

**North Dock Residents Association
Annual General Meeting and General Meeting
held on Friday 17th February 2023 at 6.30 pm
in the St. Elli's Bay Brasserie and Bistro North Dock, Llanelli SA15 2LF**

Present

Chair: Kim Broom

Secretary: Sally Purnell

Meeting minutes: Paula Halsall

Committee members: Alan Purnell

Property Manager Trinity Estates: Liam Donohue and Holly Davey

Councillor: Louvain Roberts

Residents: Jean Badman, Jon and Tracey Batcup, Julian and Michelle Bromley, Lynne Davies, Joy and David Edwards, Pauline Evans, Steve Halsall, David Hopkins, Ken Jackson, Hoe Lee, John and Sue Lewis, Jane Morgan, Judy and Ian Poulson, Paul Shapley, Caroline Stokes, Ian Thomson, Rob Walter, Ian Withey, Karen and Chris Young.

Apologies:

Alison Evans, Janet Hopkins, Bryan Jenkins, Jessica Lewis, Snehlata Mathur, Steve Meyler, Tony Moore, Mostyn Richards, Paul and Doreen Thompson, Liz Ward, Clinton Williams

Minutes for Annual General Meeting

1. Minutes of last Annual General Meeting held on 23.11.21

The minutes were approved as being a true record of the meeting.

2. Matters arising

There were no matters arising from this meeting that were not covered in the General meeting in September 2022 or that were not due to be discussed in the following meeting

3. Finance report

The Treasurer has sent apologies for this meeting but reports that there is £1,207.40 in the account and the largest invoice to pay is the annual subscription of £400 to the Federation of Private Residents Association (FPRA). This continues to be a worthwhile membership for the NDRA as advice and information has been provided by the FPRA on several occasions.

Members are reminded that subscriptions of a minimum of £1 are due at this meeting. They can be paid in person at the meeting, by cheque or online. Details for payment by cheque or online can be obtained by contacting ndra1@outlook.com

Contributions collected this evening totalled £49.

4. Election of committee

Current members of the committee are Kim Broom, Sally Purnell, Alison Evans, Paula Halsall, Alan Purnell, Jessica Lewis and Tony Moore. All committee members agreed to stand again. They were proposed en bloc by Karen Young, seconded by Jean Badman. Two new committee members expressed an interest to join the committee. Ian Poulson proposed by Alan Purnell, seconded by Ian Thomson and Joy Edwards proposed by Sally Purnell, seconded by Ian Thomson. All committee members were voted in unanimously.

5. AOB

There was no further business for the AGM

Minutes for General Meeting

1. Apologies

Attendees and apologies as above

2. Introduction

Liam Donohue has been our Estate Manager for the last two years and this will be his last NDRA meeting as he will be leaving Trinity at the end of February. Kim Broom thanked Liam on behalf of the committee and all of the residents for all his hard work and for forging such a positive relationship with residents. The new Manager will be Holly Davey and we look forward to working with Holly from the 1st March.

3. Minutes of last General Meeting held on 30.09.22

The minutes were approved as a true record

4. Matters Arising

All actions from the previous minutes were discussed -

- *Liam to ensure that all households receive information of any site disruptions.*

This will be ongoing throughout the time of the major works

- *Sally will ensure that any appropriate information is available on the NDRA website.*

This will be ongoing

One resident queried whether Trinity Estates should take responsibility for the work, due to them submitting the claim two years too late.

- *As Liam was not in post and not aware of all the previous problems he will contact the resident directly to discuss.*

This had not been actioned. This will be followed up with the resident next week and Holly will report back any conclusions at the next NDRA meeting. A timeline of events will be needed to consider when complaints were not acted on and the reasons why.

Action: Holly to report back at next meeting.

- *Liam will note concerns and discuss with UKPC to ensure that no resident is fined for using a visitor bay in these circumstances.*

There are ongoing discussions with UKPC in readiness for the new contract.

- *Kim will seek clarification whether CCC will become involved with fly-tipping or if North Dock is considered to be a private site.*

CCC have confirmed that they will take action if details are provided by residents.

There was also a query regarding the rat infestation, especially around Cwrt Westfa. Pest control are now involved and are baiting regularly. Chicken wire is also being placed in the bottom of the bins.

5. Liam Donohue, property manager for North Dock

i. EV charging

The best contractors are being sought. Some contractors had closed systems which would not be suitable. One quote from another site as an example suggests a cost of £16,000 for 20 bays. Currently a survey is being procured to look at using a group of visitor bays. Liam is looking at possible grants but ongoing maintenance would be required and as the bays would be owned by the site, the cost of this would be part of the annual maintenance account paid by leaseholders. The survey would ensure information is considered regarding usage, size of site, electricity supply etc. Liam will be requesting a survey takes place to inform decisions.

Action: Holly to report back at the next meeting when the results of the survey are available.

ii. Solar panels

A resident queried whether solar panels could be placed on the roof to support the communal electricity. The costs to install this or wind turbines could be considered in the future. The possibility of using solar glass in any replaced glazing on site was also suggested.

iii. Newsletter

The recent newsletter suggests that the window frames are the responsibility of Trinity but the glass is the responsibility of the leaseholder. Liam confirmed this as a review of the leases shows that the original leases were not well written and clear. This may cause some complications with the major works when windows need to be replaced but will be discussed with individual leaseholders when appropriate.

