Ash & Co how to download recorded images. SB ACTION

Lanterns- PW reported that a recent test exercise on lamp outside no.66 had resulted in much improved lighting both regarding brightness and dispersal. PW will review the condition of all other lamps, update the latest condition report on the lamps, and suggest a replacement / repair / refurbishment plan. PW ACTION.

WOODLAND AND TREES

Written report from EC:-

On December 4th Cheltenham Tree Services cut down five trees, namely two elms, one poplar, one ash and one hawthorn.

On December 19th Nature First planted six trees, namely a sweet chestnut, a whitebeam, a red maple, a hazelnut, an Irish yew and a birch.  A seventh will be planted, namely a cherry, behind the long hedge along the entrance driveway, in the spring. The place for this tree has been marked.

On Wednesday 4th January a tree opposite lamppost 14 fell over in the wind.  Although not blocking the drive, Cheltenham Tree Services cut it down that same afternoon.

PW gave an update regarding the rogue sapling and replacement laurels. The sapling has been removed. As another tree adjacent to the new green fence is not to be removed, further laurel plantings will be adjusted as required.

PW advised that Tim Evans had cleared the land between the hedge and garage at no.6 to prepare it for seeding in the Spring.

ANY OTHER BUSINESS

The directors discussed the company’s role regarding residents’ disputes, and confirmed that it is continued RPMC policy not to be involved with disputes between neighbours, nor to mediate in such disputes.

DATES

Next Directors’ meetings to be 13th May at the earlier start time of 5.30pm.

MEETING closed at 7.45pm

*Grant Cozens*

*Chairman*