

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT - 13TH MAY 2011**

Present: Nick Hewitson (Chairman)
Michael Slack (Deputy Chairman)
Ian Currie (Company Secretary)
Andy Gerry
Reg Sillence
Mike Sandall
Barry White

In attendance: Samantha Simpson
Nikki Avis
Tony Charles for Item 11/08/048

1. APOLOGIES

11/05/001 No apologies received

2. MINUTES OF THE PREVIOUS MEETING HELD ON 8TH APRIL 2011

11/05/002 The minutes of the previous meeting were discussed and approved. Andy Gerry proposed and Reg Sillence seconded.

3. MATTERS ARISING

11/05/003 Nothing to report.

4. MANAGING AGENTS REPORT

Finance – Budget – Expenditure

11/05/004 Countrywide advised the Board that expenditure as at 6th May 2011 was £134,406.83 against the budgeted figure of £143,255.

11/05/005 Countrywide advised the Board that the amount invoiced by Premier Marinas for 2011-2012 Port Solent Charge was based on last year's amount plus 4% uplift plus increased VAT of 20%.

Arrears

11/05/006 Total arrears including all aged debts as at 30th April 2011 amount to £18,083.33.

11/05/007 **Carbis Close** – Countrywide advised the Board that it had received settlement of all outstanding balances and the account was now clear.

11/05/008 **Coverack Way** – Countrywide advised the Board that it had received settlement of all outstanding balances and the account was now clear.

- 11/05/009 [] **Tintagel Way** – See confidential minutes
- 11/05/010 [] **Newlyn Way** – See confidential minutes
- 11/05/011 [] **Newlyn Way** – See confidential minutes
- 11/05/012 [] **Coverack Way** – See confidential minutes
- 11/05/013 [] **Newlyn Way** – See confidential minutes

Property Alterations

- 11/05/014 [] **Carbis Close** – Countrywide advised the Board that the owner has failed to remedy the breach of covenant and that it had written to the owners advising them that their property had been flagged with a caution for unapproved alterations.

- 11/05/015 A Director commented that the owners of [] Carbis Close were currently undertaking to in fill the car port, but was unaware of an application being submitted for the Board’s approval. Also, a planning application notice for [] and [] Carbis Close has been erected, to convert the properties into one habitable home.

The meeting discussed the car port alteration and it was commented that approval was sought and subsequently granted roughly two years ago. Countrywide advised that to date it had received no application from the owners of [] and [] Carbis, but would look into the matter and report back to the Board.

- 11/05/016 [] **Bryher Island** – Countrywide advised the Board that the owner has withdrawn her application to extend the driveway. This matter is now closed and requires no further Board discussions.

- 11/05/017 [] **Bryher Island** – The Covenants Working Group advised the Board that the garage external from the property should not be taken into consideration in the application to infill the car port as a source of parking.

The Group commented that creating an additional parking space for the property would be beneficial but in order to mitigate the loss of vegetation, the owners of [] and [] Bryher Island would need to agree a joint planting scheme in the front of the properties.

The Covenants Working Group commented that it could see no reason why POSOL consent should not be granted subjected to written confirmation from the neighbouring property that it has no objections to the proposed works.

The meeting asked Countrywide to notify the owner of the recommendations and comments of the Covenants Working Group.

- 11/05/018 [] **Bryher Island** – The Covenants Working Group, having considered the application to carry out a side extension and install a Cabrio window on the second floor rear elevation, advised the Board that it could see no reason why consent should not be granted subject to the standard terms and conditions. The Board duly endorsed this recommendation.

- 11/05/019 [] **Bryher Island** – The Covenants Working Group advised the Board that it could see no reason why consent could not be granted for the owners to infill the carport but it had concerns over the proposed installation of dormer windows in the loft conversion.

The meeting discussed the application and agreed that should a dormer be installed, it would have no objection subject to the windows being fixed with a vented frame and the glass within them being obscured.

It would also only grant consent on the basis that the number of windows in the landing be reduced from 3 to 1 and that the proposed rear window be amended to form a triangle up and underneath the roof trusses.

The Board asked Countrywide to write to the owners to advise them of the Board's comments and recommendations.

11/05/020 [] **Newlyn Way** – The Covenants Working Group having studied the owners application have identified inconsistencies and anomalies within the plans submitted and the supporting documentation. The Group agreed to meet with the owner of the property to discuss his application and report back to the Board in due course.

11/05/021 [] **Coverack Way** – The Group advised the Board that it had discussed the comments made about the colour of the newly painted rendering. The meeting agreed that no POSOL action was required.

11/05/022 [] **Sennen Place** – The Covenants Working Group advised the Board that the owner of this property has commented that he will not pay the associated fee for retrospective consent. The Group recommends that should he continue to refuse then the property should be flagged with a caution for unapproved external alterations.

11/05/023 [] **Sennen Place** – The meeting discussed comments made by a member of Covenants Working Group about the external appearance of the in filled car port and the Board agreed that at this time no action is to be taken.

