

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 14th OCTOBER 2011**

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

In attendance: Samantha Simpson
Nikki Avis
Suresh Hurhangee, Financial Director of Countrywide (for item 11/10/003)
Tony Charles (for item 11/10/032)

1. APOLOGIES

11/10/001 Apologies were received from John Latus, Regional Manager of Countrywide

2. MINUTES OF THE PREVIOUS MEETING HELD ON 16th SEPTEMBER 2011

11/10/002 Typographical amendments were made to the minutes following which, the minutes were approved. Mike Slack proposed and Ian Currie seconded.

3. ACCOUNTING PROCEDURES – COUNTRYWIDE ESTATE MANAGEMENT

11/10/003 See confidential minutes

4. MATTERS ARISING

11/10/004 Nothing to report

5. MANAGING AGENTS REPORT

Finance – Budget – Expenditure

11/10/005 Countrywide advised the Board that expenditure as at 5th October 2011 was £247,963.25 against the budgeted figure of £398,988.

Arrears

11/10/006 Total arrears as at 15th September 2011 amount to £58,127.61 which includes aged debtors of over four months which amount to £5,856.82.

Property Alterations

11/10/007 [] **Bryher Island** – The Covenants Working Group advised the Board that it had received a formal application from the owner to partially infill the carport. The Group having studied the application

recommended that conditional approval be granted; subject to confirmation that no low level windows or vision panels will be installed. This decision was endorsed by the Board of Directors.

11/10/008 [] **Bryher Island** – The Covenants Working Group advised the Board that it was in receipt of an objection to the flat roof dormer from a Shareholder. Following a lengthy discussion, the Board asked Countrywide to respond to the complainant acknowledging her concerns, however on this occasion consent for the alterations has been granted but for future applications a new policy will be drafted and used when considering such alterations.

11/10/009 [] **Bryher Island** – The Covenants Working Group informed the Board that it was in receipt of the full architect drawings to support the owners application to erect a single storey extension at the side and rear elevation of the property. The Group commented that an objection has been received from a Shareholder in respect of the proposed alterations.

Upon consideration of the matter and following a lengthy discussion the application for a single storey extension was refused on a majority vote. The Board asked Countrywide to advise the owners accordingly.

11/10/010 [] **Newlyn Way** – The Covenants Group informed the meeting that the owner is seeking POSOL consent to replace all existing wooden windows with new brown UPVC windows on a like for like basis.

This matter was agreed by the Board and Countrywide was instructed to confirm provisional acceptance subject to final inspection.

11/10/011 [] **Bryher Island** – Nick Hewitson declared an interest in this property to the meeting.

The Covenants Working Group, having considered the application to replace the existing velux window with three new windows incorporating a Juliette balcony in the middle window, 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.

11/10/012 [] **Bryher Island** – Michael Slack declared an interest in this property to the meeting.

A meeting between the Covenants Working Group and all interested parties has been arranged for the 28th October 2011 to discuss the proposed under balcony kitchen extension and the situation of how much light would be blocked out from the neighbours.

11/10/013 **Covenants Working Group Meetings** – Countrywide asked for the Board's consideration of a pre-scheduled diary for the Group's meetings, similar to that compiled for the Board Meetings. The Board considered the proposal and duly agreed.

Gardening

11/10/014 **Estate Walk Around** – Countrywide advised the Board that the Gardening Working Group has authorised the quotations submitted by Hambrooks in respect of the areas identified by the Group. The costs involved were £930.09 plus VAT and the Board thanked the Gardening Working Group and Countrywide for their work in this area.

11/10/015 [] **Bryher Island** – The Gardening Working Group advised that it has reviewed and authorised the quotation submitted by Hambrooks to remove all existing shrubbery and cover the area in shingle and plant phormiums.

- 11/10/016 [] and [] **Sennen Place** – The Gardening Working Group advised that it has reviewed and authorised the quotation submitted by Hambrooks to remove all existing shrubbery and replace with lavender and phormiums.
- 11/10/017 [] and [] **Sennen Place** - The Gardening Working Group advised that it has reviewed and authorised the quotation submitted by Hambrooks to remove all existing shrubbery and cover the area in shingle and plant phormiums.
- 11/10/018 [] **Cadgwith Place** – Countrywide advised the Board that it has received the necessary documents and wayleave agreement from SSE and it has been duly forwarded to a Director for signature.

