Summary of the Meeting of the Directors of CMMC held on 16th November 2023.

Present: CMMC Directors: Bruce Schofield (BS), Matt Griffiths (MG), Richard McDonnell (RMD), Zak Lee-Green (ZLG), Supporting: Nick Shanagher (NS). First Port Representative: Tonya Simmons (FP)

Apologies: Catherine Else (CE)

Manager's Report

- Parking markers - wooden posts along Newlands way are recently replaced and do not need replacing. Other around estate in variable states however clearly need to improve. Potential to pain space numbers on for long lasting and more visible markings. Small marks pinned to spaces very difficult to see and prone to damage. Map completed. To source templates for painting and team for the work.
- Wooden edging - possibly need 2-3 different options depending on the issue. Options being discussed inc concrete edging/kerbing, granite sets, concrete strips. Aim to avoid wood.
- MG to discuss with SOHA, CCDT and PC about youth facility on site and arrange meeting.
- Drains map - partial map available from CFM, ZLG to locate maps for rest of site.
- Grounds maintenance - TUPE issue to be concluded soon. J Drew have started on sit. BC liaising in initial period but aim for majority comms via Tonya.
- Stream - keep under review for now as returning to original spec a big job due to sediment deposition.
- Scouts forest planted and reported all went well.
- Carpet cleaning flats - tender for carpet cleaning as agreed.
- Newsletter to be completed very soon and sent to FP to distribute. Ideally send as much electronically to reduce postage.
- Subsidence opposite oxshed - check if install is still covered under a warranty. If not need to tender for repair. Possibly join with other work if appropriate to reduce costs.
- Flower pots outside Woodward to be replanted and broken pot to be removed.
- Hoggin path in west fields failing. Speak with homes England regarding upkeep/repair.