



NOCTON PARK MANAGEMENT LTD

Helping to make Nocton Park a better community!

**NOCTON PARK
MANAGEMENT LIMITED**

Company Number: 02335481

BOARD MEETING

MONDAY 15 JUNE 2022 10.30am

Meeting held IN PERSON

REPORT ON THE MEETING

A) PRESENT

➤ Directors:

- Mrs ALISON COOKE (Chair of the Board) **(AC)**
- Mrs JULIE WALLHEAD **(JW)**

➤ Managing Agent:

- Mr SIMON BAXTER of SR Baxter Business Consulting **(SB)**
-

B) AGENDA ITEMS

1. Agreement of Minutes for last Board meeting

The Board agreed that the minutes from the previously Board on the 04 April 2022 was an accurate reflection of the record of the meeting. No specific points raised.

2. Finance Update on month end and statements

SB updated the Board on the current financial position

SB updated the Board on the financial position as of the end of May 2022.

- i) On average there was circa £2,400 EMC paid on a monthly basis - using the average of the last three months
- ii) Out of the £43,220 EMC expected during 2022, as of end of May 2022 there was £23,750 paid.

The Board agreed that the financial position of NPML was relatively healthy (as to compared end of 2021) and will now allow the Board to plan capital works or to concentrate on larger maintenance work.

3. Update on the 2022 debts and agreed procedure

Of these (as of the 15 June) there had been payments of some or all of the debt owed from the properties He confirmed that the initial deadline was 20 June 2022 for full or partial payment (depending on the property and covenant).

The Board agreed that if the deadline was missed, that the next stage of the process of the outstanding EMC debt chasing should be a more firmer FINAL REMINDER letter which states the consequences of not paying the EMC - the properties would be given 28 days to clear the outstanding EMC debt. The Board agreed that if the debt was not cleared by that deadline, then a claim submission would be made the County Court.

The main point is that if a claim was submitted into Court for any outstanding debts, then the Board would not discount any court costs or interests (as they did last year) as it was agreed that the Community should not have to pay these costs. This would be made clear to the property owner.

4. Update on Property Owner Court Case

SB stated that there was no update on property owner case. The hearing would be on the 15 July 2022.

The Board were quite clear that the claim should proceed irrespective of the attempts by some.

5. Update on Contractor Court case

SB confirmed that he had received formal confirmation that there will be case that will be heard at the County Court in due course. He had not heard any reply in regard to the offer of settlement that was sent at the beginning of May.

It was anticipated that any hearing would be in late Autumn 2022 at the earliest.

The Board agreed that a full defence of the claim against NPML - they agreed that it was the former contractor that pulled out of the contract, not NPML.

6. Grass and Arboricultural Contractor - contract review

The Board agreed that the contract was going well and although there was some small teething problems, overall the Board was happy with the way it started and proceeding. The Board felt that regular communication with the contractor was needed but overall they were happy.

From the informal meetings with the Contractor, they agreed that the autumn and the winter work was needed to be booked as well as the regular work in 2023. There was also work on the various ditches that needed work and clearing after establishing the ownership of some areas.

7. Walk around discussion

Following the walk through the Park between the Board and **SB, AC** was able to show the areas of the Park and specifically the waterways that needed significant amount of work. **AC** was also able show the various streets and roadways which needed a long term plan for upkeep as well as the work needed on the various trees across the Park. It was discussed that as there was too much work for one year and some work on the waterways has not been done for a very long time.

8. Managing Agent contract discussion

The Board confirmed that they wished to agree another contract with the **SB** for the services of a Managing Agent. The contract was for the period of 01 September 2022 to 31 August 2023 on the same terms as previously. The Board agreed the service provided was very good and felt that there was more transparency and accurate financial reports given.

The Chair and **SB** signed the Contract with **JW** witnessing the signatures - each party had a copy of the contract.

9. Flats works - soffits and facias including S20 consultation

SB confirmed that the Section 20 consultation had started for the work needed for the soffits and facias on the flats as the cost per property was likely to be in excess of £250 which meant that consultation was needed. The deadline for the input by the flat lease owners was the end of June 2022.