Berthing

- 11/10/019 **Pontoon Repairs** – Countrywide advised the Board that the programme for the repair works was near completion and it only remained for the steel frame repairs to be carried out.

A Director requested clarification of the extra costs which have been incurred during the repairs programme. Countrywide informed the Board that the contractor when carrying out the work had identified that many of the bolts across the estate had been welded in by a previous contractor and therefore required further works to be able to replace them than had originally quoted for. The cost of the works was £45 plus VAT per bolt, and 51 bolts had been identified, making a total charge of £2,295 plus VAT. The Board agreed to proceed with the works.

- 11/10/020 **Berth []** – Countrywide advised that as a result of a complaint by a shareholder, Premier Marinas has issued a letter to the owner of berth [] asking that he moor his vessel on the berth that it is currently registered to.

The Berthing Working Group advised the Board that having viewed the moorings, that it would not oppose should the shareholder wish to re-register the vessel to berth [] on the stipulation that Premier Marinas agrees to the trespass into their water space on that berth.

Estate Security

- 11/10/021 **Estate Security Gates** – Countrywide advised the Board that a prototype of the new lock is available and that it will be fitted to the gate alongside [] Newlyn Way. Countrywide will notify the Security Working Group when it is due to be fitted along with the new shroud.

Countrywide advised the Board that GSB Fabrications has commented that at present the gates are all different from one another and therefore this could involve removing all gates and realigning them, which will increase the costs associated with the works.

Following the discussions, the Security Working Group agreed to meet with both contractors on site to discuss the works, and the best solution for Port Solent.

General

- 11/10/022 **Pathway between Oyster Quay and Coverack Way** – Countrywide informed the Board that the matter was still outstanding and that it had no further updates to its progress.

6. WORKING GROUP REPORTS

Finance

- 11/10/023 **Treasury Deposit** – Countrywide advised the Board it had placed £115,000 of the Treasury Deposit with Barclays Bank at a rate of 1.56%. The Remaining £85,000 is to be placed with Santander at a rate of 2.75%. It was explained to the Board that the Financial Services Compensation Scheme had a limit of £85,000 which is why the amount was limited to this figure.

Covenants

- 11/10/024 Nothing further to report.

Gardening

- 11/10/025 **[] Newlyn Way** – The Gardening Working Group advised the Board that several owners in [], [] and [] Newlyn Way had removed the mature trees located in the planters in the front garden of their properties.

A Director expressed his displeasure at the removal of these trees and is seriously concerned that more owners are going to do the same, which will have a detrimental effect on the visual amenity of the estate.

The Board asked the Gardening Working Group to contact the owners concerned to express its concerns and ask for clarification of whether they will be replacing the trees they have removed. The Group commented that it felt this should be done by way of a letter and that the owners be asked to confirm their intentions in writing.

Communications

- 11/10/026 Countrywide advised the Board that it was working in conjunction with Interpro to get the Directors section of the website up and running.
- 11/10/027 **Bi-Annual Newsletter** – The Board wished to express their thanks to Reg Sillence for the production of another successful newsletter.
- 11/10/028 **Monthly Email Newsletter** – The Communications Working Group Chairman advised he would be drafting another email shortly to be circulated to shareholders.

Berthing

- 11/10/029 **Berths [] and [] []** – The Berthing Working Group advised the Board that the owner of berth [] has expressed concerns over the width of the vessel currently mooring on the adjacent berth as he feels it is encroaching into his water space significantly which is prohibiting his vessel from returning on to its mooring.

Having inspected the mooring prior to the meeting, the Group comment that the berths were in fact standard 4m in width and therefore granted 3.625m of water space when taking into account the pontoon structure. The vessel in question clearly trespasses into the neighbouring water space and does not allow for any fenders on either side of the vessel.

Following the discussions, the Board resolved that it would not register the vessel to berth [] without the neighbouring berth holder granting a legally binding agreement consenting to the trespass. The Board asked Countrywide to write to both parties accordingly.

