



**Westcliff Park Residents Committee Meeting**  
**Saturday 21<sup>st</sup> January 2017 at 11am**

<b>Present:</b>	Marc Jolly	(Chair)
	Amanda Jolly	(Secretary)
	Mick Papworth	(The Old Stables)
	Lorraine Papworth	(Social Committee)
	Vernon Sumray	(Belmont House)
	Helen Webster	(Gardens)
	Brian Urwin	(Victoria Row)
	Chris Cray	(Social Committee)
	Steph Cray	(Albert Row)
	Terry McCaffery	(East and West Wing)
	Jon Dahms	(Block Management Company) joined the meeting at 11.45
<b>Apologies:</b>	David Stafford	(Treasurer)
	Gill Stafford	(Social Committee)

Welcome from the Chair, Marc Jolly and apologies read out. Dave and Gill Stafford are currently on holiday.

**Chairmans Update**

Marc updated the Committee about the state of play of current matters outstanding and items from last agenda.

- Overflow car park signs by Victoria Row have now been installed and this does seem to have made some difference.
- Gutter Clearance – this has now been completed for Victoria and Albert Row
- Final Urn Planter outside the back of Belmont House has now been purchased and installed and planted up.
- Parking Notices have been installed around the front of Belmont House to aid in parking blockages that interfere with bin collections. These have had some effect although there are still visitors parking on the roadways – Committee members have agreed to police this and remind culprits to move on to allocated parking spaces.
- Two new lights have been installed on the steps leading down from Belmont House to the seafront entrance due to health and safety issues. These lights have greatly improved the situation.
- Marc outlined to the Committee that the polytunnel discussed at the last meeting is a no go as the residents of Albert Row are all vehemently against this idea. Committee agreed that

due to residents' concerns the installation of a polytunnel on site was not viable and would not be carried forward.

- A leaf blower has been purchased by Jon Dahms for use on site. It has been bought cheaply on Ebay and therefore needs to be serviced before it can be put into use and this will be done in the Spring ready for the leaf fall of 2017. Steve Cray brought to the attention of the Committee that he had had a flyer put through the door for Malloys who do equipment servicing and they were offering a half price service at the moment. Marc said that he would bring this to Jon's attention so that we could potentially drop the machine off to be serviced by them. **ACTION – Marc to bring to Jon Dahms' attention Malloys servicing deal at present and to drive this forward to get the machine serviced.**
- Marc informed the Committee that there is a tree audit scheduled to happen on site on Tuesday of this coming week (24<sup>th</sup> January 2017). Marc asked Helen to please ensure that behind 1, 2 & 3 of Albert Row was looked at as a priority during this tree audit as work on these overhanging trees was missed in the last tree trimming round. **ACTION – Helen to prioritise behind 1, 2 and 3 Albert Row with tree surgeon**
- Keypad on North Entrance is not working, this was supposed to be looked at this week but appears to still not be working properly. **ACTION - Marc to chase Jon Dahms to see that this work is scheduled.**
- Marc outlined to the Committee that a resident has installed a sensor on a tree overlooking the car park next to Belmont House. A discussion followed with Committee Members as to thoughts on whether residents should be permitted to install anything in the common parts of the site without first seeking permission and agreement of the Committee. Committee members were all in agreement that this should not be permitted and Marc, undertook as Chair to write to the resident in question, on behalf of the Committee to ask him to remove the sensor with immediate effect. **ACTION – Marc to write to resident on behalf of the Committee to ask them to take sensor down**
- Marc outlined the new barbecue booking system to the Committee. If any resident now wishes to book either of the barbecue areas they can do so by contacting, Secretary – Amanda Jolly via either email, telephone, text or knocking on the door at 4 The Old Stables. Amanda will put the booking on the computerised diary system which is clearly visible on our website so that residents can check a date is free before they book it. Notices reminding residents of the booking procedures have also gone into all of the noticeboards with Amanda's contact details.
- Marc informed the Committee that some residents appear to still be having ongoing TV aerial issues, especially Albert and Victoria Row. Terry informed the Committee that he had previously spoken with the TV Aerial man who believed that there may be some conflict between the electrics on site and the aerial problems. Whilst we have new electricians on site it may be that we can look at this. Marc is to push this forward with Jon Dahms and get the aerial man out again to look at another solution to the problem. Residents seem to lose signal around 9/10pm. **ACTION – Marc to discuss next steps on TV issue with Jon Dahms.**
- The Tree Trimming event at Christmas went very well as did the fireworks in November, bringing the community of Westcliff Park together.
- Marc informed the Committee that he is now actively updating the website on a near weekly basis with a Chairman's Blog. He encourages all residents to check the website for updates. Marc also outlined to the Committee that with any big news or announcements we do try to mirror this in the noticeboards to ensure that those residents who do not have access to the website do not miss out on vital information.
- The People's Postcode Lottery were offering some funding earlier on in 2016 to encourage the dwindling bee population in the UK. Brian made the Committee aware of this funding and together, Marc and Jon Dahms put together a funding bid to claim some of this available funding. Helen was instrumental in pulling together a list of bee friendly shrubs and plants.