11/05/024 [] **Bryher Island** – The Covenants Working group advised the Board that it awaited receipt of additional information it had requested from the owner about the window sizes. The Group commented that it would report back to the Board in due course.

11/05/025 [] **Newlyn Way** – The Covenants Working Group advised the Board that the owner is seeking consent to install storage cupboards in his carport and reposition his front door but is seeking a preliminary meeting with the Group to discuss his application.

The Board asked Countrywide to contact the owner and request scaled drawings of the proposed alterations.

11/05/026 [] **Bryher Island** – Countrywide advised the Board that the owner has made initial enquiries to install carport gates. The Covenants Working Group commented that it had attended a preliminary meeting with the owners and it awaits submission of their formal application.

11/05/027 **Change of External Appearance Procedures** –The Board discussed the final wording of the External Procedures Policy and it was subsequently approved for publication, Michael Slack proposed and Reg Sillence seconded.

The Board agreed that a letter be circulated to all 423 Shareholders to advise them of the changes for all future applications they may wish to submit to POSOL.

The Board expressed its thanks to Tony Charles and Ken Raby for their hard work and their valued contributions to the Covenants Working Group.

Gardening

11/05/028 **Portway Vegetation** – Countrywide advised the Board that it had appointed ACS Environmental Limited to carry out the soil testing. It awaited receipt of the test results and would report back to the Board in due course.

11/05/029 **Estate Walk Around** – Countrywide advised the Board that following an estate walk around with the Gardening Working Group and Hambrooks, several areas have been identified as requiring rejuvenation/replanting works.

A Director mentioned that a recently replaced area of grass situated in his front garden had failed. The Gardening Working Group responded that several areas had failed as the area had experienced a dry spell and the grass would bounce back with a period of heavy rain fall.

The Board commented that no husbandry works had been carried out to the trees on the Portway and it was agreed that a general tidy up should be undertaken.

Berthing

11/05/030 **Berth Lengths** – The Chairman advised the Board that he had not received any further correspondence from Premier Marinas in relation to queries POSOL had raised. A Director asked if a chaser letter had been sent and the Chairman advised that it hadn't but would be issued shortly.

11/05/031 **Berth [] and []** – Countrywide advised the Board that to date it had been unable to obtain a copy of the report on the condition of the bolts from the contractor.

11/05/032 **Pontoon Condition Survey** – The Directors discussed the content of the previously circulated synopsis of the full condition report submitted by Solent Marine Limited. The meeting commented that the report was to an excellent standard and a Director asked if Solent Marine had quoted for the works within the full report. Countrywide advised the Board that Solent Marine has quoted £36,750 plus VAT to carry out the works outlined in the report.

The Board discussed the necessity to carry out all the works this year. Would it be possible to spread out the works in a rolling programme or could the woodwork repairs be undertaken by the general handyman?

A Director queried whether it should seek additional quotations or if it was justified to proceed with Solent Marine. A Director responded that alternative contractors were approached to carry out the survey but were significantly more expensive and to obtain further quotes would incur additional costs.

Following the Board's discussions, it was agreed that Solent Marine Limited be instructed to carry out all works to the pontoons and asked Countrywide to make the necessary enquiries with the contractor and Premier Marinas.

Estate Security

11/05/033 **Estate Security Gates** – Countrywide advised the Board that it had obtained estimates from Amberley Security and C.I.A Limited to supply and fit new security locks to each security gate and supply new keys, and the meeting proceeded to discuss the costs involved.

A Director commented that to minimise the risk would be to reduce the amount of keys issued, to just remote berth holders. Countrywide advised that the shareholders of Tintagel Way would require keys as there are pathways which run along the rear of the properties.

Following a discussion on alternative security measures, such as a key pad, a Director commented that a widely used security measure would be to enable the gate to be opened from inside the gate without the use of a key but with access to the handle restricted from the outside by use of a cylindrical tube.

Countrywide advised the Board that upon issuing the new keys it will be able to maintain a comprehensive register, which assigns a key to a particular property by way of a reference number.

The Board asked Countrywide to obtain an alternative quote for new specification of works from the locksmiths and obtain a quote from GSB Fabrications for the adjustments required to the gates.

- 11/05/034 [] **Coverack Way** – The meeting discussed the potential addition of increased security measures surrounding the property and the Board agreed to defer talks until the matter of the proposed closure of the pathway between Port Solent and Oyster Quay has been resolved. Nick Hewitson proposed, Reg Sillence seconded the motion.

General

- 11/05/035 **Pathway between Oyster Quay and Coverack Way** – Countrywide advised the Board that Portsmouth City Council’s planning department had received 37 objections to the submitted planning application to install a gate between Port Solent and Oyster Quay, which included a representation from Portchester Planning Consultancy on behalf of POSOL.

A member of the Covenants Working Group recommended to the Board that it gives OQMCL the opportunity to enter into a mutually beneficial 106 Unilateral Undertaking. The Board discussed this recommendation and it was subsequently agreed. The Board asked the Covenants Working Group to draft a letter to Oyster Quay with its suggestion and the terms of which it would request they adhere to.