11/10/030 **Marina Contamination** – Countrywide inform the Board that the owner of [] Cadgwith Place wished for the Board to be notified of a recent incident which occurred in the marina. Due to the large amount of rubbish and debris floating in the marina water; his licensee's vessel was damaged when something was caught in his propeller and his licensee has subsequently vacated the berth as a result of the incident.

He has contacted Premier Marinas to look into the matter and does not require any action from POSOL at this time.

Security

11/10/031 **Bryher Bridge** – The Security Working Group informed the Board that during the site meeting on 28th October 2011 it will discuss increasing security measures on Bryher Bridge to prevent unauthorised persons accessing the waterside of the estate, during the site meeting on the 28th October 2011.

Port Solent Community Working Party

11/10/032 The Board welcomed Tony Charles of Portchester Planning Consultancy to the meeting.

Tony Charles advised the Board that the Public Inquiry concluded on 13th October 2011, and that the Port Solent Community Working Party presented its case in the first two days putting forward its issues with the plan, such as infrastructure and Tipner Bridge amongst others. It was clear that PCC has no funding for the alterations to Tipner and Horsea Island Bridge at present, and the outcome for its funding application will not be known until December. The Planning Inspector will have to normally consider the source of the required funds; which primarily would be Government funding however that is allocated to deprived areas first.

He commented that the evidence put forward by Premier Marinas was not adequate as it only dealt with the issues superficially and that Premier Marinas had no new evidence to submit. Premier Marinas and CBRE attempted to discredit the Community Involvement Exercise, but were duly corrected by Portchester Planning Consultancy. He did note that CBRE failed to submit any technical objections. Furthermore since they were not present at the start of the inquiry they were not able to object to POSOL's opposition arguments.

Another focus for PSCWP's argument was the increase in transport and it commented that it would not be possible without improvement to the M27, Portway and Horsea Bridge. Evidence put forward by the Highways Agency was flawed and as Atkins report clearly states that the minimum development of 800 units fails on transport issues.

The development of the this area is a catch 22 scenario as they can not build housing units until the road and bridge have been improved but need the money from the houses to resolve those issues; it is thought that could possibly borrow money from the government in advance.

Port Solent is not a suitable location for tall building development; Oyster Quay currently acts as barrier between the motorway and marina and at present there is no reason to put a tall building on the south side of the marina. The Village Green is allocated and is currently protected in the local plan; it is hoped that this will remain as it has a high value as a local amenity. An application has been submitted to the Council and it is due to go to an inquiry in June 2012; however Portsmouth City Council is objecting to it as a result of regular surveys of its use.

Tony Charles informed the Board that the Planning Inspector must now decide whether he should approve the Core Strategy even though it would be in conflict with paragraph 4.10 of PPS 12, in relation to the funding of critical elements of infrastructure that the 'delivery' of the Core Strategy

is reliant upon. Approval in such circumstances would be in conflict with National planning policies.

7. ANY OTHER BUSINESS

11/10/033 **Estate Parking** – A Director commented that an increasing number of vehicles were now parking on Bryher Bridge. The Board discussed the continuing problem across the estate which appeared to be as a direct result of the Traffic Regulation Order imposed along the length of Lock View.

The Board discussed the various options available to POSOL as a course of action to deal with the parking issues across the estate. Countrywide advised the Board that Portchester Planning Consultancy has been instructed to write to Portsmouth City Council on POSOL's behalf requesting that the order be lifted to ease the parking situation on the estate. The meeting asked Countrywide to seek an update on this matter and report back in due course.

In the meantime, the Board agreed to carry out a survey of the estate to determine what measures it can take to ease the parking situation, such as increasing signage on the estate.

11/10/034 A Director commented that a large amount of rental properties on the estate seem to be contravening the covenants and asked for clarification if they are notified of them prior to moving it.

Countrywide advised the Board that on a routine basis, it supplies copies of the welcome letter to Estate Agents and Letting Agents which predominately are used on the estate. In the welcome letter, it provides a brief outline of the Covenants in place across the estate. Countrywide commented that it is the responsibility of the Shareholder to notify the resident accordingly of any covenants and/or restrictions in place.

8. DATE OF NEXT MEETING – 18th November 2011.