Marc was happy to announce that our funding bid had been successful and we were now in receipt of £2,000 to be spent on bee friendly shrubs around the site. This was a great example of the teamwork of the Committee. Marc will install the plaque we have been given to show that we are lottery funded as well as putting out a press release for the local newspaper. **ACTION – Marc to get Lottery Funding plaque installed on site, Marc to issue a press release about funding from Postcode Lottery**

#### **Minutes from last meeting (October 2016)**

It was agreed that the minutes from the last Committee Meeting, held in October were a good account of the issues discussed. Minutes were therefore accepted and agreed as a true and accurate record.

Marc briefly went through the action points of the last meeting as follows –

- Helen to arrange shingle installation near bin store by The Old Stables. Helen explained to the Committee that they ran out of time last year and it is on the “To Do” List for the gardening contractors when they come back this year. **ACTION – Helen to ensure that shingle around the bin store by The Old Stables is put on the to do list for the Contractors**
- Helen to arrange cutting of the hedge around the railings at North Entrance car park. Helen agreed to take this forward with the contractors when they are next here. **ACTION – Helen to ensure that trimming of the hedge around top car park is put on the to do list for Contractors**
- Marc chased Jon Dahms for a solution for the gardening contractors – they have been secured for 9 sessions in this new year so far. Helen did inform the Committee that although the contractors are very good at heavy groundwork they are not skilled gardeners so some of their work has not been up to her standards. It was agreed that we would continue to use them in a targeted way as they are very good with the big heavy planting and removal of dead bushes etc. Committee all agreed that the gardens are looking great with Helen overseeing them. We are all grateful to Helen for moving things forward. However, it was agreed that there are still some areas where things could improve and Helen will speak with gardeners about this. Steve Cray mentioned that the leaves behind his property had not been cleared at all, despite asking the gardening crew four times. Steve and Chris Cray cleared ten bags of leaves themselves last week. This needs to be addressed. **ACTION – Helen to ensure that all areas of the site are given equal attention by gardeners going forward.**
- Jon Dahms was to cost the overflow car park for tarmacking. Steve Cray and Marc Jolly have looked at this and it has been decided that this is a bigger job than just putting some tarmac down and will require extensive groundworks. Both Marc and Steve feel that there are other priorities on site at the moment where the money is greater needed to be spent. Therefore, this action is put on hold for now.
- Steve brought to the attention of the Committee that the gates on the Southside (sea front) need to be brought up to the standard of the gates at the North Side (London Road) and we need to prioritise this before tarmacking as it is a security issue. When the weather is very windy the gates struggle to close and Steve often has to reset them at the junction box. **ACTION – Marc to chase Jon Dahms to get the gates looked at and improved if possible.**

#### **Treasurer's Report**

Before leaving for his holiday, Treasurer, Dave circulated the accounts to Marc. In Dave's absence, Marc talked the Committee through the accounts. We had a balance of £1,261.70 – we spent £98.88 on shrubs and flowers, £51.00 on an urn planter, £283.95 on the fireworks evening, £21.84 on ink for the printer making a total of £455.67 expense. This leaves us with a balance of £806.03 as of 21<sup>st</sup> January 2017. Jon Dahms outlined that he was going to put in £500 to top this up.

