**MEETING MINUTES**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |
| Estate | St Andrew’s Park |
| Association | SAPRA |
| Purpose | Directors Meeting  |
| Date | 21/07/2022: 7pm |
| Location | Via Zoom |
| Present | Residents: Mr McRoberts, Mrs Chawdhry, Ms Jeffs, Mrs Hampshire, Mr Forrester, Mrs Needleman, Mr Chandike, Mrs Ansari, Mr Nelson, Mrs McKay, Mrs Dhir, Mrs Gupta, Mrs ThomasEncore: Mr Purcell |
| Apologies | Mr James (VSM), Mr Jaffer, Mrs Allen, Mr Bennett |
|  |  |  |

**Minutes**

| Item | Subject & Notes |
| --- | --- |
| **1.** | **Litter** |
|  | Much discussion about the way to deal with the litter problem and the overflowing bins. DP advised that £4k would only cover a month. He also mentioned that SAP has 19 bins on site, in his experience the number of bins is usually 4-5. He also said that due to lack of storage, there is no option to trial the bin removal without additional costs afterward. It was discussed that the residents should be asked about the decision of the total removal as SAPRA members are volunteers, not elected. As a middle ground a removal of some bins was suggested and agreed.MaN to walk with the contractor to discuss which bins remain and which ones are not. |
| **2.** | **Parking** |
|  | This is a very emotive subject that has never had a satisfactory solution. One option that seems very unpopular would be to charge an annual fee to residents. DP was advised that due to incorrect/missing street signage the elected parking strategy has still not been implemented.It was asked about the progress of the School Street, however it was agreed that it is a Council-VSM led initiative.KR to send a collated list/map of the missing/incorrect signage. |
| **3.** | **Ranger role** |
|  | Encore Estates to employ a ranger to assist with the running of the estate. Here are some of the things that Encore is hoping that the Ranger will be able to cover:- Litter cleaning- Maintenance work - low level stuff, repairing a gate- Security of the estate- Parking if dangerous- Reporting to Damian once a week in writing- Permanent presence on siteIt is hoped that the person will be in place for the next meeting in August. |
| **4.** | **Reporting issues** |
|  | SAPRA want a transparent way for the residents to report estate concernsIssues can be reported:- Email or phone to DP’s assistant- Email or phone to DP- Contacting rangerThere were some discussions around the delay in transferring the financials over to Encore. DP to look into it. |
| **5.** | **Abandoned Range Rover** |
|  | DP advised that the car should be gone soon as he was advised that after 7 days of serving the Tort notice, the car can be towed away. There was a debate around the exact number of days.MN mentioned that she noticed that the contents of the car changed assuming someone has been around to it. |
| **6.** | **Streetlights** |
|  | It was reported that one light has gone already, DP asked if there were any more the members were aware of. AG queried why the lights by the shooting range are on 24/7.DP to arrange an electrician to review the whole estate. WM highlighted how the lights are different across the estate. |
| **7.** | **Trees** |
|  | DP has agreement from VSM to replace trees that died. KM asked if those that died and missing could be also replaced.MN suggested an initiative to allow residents to sponsor trees on site, hoping this will encourage the sponsors to water them and ensure their survival, possibly a plaque could also be placed by the tree. DP liked the idea and will put it in the newsletter.KM to send a map to indicate missing trees. |
| **8.** | **Pest Control** |
|  | SD raised the still existing issue around rodents. RentaKill put down baits but we never got any feedback after that. DP would look into to understand the existing contract, but he also mentioned that Encore usually try to use locals. |
| **9.** | **CCTV** |
|  | WM explained the CCTV situation on site and how the signage does not comply with DP Act. He also has contact information for the CCTV contract which he will forward to DP for review. |
| **10.** | **Car Charging Points** |
|  | MaN said that he believes that they have not been formally adopted. Also, apart from one on Kellett Place, they are all in allocated bays. |
| **11.** | **Listed wall Partridge Close** |
|  | SH asked DP about the responsibility over the listed wall in Partridge Close as it is not showing on the map which was shared with the members earlier. SH also stated that Partridge Close is an area of historical interest subject to planning rules. She wants to know who is responsible for the maintenance of the car parking area after the arch – it is not listed on the map shared earlier, however it fell under estate management in the past. |
| **12.** | **Perimeter Fences** |
|  | There are fences are down since March and clarification is needed on whose responsibility they are.There is also another fence down in Moxon Place, causing security issues.It was noted that the map is missing areas which should be managed ie: listed wall. |
| **13.** | **AOB** |
|  | MaN asked about the list of outstanding jobs. It was agreed that wait for the Ranger who could do those instead of contracting someone for money.KM asked about the gardening map as the shared map is not indicated private/managed areas. DP’s suggestion to the gardening company was to tend to those areas that look like common ground. WM cautioned against this as there are areas in front of houses that look common but they are private.It was suggested if a map could be asked from ScotScape as they should have a map for P4. |

Next SAPRA meeting Thursday 18th August

**Action table**

| Item | Subject & Notes | Action / Decision | Responsible |
| --- | --- | --- | --- |
| **1.** | **Litter** |
|  | Much discussion about the way to deal with the litter problem and the overflowing bins.  | It was decided to remove 60-70% of the bins permanently. D.P. to walk round with Mr Nelson and the chosen contractor on 27th July to select the bins for removal. | Encore Estates |
| **2.** | **Parking** |
|  | This is a very emotive subject that has never had a satisfactory solution. One option that seems very unpopular would be to charge an annual fee to residents. | To implement parking control as per the survey results.Reconsider the unsafe parking areas.Investigate the Partridge Close conservation matter. | Encore Estates |
| **3.** | **Ranger role** |
|  | Encore Estates to employ a ranger to assist with the running of the estate. | SAPRA expressed their disappointment with the role not yet having been filled. | Encore Estates |
| **4.** | **Reporting issues** |
|  | SAPRA want a transparent way for the residents to report estate concerns | Estate Manager, Assistant Estate Manager, Portal, Ranger. D.P. to arrange instructions for the portal.D.P. to help with setting up residents on the portal. | Encore Estates |
| **5.** | **Abandoned Range Rover** |
|  | SAPRA concerned about the apparently abandoned Range Rover at Tangmere Crescent. | D.P. has already arranged removal through PCM.Tort notices to be affixed on 27th July. | Encore Estates |
| **6.** | **Streetlights** |
|  | Various issues around the estate. | Arrange for a full streetlight audit.  | Encore Estates |
| **7.** | **Trees** |
|  | Various issues around the estate. | Arrange for a full tree audit. | Encore Estates |
| **8.** | **Pest Control** |
|  | Phase 6 | Full review of existing contract and see if it needs extending. | Encore Estates |
| **9.** | **CCTV** |
|  | Is it functioning? | D.P. to contact IC2.com and St Modwen’s for clarification. | Encore Estates |
| **10.** | **Car Charging Points** |
|  | Are they functioning? | Arrange for a full charger audit. | Encore Estates |
| **11.** | **Listed wall Partridge Close** |
|  | Is it an estate responsibility? | D.P. to contact St Modwen’s for clarification. | Encore Estates |
| **12.** | **Perimeter Fences** |
|  | Are they an estate responsibility? | D.P. to contact St Modwen’s for clarification. | Encore Estates |