SB confirmed that he had already been in communication with some contractors who would be invited to submit a tender. Overall it was likely that should the process go as expected that the work was going to be undertaken in the autumn. The cost was likely to be in excess of £15k.

The Board discussed the fact the major element of the cost was the scaffolding and it was hoped that a contractor with scaffolding would tender to save costs.

10. Tennis court and net review

The Board confirmed that both the replacement tennis net (which was damaged in February 2022) and the goal nets had both been vandalised deliberately. In regard to the tennis net, it was clear that the wire had been cut deliberately, possibly with wire cutters, and it was very disappointing that deliberate damage had been done and it was the community was left to pay for further replacements.

The Board agreed that the tennis net would be put back on with the old cable and they would consult with the community on the future expenditure on the nets. They also agreed that the football nets would not be replaced until the following year after the goalposts would be moved to stop further damage on the grassed area near the goals.

11. Capital Works considerations

SB asked if the Board wanted to start to plan any major capital works now that the financial position had improved and settled to manageable level.

The Board discussed the options and the necessary works on the roads etc but felt that the initial works needed was to get some the ditches and waterways cleared as a priority and plans would be agreed with the Grass and Arboricultural Contractor.

It was hoped that a 3-5 year plan for the major capital works would be considered and agreed this year.

12. Discussion on banking issue

The Board agreed that once the Directors were on the mandate, the process the Board agreed for the payment of the invoices etc would remain the same as it was efficient but that the Board would be able to review the bank account when necessary. They agreed that they had no concerns of the current payment process and it was good governance.

13. Allotment lease discussion

The Board confirmed that some discussions had been undertaken with the Nocton Park Allotment Association in regard to agreeing a formal lease. The Board confirmed that an issue of the responsibility and maintenance of the bridge area was being discussed but they felt that the correct approach was that NPML would take responsibility unless some allotment owners damaged the bridge through the use of very heavy vehicles.

The Board confirmed that they would be talking informally in due course to agree the final points and that it was hoped that the lease could be agreed later this year.

14. Defibrillator consideration

SB confirmed that the flat lease owners had been made aware of the Board's decision to agree for a defibrillator to be installed on the block of flats on the left hand side of the front door. He confirmed that a resident had expressed an objection to the placement as it was felt it would interrupt their privacy and create noise near their flat. There had been some update to the issue and this person had confirmed that while they still expressed their concern, they would accept the placement as long as a few queries were answered.

The Board confirmed that while they appreciated the concerns, they felt it was the best place for the defibrillator equipment to serve the community. The installation would be managed by a local resident and that the cost of electricity to the defibrillator box would be met by the whole estate, not the flats sink fund.

The Board confirmed they would contact the installer directly and arrange the installation.

15. Data Protection Officer and Data Controller

SB confirmed that there needed to be a formal notice on the DPO role and the security and for this to be placed on the website. The Board agreed that should be noted on the website to ensure that the community were aware - especially after the Information Commissioner Officer had been in receipt of a formal complaint but following a full investigation by the ICO the complaints had been fully dismissed with no comments by the ICO.

SB confirmed that the Board (as a corporate entity) are the data controller of NPML but that the day to day operation of the protection and security of the data would be managed by **SB**.

The Board acknowledged the responsibility for data protection was the Board's, not individual directors.

16. Website review

SB confirmed that regular Board updates are published on the website to show the community what the Board had planned and the various decision making. The website had also been updated on the design and functionality and while it was initially planned for a full redesign, it was now recommended that the website be kept updated, rather than a full resign.

The Board agreed that the commitment of transparency to the community was being met through the regular updates.

17. Non agenda item - rats near the flats

It was confirmed, and had witnessed, that there was a rats issue near the flats as well as from the back of Holly Close. It was confirmed that an exterminator contractor had visited the site and confirmed there were rats in the area which was possibly caused by the regular bird food left out. The rats may possibly coming from some houses on Holly Close and possibly from the flats shed.

It was agreed that **SB** would contact the flats and ask them to stop leaving any bird feed for the immediate future - and also contact the Holly Close property owners to allow the exterminator access to the back of their gardens to set traps for the rats.

It was agreed that the situation would be kept under review to ensure that the issue is managed as needed.

Meeting was closed by the Chair at 1pm.