

Cottesmore Owners Management Company

MINUTES OF THE COMC COMMITTEE		
HELD ON:	Monday 29 th July 2024 at 7pm	
AT:	22 Kimball Close	
Attendance:	Pete Welsh (13) Chairman Tim Seal (35) Director Gary O'Shaughnessy (45) Director Jacqui Booth (22) Secretary Carl Booth (22) Rob Mowatt (11)	Jamie Mulvany (24) Patricia Mulvany (24) Gina Waterfield (1) Julia Hayes (39) Martin Ball (Oakham Canal Trust)
Apologies & Declarations of Interest:	Nicki Boggis (31) Rod Waterfield (1)	

Notes: Include Proposed / Seconded where required

Issues to Discuss		
ITEM	DETAILS	ACTION
1	<p>Martin Ball from the Oakham Canal Trust was invited to the meeting to discuss a proposal that they were making for funds to improve the layby between Kimball Close and the canal.</p> <p>Martin outlined an application that had been submitted to the council to be considered for funds that might be available. He explained that due to a five year cycle of contractors a new contractor, Thomas Bow, had taken over and part of their contract included good cause projects for the community. This is called The Social Value fund and it is to that fund that the trust have applied to.</p> <p>The work would include drainage to prevent the layby flooding, a new surface called grasscrete and signs preventing overnight parking of lorries.</p> <p>Martin went on to say that if we were happy with their application, that COMC should write a letter to the council endorsing it.</p> <p>This we agreed to do.</p> <p>Pete thanked Martin for attending. He also thanked the Canal Trust for all of their hard work. Many of the Kimball Close residents enjoy the walks in the woods and alongside the canal.</p> <p>Martin then left.</p> <p>Minutes of Last Meeting</p> <p>The minutes were read and adopted.</p> <p>Proposed: Tim Seconded: Gary</p>	Pete/Tim

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	<p>Matters arising:</p> <p>Maintenance to Leylandii Hedge Pete stated that due to the wet weather in the spring the contractors were unable to get access to the paddock to trim that side of the hedge. As a result the work was put back to September when hopefully access will be available. Pete stated that he had been in touch with the contractors and that they are still okay to carry out the work, though a date has yet to be fixed. Pete reminded everyone that the cost would be £2500.</p> <p>Emergency lighting bulb not working in apartment block. Tim confirmed that this had been addressed.</p> <p>Mole hills on communal field. Pete stated that the problem had persisted to the point where further intervention was required. This seemed to resolve the problem. A short while later though mole activity has become apparent on other parts of the field. It was agreed that, for the time being, this would be left.</p>	Pete
2	<p>Correspondence:</p> <p>Nothing of note</p>	
3	<p>Finance:</p> <p>Jacqui stated the approximate figures:</p> <p>Current account: £ 2,500 Savings account: £ 8,400</p> <p>Total: £ 10,900</p> <p>We are currently in a service charge payment period. To date there are still 10 homeowners still to pay. The two insurance policies were up to date, but due for renewal at the end of August. The last renewal costs were Public Liability: £513 Apartment block: £919 It was expected that this would increase with the renewals. Jacqui stated that we use a broker who generally gave us the best quote.</p>	

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4	<p>Planning</p> <p>Pete stated that there were currently no houses on the estate that were going through the sale process.</p>	
5	<p>Website:</p> <p>Jacqui stated that there was minimal activity on the site, but that all was up to date.</p>	
6	<p>Maintenance:</p> <p>Grass cutting: Gary stated that all was good. He also added that due to a request from a resident he was now mowing the grass on the roadside of the layby and towards the canal entrance. This was to improve visibility for vehicles leaving Kimball Close.</p> <p>Strimming: Rob stated that all was good.</p> <p>Shrub clipping: Pete and Rob stated that all was good and that they were managing to keep on top of things. Pete also thanked those residents on the estate that allowed him to use the spare capacity in their green bins. This helped a great deal.</p> <p>Weed Control: Tim stated that he would continue to monitor this.</p>	
7	<p>Report from any meetings attended on COMC behalf:</p> <p>None</p>	
8	<p>Any Issues to report regarding Communal Areas including Block:</p> <p>Tim stated that he had carried out a safety check of the apartment block. All was in order apart from a ground floor light that was weak. He stated that he would address this in due course.</p> <p>Pete stated that earlier in the year one of our residents had complained about clumps of grass left on the footpath following the mowing of the communal field. The person stated that they had slipped and almost fallen on one and that had they injured themselves they would have considered suing COMC. Pete stated that he took the matter seriously and that he and Gary have taken action in an attempt to prevent a reoccurrence.</p>	Tim