6. Questions previously submitted for Liam

- Is there any prospect of the communal areas being upgraded, particularly Cwrt Myrddin where I am an owner, as the poor state of the communal areas is often commented on by visitors.

The work schedule has been sent out by Liam regarding the internal decoration. The work will take place over a 6 year period in parallel with the major external works. Those blocks with external work later in the programme will have internal decoration first.

- Due to rising costs of electricity has there been any consideration in having motion activated lighting in the stairway and landing? Is there a need for the lighting to be on all night ?

A quote has been obtained for the first two blocks having external works completed. All savings when trialled will be monitored.

- The level of cleaning by the two cleaners is very low. Today 10/02/23 the cleaners took a total of 11 minutes. That was them coming into the block and hoovering and then leaving. What are the cleaners duties?

Liam has served notice on the current contractor and they will end their contract on 27/02/23. The new cleaning contractor is Complete Estates who currently carry out the gardening work across the site. A handyman will also be on site for 4 hours every Thursday to supervise the bin collections and to complete maintenance work.

- When is a deep clean scheduled?

This is not currently required as this was completed when the cleaning contract was changed previously.

- Houses are still using flat bins even though they have curb collect. When extra waste collections take place, do the houses contribute to those costs?

Houses contribute to the estate charge for fly tipping and large item removals.

- When will parking bay numbers be done, as new parking enforcement company starts the 1st March? When will the new parking permits be issued to us?

The new contract does not start on the 1st March as UKPC need to provide permits, put up bilingual signs and paint/number the bays. Notices will be put up around the site to advise about timings of changes. UKPC are sending permits to Trinity for numbering who will then send out to leaseholders.

Action: Clarification is needed on how many permits are allowed and whether further permits are allowed. Liam will consult leases and Holly will report back at the next meeting.

Further questions from the floor:

- A resident queried whether cleaners should report any large items in communal areas to Liam. If not, could this be part of the job specification in the future.

Liam checks all communal areas on site visits but Complete Estates to be asked to report anything found on a weekly basis in the new contract.

Action: Liam to instruct Complete Estates to report any items found.

- A resident asked why there was such a high administration charge on the water rates. There is a lot of added charge for the reading and reconciliation of meters but readings should be accurate from now on as Liam has found and checked all meters across the site that were not accessible previously. Complete Estates will be reading the meters in the future as part of their contract so there will be no separate cost for this in the service charge.
Action: Liam to discuss any further questions from the resident if needed.
- A resident queried why there is no interest accrued for leaseholders on the £1m reserves. As this reserve is in a bank account there should be some interest shown.
Action: Liam to make enquiries and report back.
- A resident queried whether Hyperoptic Fibre Broadband is still being explored for the site. A survey has been completed but no feedback received to date.
Action: Holly to follow this up and report back at the next meeting.

iv. Major works update

Cwrt Westfa and Cwrt Naomi will be the first blocks for carpets and internal decoration. Tenders are out and the section 20 will be issued by the end of the month.

Major external work will start on Cwrt Clara Novello and Cwrt Cambria. Lintels will be replaced, windows replaced where needed and render hacked off and replaced. Final quotes will be in next week and section 20 to be issued ASAP. The target is for work to be in progress by June.

Balcony decking and doors will need to be replaced but legal team are advising that they cannot be replaced from the service charge as they are demised to the leaseholders. They may be replaced at cost price and discussions will be required with individual leaseholders. A timeline will be provided for leaseholders ASAP regarding progress of work.

Rendered area windows are to be replaced but brick area windows may not be replaced unless they are causing problems. The reserve fund is to be used to explore what work is needed for the first work phase.

A resident requested that that all communication repeats important points, especially the implications of section 20, especially as Trinity will need to discuss costs with all leaseholders in the future when reserves are used up. When full costings are known this should help property sales and values. The cost of the work will be a guide only as costs will vary over the next 6 years. Contributions for work will be required from all residents for all estate work. The single schedule lease means that all leaseholders contribute.

Tenders are out to known companies. The principal contractor has arranged all tendering on behalf of Trinity. All appropriate checks are made by Trinity. All costs will be communicated ASAP and non-payment would be progressed via Trinity debt collection as with any non-payment.

There was concern that leaseholders are unable to sell or mortgage their property. Liam advised that the situation would improve soon as costings are available.

Each phase will need to be retendered as there will be different amounts of work required for each block.

A resident asked about any payments required from leaseholders following approximate costs if they are known by March 2023. The approximate costs and how/when payment might be required would help leaseholders to budget.

Action: Liam/Holly to give information ASAP.

7. AOB

There is a drop in meeting on Tuesday (21st) to discuss the proposals for the Dyfed Drug and Alcohol Service (DDAS). A number of objections have already been sent in to the planning committee. Representation can also be made at the planning committee meeting but no date of meeting is available yet. Further details can be found on CCC website and/or NDRA Facebook.

Holly Davey will be taking over from Liam on 1st March. Liam thanked everyone for making him so welcome. He is pleased with the progress made over the last two years and is handing over all projects to Holly over the next two weeks.

Meeting closed at 8.20pm