### Constitution

Marc put this on the Agenda for discussion. When Marc and Amanda took over as respective Chair and Secretary of the Committee they rejigged the website. Whilst typing up the Constitution for the website, Amanda noted that we are not adhering to 75/80% of the Constitution. Things move on and Committees develop and things change. Therefore, Marc feels that the Constitution needs revisiting now that 10 years have passed and things are slightly different on site. Marc put it to the Committee for their thoughts. Marc explained that there were two ways of approaching it. We could either call a special meeting where we can all sit and discuss the Constitution and make suggestions for changes or, if the Committee were in agreement, Amanda and Marc would get their heads together and rework the Constitution to our new style of working and then bring it to the Committee for discussion and agreement at the next meeting. The Committee agreed that they were happy for Amanda and Marc to rejig the Constitution to bring it more in line with how we work these days and they would all look over it and agree changes. Jon Dahms raised the point that if we were looking to revisit this then we could perhaps make some of it a welcome pack for new residents so that we could circulate it to them when they move on site. Committee agreed that this was a good idea. **ACTION – Amanda and Marc to rejig the Constitution and circulate amongst Committee members for agreement at next meeting.**

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### Lighting and Electrics

Jon Dahms explained to the Committee that our usual electrician had gone AWOL and was not taking his calls nor responding to emails. As a result, he has had to engage a new firm of electricians to look at ongoing issues. They have uncovered shoddy workmanship and issues that need to be rectified. Jon has engaged them and there is money to support this in the pot already. Once the work is done, Jon will be looking to the old electrician to recover some costs and will take this as far as he needs to to get a result. To enable this Jon has asked the new electricians to take pictures and document issues that they find on site as they uncover them. **ACTION – Jon Dahms to pursue previous electrician for recompense. JD to engage fully the new electricians to get work up to scratch on site.**

Members brought to Jon's attention that the lighting at Victoria and The Old Stables bin store is not working. Steve outlined that sometimes these get switched off and it might be just something as simple as checking that the switches are still on. Helen did mention that if new lights are put in at the bin stores then can they not be too bright as it affects the back of her property.

Jon asked Committee whether they were happy with his strategy of buying lights that were slightly more expensive and marine grade metal which are £25 more roughly but will last longer. Committee were in agreement with this plan.

### Gardens & Grounds

Helen informed the Committee that she does a walk round on a Monday every week. She then meets with Roly on Tuesdays to outline a list of work that needs doing. Helen then checks on progress the following Monday. Jon Dahms informed the Committee that he believes the Contractors are good and effective at what we need them for and he has engaged them further for this year. We will especially need their assistance when the plants arrive from the bee funding etc. Jon Dahms is hoping that the tree surgeon will mark out any smaller trees on site that can be thinned out and trimmed back and then Jon will put a planning application in to Thanet District Council to get this work underway. **ACTION – JD to put in a planning application to Thanet District Council regarding tree trimming based on the tree surgeons report (tree surgeon will be attending site on Tuesday 24<sup>th</sup> January)**

It was agreed by the Committee that we have a great opportunity now with the engagement of the contractors and the lottery funding to really make some inroads with getting the site looking spectacular. Helen did remind everyone that Rome was not built in a day and that although planting and planning could take place this year we may not see the fruits of our labour until one year or 18 months time when things had all become properly established. Committee agreed.