- 11/05/036 **Port Solent Charge Review** – The Chairman commented to the Board that the piling on the northern side of the lock is showing significant signs of degrading and rust. The meeting discussed the enormous costs likely to be involved to erect a cofferdam should the piles need replacing and in light of the inclusion of capital expenditure in the Port Solent Charge, which could mean another dramatic increase in the next review year.

- 11/05/037 **Estate Parking** – Countrywide advised the Board that it had received further complaints from Shareholders about parking issues on the estate, which are primarily as a result of the restrictions implemented on Lock View by Portsmouth City Council last year.

The Board further discussed possible preventative measures such as a Council permit scheme for residents and visitor vouchers. Countrywide commented that as an interim measure it could erect ‘No Parking Clamping in Operation’ signs on POSOL land as it seems to be acting as a deterrent in the areas where they are already situated.

The meeting discussed contacting Portsmouth City Council to express its concerns that the restrictions in Lock View have escalated an already prominent problem on the estate and request that the Council rescinds the Traffic Regulation Order. Furthermore in order to

allow access for emergency vehicles a yellow hash boxing should be painted at the entrance of Sennen Place.

5. WORKING GROUP REPORTS

Finance

11/05/038 [] **Newlyn Way** –The Board discussed a complaint it had received from a Shareholder concerning an overcharge of 47p per house/mooring unit. . The Board asked Countrywide to write to the owner to inform him that the amount of 94p will be deducted from his October invoice as he owns 2 moorings.

Countrywide also asked the Board for its consideration of his request for compensation due to legal costs he has incurred. The meeting agreed to review this matter and defer discussions until the next meeting.

Covenants

11/05/039 Nothing further to report

Gardening

11/05/040 [] **and [] Sennen Place** – The Gardening Working Group advised the Board that it will review comments made by the owners of the gardens and will report back at the next meeting.

Website & Shareholders Communications Working Group

11/05/041 **Monthly Email** – The Communications Working Group advised the Board that it will circulate a draft of the monthly email for the Board’s consideration and anticipates issuing it to the relevant Shareholders in the coming weeks.

11/05/042 **POSOL Website** – The Communications Working Group advised the Board that it anticipated circulating a draft of the redesigned POSOL website for the next meeting. It commented that the hosting of the website was still with Apollo Media and it is likely this will continue on a month by month basis until such a time that the website is ready to go over to Interpro.

Berthing

11/05/043 Countrywide advised the Board that in the coming weeks Premier Marinas will be undertaking a full berthing check of the entire Marina.

11/05/044 **Berth []** – The meeting discussed the complaint it had received against the vessel moored on berth []. The Berth Working Group commented that it understood the residents grievance but as the vessel did not encroach on the neighbouring water space it has no jurisdiction to ask the vessel to be relocated.

11/05/045 [] **Coverack Way and Berth []** – See confidential minutes

Security

11/05/046 Countrywide advised the Board that it has issued a work order for the contractor to replace the remaining bulbs on Bryher Bridge with LED lamps due to the success of the initial trial run.

Port Solent Community Working Party

11/05/047 Nothing further to report

6. ANY OTHER BUSINESS

11/05/048 The Board welcomed Portchester Planning Consultancy to the meeting to present, POSOL's representations to Portsmouth City Council for the Portsmouth Redevelopment Plan to the Board.

PPC advised the Board that as it currently stands; it seems likely that all the current boat yard facilities will remain but on a reduced scale of roughly 3-4 hectares with the possibility of Premier Marinas operations being mobile, and a multi storey car park located on the eastern end of the Marina adjacent to David Lloyd's Fitness Centre.

All new developments must adhere to the appearance of the surrounding area and English Heritage's policy on tall buildings will be under consideration due to the negative impact high rise flats would have on Portchester Castle. The village green being attached to the country park is also unlikely to undergo redevelopment.

The PSCWP representations have drawn attention to the results of the CIE which states no more than three storeys and no more than two hundred units, and POSOL's representations are to keep all its current facilities and have the minimal amount of dwellings as possible.

PPC commented that in its opinion there is not enough information currently available for the local authority plans to be deemed as justifiable and deliverable. The policy must allow for the provision of services and amenities taking into account flood risk defences, environmental and wildlife ecology factors, the possibility of contaminated land, infrastructure requirements and ultimately who will be responsible for the funding and for the management of the risks. The redevelopment of Port Solent could also rest heavily on planning permission and funding being obtained for Tipner Bridge and Horsea Junction.

The meeting discussed its concerns with Portsmouth City Council's social housing requirements for any new developments and it commented that its preferred source would be key worker housing.

Further to the Board's discussion, it agreed for Portchester Planning Consultancy to submit its representations to Portsmouth City Council. Reg Sillence proposed, Michael Slack seconded and the Board endorsed this action.

7. DATE OF NEXT MEETING – 17th June 2011