



Summary of the Meeting of the Directors of CMMC held on 22nd April 2021

The purpose of these notes is to help keep residents informed of matters being dealt with by CMMC on behalf of the residents. Please do not hesitate to contact board@cholseymeadows.org if you require any further information.

Present CMMC: Liz Irving (LI) Carol Chaplin (CC), Matt Griffiths (MG), Zac Lee-Green (ZLG), Catherine Else (CE), Richard McDonnell (RMD), Fiona Horsfall (FH), Denise Worthington (DW)

Present: First Port (FP): Neil Taylor (NT), Hayley Downey

Also present: Helen Savery for the purpose of taking minutes.

Apologies: None

Manager's Report

- **Nurture** - the landscaping company is now on site 4 days a week.
- **Parking posts** - the next phase of work on replacing the parking posts is due to commence imminently.
- **Balancing ponds** - quotations for clearing these are being obtained.
- **Rotherfield Way Parking edging** - timber has rotted away, quotations are being sought to replace the same.
- **FirstPort MyHome Portal** - access to this has not yet been rolled out to this development.
- **Bamboo** - there has been an incident of overgrowing bamboo on the development and advice on how to deal with the same is being sought.
- **TV aerials** - Bovis has completed its survey and are not prepared to replace the system in full. They have requested access into some properties to review the system. First Port manager, Hayley Downey, will contact the residents concerned regarding access in due course.

General Update

The Board are implementing a strategy plan in various areas. Updates on progress are as follows:

SOHA - improved communication with SOHA and its clients – initial meetings are being arranged.

Charges and Leases - the Board continue to seek advice in relation to the same.

Litter picking - a project is hoped to take place towards the end of May.

Communications - the pre-budget survey is ready to be issued to residents.

AGM - it has been suggested that this be put back to the 2nd week in November

Resident surgeries - it is intended that surgeries will take place (from next year) in January and April to help gauge info for the budget.

June newsletter - contains info on new resident's Welcome Pack, electric cars, TV projects, survey.

Welcome pack - the new welcome pack is almost ready to be issued.

Finance – it was confirmed and agreed that unbudgeted spending amount under £1,000 can be approved by the Chair and one other board member. Any spending over £1,000 will need full board approval before works can be authorised.



Electric charging points – information on the provision of these is being looked into. It is expected that a survey of residents' wants and needs will be required before any definite quotations or proposals can be prepared.

Directors – it was confirmed by the Board Chairman that Fiona Horsfall and Denise Worthington will be standing down as Directors. The Chairman thanked them for their hard work whilst sitting on the board.