Helen outlined to Committee that to really be able to look after the gardens properly we need another water source on site. JD informed the Committee that some investigation will need to be undertaken to establish where we could put this on site. Discussion took some time and Marc was mindful of the fact that the meeting needed to move along so undertook to take this action off of the agenda and put it on Trello cards for JD to take forward separately. **ACTION – Marc to put water source on Trello for taking forward with Jon Dahms.**

### **Parking**

Marc outlined to the Committee that parking plans were underway with a white line contractor. Marc and JD had already had a walk around site with the contractor, Joe. The plan will freshen up everything on site and put on each individual parking space not only the plot number but the house number too to avoid any confusion with visitors to site etc. The plan will give Victoria and Albert Rows bigger spaces and move the visitor space at Victoria Row to the roadway leading to the overflow car park. Spaces around Belmont House will be relined and freshened up. The Old Stables will remain as it is. JD informed the Committee that it would be useful if he could see copies of some examples of Deeds for residents in Victoria Row, Albert Row, and Belmont House to assist him in this rework. **ACTION – JD to obtain copies of Deeds for a selection of residents**

Steve pointed out that there was a resident on Albert Row who continued to park in the disabled parking bay when they did not have a blue badge and were fully capable of parking in their own space. A number of residents have tried to have a quiet word with him but to no avail. Steve therefore asked if JD would write to him on behalf of the management company asking that he does not continue to park there. **ACTION – JD to write to Number 5 Albert Row resident asking that they refrain from parking in the disabled space.**

### **Site Reps Updates**

**Steve** – would like gardeners over behind Albert Row to clear leaves. Would like tree surgeon to ensure they look at the trees behind 1, 2 and 3 Albert Row. Would like JD to write to 5 Albert Row regarding incorrect usage of disabled parking bay. **ACTION – JD to write to 5 Albert Row about parking. Helen to ask gardeners to clear leaves behind Albert Row. Tree surgeon to look at the trees behind Albert Row.**

**Terry** – Nothing to update. Terry informed the Committee that he had a number of travel plans scheduled for this year which meant that he would be unlikely to be as involved as he would like in attending meetings etc. He informed the Committee that on this basis he would like to tender his resignation. Marc, on behalf of the Committee outlined that we were happy for Terry to stay on the Committee if he wanted to as his input was valuable and we know that he will attend the meetings as and when he can. Terry agreed to stay on.

**Vernon** – Nothing to update.

**Brian** – wanted clarification around uniformity on site. He was looking at fitting a new letter box on his property and wanted it to match the others on site. Steve informed him that they were bought from Screwfix and he could find a replacement there. It was suggested that it might be helpful to have a section on the website about stockists for uniformity of fixtures and fittings on site. Brian reminded the Committee of the word on the street that many councils are moving from fortnightly to monthly bin collections and we should perhaps start thinking ahead about this in case it happens. He also thought that it might be nice for us to think about investment for the future generations on site. He mentioned that red letter boxes are being sold off and we could look at buying one and positioning it on site for posterity. **ACTION – Marc to speak with Steve to compile a list of stockists to publish on the website.**

**Mick** - just wanted to bring to the attention of the Committee that the gutters around the Old Stables need maintenance and clearance. **ACTION – JD to have gutters examined and cleared on the properties in the Old Stables**

### **Events**

Chris and Lorraine informed the Committee that the Easter Egg Hunt is scheduled for 23<sup>rd</sup> April 2017. **ACTION – posters to be put up by Amanda in the noticeboards a few weeks before event to remind residents if they wish to attend.**

Social committee are considering holding a Summer Picnic Day this year – date to be advised at the next meeting.

### **Any Other Business**

JD asked that the Greenhouse be put back on the Agenda as it seems to have slipped off in recent months. The problems have been ameliorated for now but he would like it kept on the Agenda to be discussed at a later date.

Chris Cray – outlined to the group that rats had been spotted on site and this needs to be dealt with. JD informed the Committee that pest control were due back in February to finish the seagull proofing on Belmont House and that he would ask them to add a three monthly rat inspection and rat control to the program. **ACTION – JD to get pest control to put traps around site and monitor**

There being no further business the meeting was brought to a close by the Chair at 12.55pm.

**Date of next meeting Saturday 22<sup>nd</sup> April 11am at Belmont House.**