

**MINUTES OF THE DARRAS HALL ESTATE COMMITTEE  
MONTHLY GENERAL MEETING  
HELD ON MONDAY, 11 FEBRUARY 2019  
AT 19:00 HOURS IN THE ESTATE OFFICE**

**Present:**

Mr A Mate (Chairman)	
Mr D Brown	Mr J Scott
Mrs S Jaidka	Mrs C Thompson
Mrs S Hill	Mr A Tucker
Mr A Malhotra	Mr M Welford
Mr A Pile	Mr I White
Mr S Savin	Mr G Wright

**1. Apologies for Absence:**

Apologies for absence were received from Mr A Gilchrist.

**2. Minutes of Previous Meeting:**

The Minutes of the previous meeting held on Monday 14 January 2019 were signed as correct.

**3. Matters Arising from Minutes of Previous Meeting:**

Mr Mate asked if the matter regarding retention of planning fees after the approval has lapsed, had been clarified. Mrs Duffy said the Accountants have confirmed that we are correct in retaining these monies and there is no necessity to refund the applicant.

**4. Planning Applications:**

Please refer to Plans minutes.

**5. Financial Report:**

The financial report was circulated by Mrs Duffy.

Mrs Duffy informed the Committee that the annual audit has been carried out and the rent/service charge will remain the same as last year, £32.00. She

mentioned that various monies have been included within the budget, including £25,000 for Bridlepath work and £4,000 for the footpath in the Estate car park.

Mrs Duffy also mentioned that the card transaction charges have gone up as we are no longer able to charge customers for the banks levy.

Mr Mate asked the Committee to email Mrs Duffy if they had any queries regarding the accounts before being printed in the Annual Report.

Mrs Woodall circulated the draft paperwork for the Annual Report and also asked that any Committee members email her with any issues before printing.

## **6. Letters Received and Any Other Business:**

### **6.1 Sub-Committee Reports**

#### *6.1.1 Highways and Environmental*

Mr White informed the Committee that the draft Local Transport Plan for 2019 is due for consideration this month. The same level of funding has been made available as last year, i.e. £18.6m.

Specific work for the Estate include Eastern Way and a right of way, RBW11 which needs to be clarified by Mr White. The plan also says that schemes from 2018 which have not been implemented will be carried over into this year. Mr White will also seek clarification if this includes re-surfacing of Middle Drive (Phase 4) from Broadway to Western Way.

Mr Mate mentioned that although Fox Covert Lane is not technically part of Darras Hall Estate, the Committee should be encouraging NCC to implement urgent work as it is one of the main arterial routes in/out of the Estate.

Mr White suggested that a meeting should be arranged in April with Mr Glen Sanderson of NCC, at which point any matters requiring attention can be discussed.

#### *6.1.2 Land and Property*

Mr Pile informed the Committee that the tree works were virtually completed on the Bridlepath. There will need to be some follow up work on the Grasslands but all chainsaw work has been completed.

### 6.1.3. Airport Representative

Nothing to report .

### Directors Meeting

Mrs Woodall told the Committee that prior to the current meeting, a Directors meeting had been held for the Limited Company. This was simply to approve the accounts and document the current 5 Directors in a Minute Book.

### Committee and Staff Photo for Website

Mrs Woodall suggested that a group photograph be taken at our AGM which could then be posted on the website. This was agreed.

With regards to individual photographs being posted with profiles of Committee members, this was discussed and agreed that it is personal preference whether a photo appears or not. However, it was felt that it was important to have a brief profile of each member.

Mr Myers has kindly agreed to be Editor of the Website and, following a meeting with Mr Mate, he has decided to use social media to point more traffic to our current functional website. Following a brief discussion, it was agreed that a closed Facebook group page would be set up for residents/owners on the Estate and this group will receive weekly additions. Mr Myers will act as 'moderator'. It is hoped that the website traffic will increase and, over time, more changes and additions can be made with suggestions from Committee members and residents alike.

### Byelaws Update

Mr Brown is working on this together with Mr Mate and Mrs Woodall. He told the Committee that a draft version would be available on 05 March 2019, at which point they would be circulated for comment. Mr Mate felt it imperative that these changes be made as no update has been done since 01 May 2011.

### AGM

Mrs Woodall reminded Committee members that 5 members retire by rotation with 1 vacancy left. It is hoped that Mr Myers will be officially co-opted back onto the Committee at the AGM. Mr Mate did mention that we have other owners on the Estate who are interested in becoming Committee members so current members of the Committee have no need to 'feel obliged' to remain.

8. **Date & Time of Next Meeting:**

Monday, 11 March 2019 at 19:00 hours in the Estate Office

**Meeting Closed:**

**20:10 hours**