

# Residents Association Meeting Tuesday 23rd April 2024

Attending – See scan of sign in sheet attached.

Attendance:

Dom De Silva	DS	35 Lysander
Eric Smith	ES	31 Gibson Drive
Imran Alam	IA	<i>FirstPort</i>
James Turner	JT	9 Hawk Lane
Karina Lam	KL	25 Nicholson Park
Megan Wright	MW	<i>Councillor</i>
Paul Grant	PG	33 Gibson Drive
Peter Hoggin	PH	7 Tornado Chase
Robert Bolitho (Chair)	RB	1 Hastings
Sally Day	SD	2 Lysander
Susan Mackaill	SM	20 Buccaneer
Tim Liddell	TL	45 Vulcan Drive
Terry Wright	TW	1 Hastings

Minutes from the previous meeting 9th January 2024 were agreed.

- 1) Items from previous meeting.
  - a) JT advised that the phasing of traffic lights on the roundabout exiting from Broad Lane are still being looked at by the Highways department. This is to allow a gap in the phase to allow traffic from Broad Lane have more time to exit. It was thought by JT that there was little which could be achieved without impairing overall traffic flow.
  - b) A pedestrian light-controlled crossing was requested on Broad Lane near the Halifax Road exit. The Council has agreed to this and now we are in the new financial year it will happen.
- 2) Membership updates:
  - a) KL stated that a mail merge stem is working to send out group emails. The latest one being the tree survey and updated plot map. Several bounce backs found to be erroneous entries of email addresses. Corrections made and database updated.
- 3) Updates from First Port:
  - a) Imran advised that the corrections to the errors in the Accounts for the Financial Year 2021-2022 and 2022-2023 are complete and will sent to RB on the 24th April.  
*To date, these accounts are yet to be received.*

## Residents Association Meeting Tuesday 23rd April 2024

- b) A tree survey has been commissioned by FirstPort. This has been received and shared with members. The brief of this survey was to find trees that were considered to present a risk and therefore need work. This survey attached priorities to each tree. Offers are being sought by IA to assist in budget planning. FirstPort have a requirement for tree surgeons to be members of the “Safe Contractor” scheme. They are also required to have 35M of Public Liability cover.
  - c) ES ones he knows. *ACTION: ES*
  - d) RB to email DS the Tree Survey. *ACTION: RB*
- 4) Accounting matters:
- a) A fee for account preparation will be charged to each of the eight blocks of flats across The Parks managed by FirstPort. For the last two years a fee of £500 will be charged to each and this sum deducted from the Schedule 1 Accounts Preparation fee.
  - b) RB participated in a Teams meeting with the Jessica Wang of their accounts team and Imran to discuss the development accounts in March 2024:
    - i) One matter which came to light is a charge to Schedule 1 of £900 for a survey that currently has not been conducted. RB advised that when we were being charged a considerable sum for a management fee and accounts preparation such a further fee was totally unacceptable. It was agreed that this would be removed.
    - ii) RB sought that the owner of FOGS and the garages thereunder be charged a nominal sum for their accounts preparation and sought that said sum be deducted from the Estate Accounts Preparation charge. The reason for this is that these Leaseholders generate greater accountancy time and management time. The nominal fee proposed was £120 or £150. Jessica Wang did not agree.
    - iii) IA is now reviewing every job order and invoice before accepting and passing for action. The reason for the delay in the supply of corrected accounts is the desire to ensure that this time they are correct. A number of invoices have been written off by IA on basis they were for work to private property and therefore should not have been undertaken.
    - iv) On some items a fair compromise was proposed by RB. One example of this is the installation of a solar post lamp in Gibson Drive at a cost of £470.02. It seems likely that the existing post lamp may have only needed a new bulb. We are now left on a position where we have a meter with supplying just one post lamp that is generating significant costs from standing charges.
- 5) Road adoption:
- a) Progress was shared. A map of the estate showing the T's marked, this shows what fences belong to what property, has been requested of Jo Murphy at Taylor Wimpey.  
*Action: IA*

## Residents Association Meeting Tuesday 23rd April 2024

- b) JT advised that JM states that the remedial works required towards Road adoption will recommence 29<sup>th</sup> April. The Road restrictions along Vulcan and Austin have been published by the Council and is open for all comments.
- 6) Other works on the Parks:
- a) The need to repaint the parking bay numbers is there to help residents identify their allocated spaces. It is believed that vehicles of more than three and a half tons are not allowed.
  - b) The desire for electric charging points will increase, could some be in the Community Centre Car Park. Complaints have been received where cables are across public areas.
  - c) Imran advised that some knee rails have been replaced, more need attention. Identifying who is responsible for all of them is a task to be completed. *Action: IA*
  - d) RB stated view that the expectations on the gardeners of when and where they visit should be issued, thus helping to reduce the questions of when they are expected. Eric said that the grass near Broad Lane near Gibson Drive is getting high and has not been cut for a long time. Imran agreed to walk that area in the morning. *Action: IA*
- 7) AOB
- a) TL stated that it was good to see the collaboration between the RA and Firstport. TL also asked if the same thing would happen again: telling residents not to pay an invoice due to errors but then sending out demand letters warning of late payment fees. Imran agreed that this would not happen.
  - b) JT asked if a new membership form could be issued to new residents. KL reported handing out forms face to face to new residents. KL is also investigating putting an electronic membership form on the website, saving people's effort to print it out. IA said that a link to the FP website for the Parks could be created and an electronic form could be included there. The MyHome portal is changing very soon and is to be better. *Action: IA*
  - c) IA – provided a list of the FirstPort personnel related to The Parks with their roles and positions. (See appendix)
- 8) Next meeting Tuesday 9th July – *Note upon discussing with Martin Reilly due to an existing booking this has been moved to Wednesday 10th July.*

Meeting closed at 21:04



# Residents Association Meeting Tuesday 23rd April 2024

## Appendix 2: First Port personnel related to The Parks

