



MEETING MINUTES

Estate	St Andrew's Park
Association	SAPRA
Purpose	Directors Meeting
Date	18/08/2022: 7pm
Location	Via Teams
Attendees	Residents: Mrs Susan Hampshire (SH), Mr Jeremy Forrester (JF), Mr Chandike Mallawaorachihi (CM), Mr Matthew Nelson (MN), Mrs Kat McKay (KM), Mrs Sonia Dhir (SD), Mr Abs Gupta (AG), Mrs Goretti Thomas (GT), Mr Arif Jaffer (AJ) Encore: Mr Damian Purcell (DP)
Apologies	Mr James (VSM), Mrs Allen, Mr Adam Bennett (AB), Ms Sam Jeffs (SJ), Mrs Seema Ansari (SA),

Minutes

Item	Subject & Notes
1.	New chair election
	Due to resignation, members who wanted to step forward to fulfil the role of Chair was asked to step forward. MN volunteered for the role - members of SAPRA unanimously approved of the nomination. DECISION: MN has been elected as a new the Chair.
2.	Warden
	Mark, the new warden will be on site Tuesdays and Thursdays. Planned daily routine: 8am-10am: site walk; 10am-12pm: talk to contractors on site; 12pm-1.30pm: site walk; 1.30pm-2pm: drop-in session in Dice.
3.	Litter
	Identified bins were removed. Remaining bins are fuller. DP was hoping that gardeners can help out with the litter once the gardening activities die down, however it was highlighted that the autumn is also a busy period due to falling leaves. The ranger will keep an eye on areas as well and speak to gardeners if needed.
4.	Range Rover
	The parked Range Rover has been moved.
5.	Streetlights/Lamp survey
	DP has picked the company which will complete an audit of all lamps on the estate. AG raised the lighting along the shooting barracks which is on 24/7. It is also unclear where the electricity is coming from. DP ensured that this will also be covered by this survey. KM raised the issue of the footpath not having any lighting coming from St Andrew's roundabout alongside the building site. Action: KM to email location to DP. Update since the meeting: email sent (AP-034 closed).
6.	Trees
	Last surveyed in November 2021. Some work has been completed since, some are still outstanding. It has been noted that completing a survey and having the work done are different. There is no list of completed work, so DP will talk to the person who completed the report for further information.
7.	Listed wall Partridge Close
	Ownership has been clarified and Peter James sent an email to confirm this. DP will have survey people in to have a look at it. It is backing private gardens, however regular checks and maintenance is the managing company's responsibility as per the covenant (AP-033 closed).
8.	CCTV
	The person who installed the system is on leave, work in progress, more to report at the next meeting (AP-031).
9.	Perimeter Fences
	DP asked members view on perimeter fences. It was agreed that it depends on the area, as if it is part of a property and a "T" is indicated that it is the owners' responsibility – different in each phase.
10.	Car Charging Points
	App for charging doesn't work. Some of the charging points are on private parking spaces. There are two in 3c next to visitors' spaces – could those be turned on so they are actually working charging points?! (AP-032)
11.	Parking
	The signage has been removed due to errors on them. PCM is also keen to have a different contract signed, they are keen to move toward the annual service cost model.



	<p>DP asked if SAP want to keep PCM. MN said that he knows of many people who bought the app already, or bought booklets and they have been using these while there was no one monitoring. MN feels however that if people could get their money back they spent on the app and visitor's tickets, change would be alright. SH expressed her disappointment how there has been nothing done about school parking and children are back in a couple of weeks. DP has no update on school street.</p> <p>It was also noted that residents should not be charged by PCM for the new signage. Also, VSM should cover the cost of the road repair which was caused by incorrect signage.</p>
11.	Contractor schedule
	DP was asked for a formal schedule for the contractors on site, where they should be and when for security reasons (AP-035).
12.	Finances
	No handover from Mainstay, residents paid Mainstay however Encore has no record of it. DP informed SAPRA that finance related issues belong to Mobilisation department but he will catch-up with them about this.
13.	AOB
	<ul style="list-style-type: none"> → MN: Letter for the directorship was received, so by the end of Sep they are hoping to take over and the first action will be to fire Mainstay. → SD: Abuse she got from the gardeners. DP confirmed it was not the owner as he was out of the country. DP admitted that the gardeners issue needs sorting. → Code of conduct: It was agreed that a CoC is needed. MN and SD to work on it (AP-036). → Newsletter: Encore is hoping to send quarterly newsletter out, one is due in September, the 1st will be by post. → Working Group/Steering Group: DP was proposing to start with a Steering group which will eventually become a Working Group, maybe 10-12 people. → Recognised tenant association (RTA): MN was proposing to become a RTA to have legal authority to speak in the name of the residents. It was agreed to revisit this suggestion if it is beneficial. → Litter picking day – communal picking: It was agreed to arrange a litter picking day. It would also be a good opportunity to spend the money we got from the council. SH offered to contact the Hillingdon Litter Picking group to see if they can lend some equipment for the day if we cannot buy them. → Christmas Trees: DP informed the group that Encore is thinking about putting up Christmas trees. → Notice Board: It was agreed to keep on hold for a year to see if we need one.

Next SAPRA meeting Thursday 22nd September 2022

Outstanding actions

Ref	Action	Date raised	Owner	Notes/Updates	Status
AP-010	Jodie to escalate the length of solicitor's response time and report back on reasons why the delay	20/01/2022	JL	new managing company, ask WM next month	open
AP-011	Jana to email Catalyst to clarify the situation around CCTV	20/01/2022	JS	GF to persue it with PinnPoint, raise it with Encore as well	open
AP-015	Jana or Jodie to confirm if TP1 for Nicholson Walk allows HMO	20/01/2022	JS, JL	pass on to Peter	open
AP-018	JS to bring the monthly report from PCM along to the meetings	17/02/2022	JS	pass Damian at Encore	open
AP-024	Where should the notice board go	26/05/2022	SAPRA	ask Adam about council land - on hold for a year: agreed at the Aug 2022 meeting	on hold
AP-028	Streetlight - full survey of the estate	21/07/2022	DP		open
AP-029	Trees - full survey is needed	21/07/2022	DP	Audit conducted Nov 21, DP is working on what is completed and what is still outstanding (18/08/2022)	open
AP-030	Pest control	18/08/2022	DP	Review existing contract	open
AP-031	CCTV	21/07/2022	DP	Get in touch with the company installed the CCTV	open
AP-032	Car charging point	21/07/2022	DP	Full charger audit	open
AP-035	Contractor schedule to be shared with SAPRA.	18/08/2022	DP		open
AP-036	Code of Conduct is to be drafted	18/08/2022	SD, MN		open