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	<p>Pete went onto say that he was glad that the person had brought the matter to his attention and went on to say that we all have a responsibility, if we see anything on the estate in disrepair, to report it so that it can be rectified.</p> <p>He stated that in recent months repairs had been made to broken kerb stones, a rotten fence and the replacement of the bench on the communal field. If these things had of been left, injury could have been caused for which COMC could be held liable.</p>	
9	<p>Any Other Business:</p> <p>Pete stated the insurance and electricity charges for the apartment block had increased significantly. The four leaseholders each presently pay an extra £60 per service charge period (£120 per year) towards the costs. It is normal for leaseholders to meet the majority of these costs. At present the costs are Insurance: £919 Electricity: 161, giving a total of: £1,080</p> <p>The total contribution by the four leaseholders is £480 leaving a shortfall of £600. Pete proposed increasing the leaseholder's payment by £40 per service charge payment. This would increase their contribution to £800.</p> <p>Pete stated that he had written to the four leaseholders and advised them of the need for an increase and that he had received two responses, both of which accepted that the rise was necessary.</p> <p>Pete stated that with the meeting's agreement the four leaseholders would receive a separate invoice for the £40 and from there on their service charge would be £200 per payment.</p> <p>Pete also proposed that the Leaseholder's payment should be reviewed at each January meeting in order that it can be kept up to date and if necessary any increase or decrease be implemented in the summer service charge payment.</p> <p>Pete concluded by saying that it is always his intention to keep service charges to a minimum, but with these costs, unfortunately his hands are tied.</p> <p>Proposed: Tim Seconded: Jamie All agreed</p> <p>Pete stated that, as previously mentioned, the bench on the communal field had rotted to the point of being dangerous and had to be replaced. He sought opinions for the replacement from homeowners via email and received just one reply. Gary then did a poll on the Kimball Close Facebook page and a large majority of respondents requested a recycled plastic table. The cost was significantly more than a standard wooden one, but the benefits of low maintenance and increased longevity meant that this was a viable option and duly purchased.</p> <p>Pete then asked the meeting to consider putting a hard standing under the table. He stated that he had received a quote of £250 from Mark Adcock for slabbing underneath it. A discussion then took place regarding the need for the hard standing and if it was done the location. An agreement couldn't be reached so it was decided to leave the matter and assess the need at a later stage.</p>	Pete

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	<p>Committee Members:</p> <p>Pete stated that we had previously held an AGM at the July meeting but despite spending time explaining committee member roles to everyone, no interest had been forthcoming.</p> <p>Pete also stated that in his last email to homeowners advising them of the meeting he also indicated that any of the four committee members would be happy to stand down if there were interested parties wanting to take over. No responses of interest were received.</p> <p>Pete confirmed that all four committee members were happy to continue in their roles.</p> <p>Pete then asked all present to vote on the current committee members continuing.</p> <p>Proposed: Jamie Seconded: Gina All agreed.</p> <p>Additional Matters raised by others:</p> <p>Pete stated that one of the residents had asked about the repainting of the white parking bay lines. They felt that these were not clear, especially when reversing. Pete stated that the lines were actually marked by different coloured blocks in the paving and not painted. Pete felt that over time the blocks had faded and asked the meeting how, if it was felt necessary, this could be improved.</p> <p>No one present wanted the lines to be painted. It was felt that generally the lines were clear but that their visibility might be improved by cleaning them.</p> <p>Proposed: Gary Seconded: Julia All agreed</p> <p>Pete stated that he would advise the homeowner accordingly.</p> <p>Finally Pete stated that he had received several comment about the white van that was parked in the middle parking area. The tyres are flat and it has the appearance of being abandoned.</p> <p>Pete stated that the owner is a homeowner and that he had written to him towards the end of May. The owner stated that he was intending to scrap the vehicle, but at the time of asking he was still using it.</p> <p>Pete stated that he had checked on the Gov.UK website and this indicated that the MOT had expired.</p> <p>It was pointed out by a person present that it was a condition of the covenant agreement that all vehicles parked on the estate should be in a roadworthy condition and have correct documentation including, where applicable, an MOT. It was suggested that we should write to the owner advising them of the condition and requesting a date from the owner as to when the vehicle would be moved.</p> <p>Proposed: Gary Seconded: Tim All agreed</p>	<p>Pete</p>
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	<p>Date of next meeting:</p> <p>Monday 27th January 2025. 7.00pm at 22 Kimball Close.</p> <p>Finally Pete thanked Jacqui and Carl for hosting the meeting and supplying the refreshments.</p> <p>The meeting then finished.</p>	
10	Date of next COMC Committee Meeting:	All agreed