

**OYSTER QUAY MANAGEMENT LIMITED
MINUTES OF BOARD MEETING
HELD ON 4TH JUNE 2025
HELD AT THE PORTSMOUTH MARRIOTT HOTEL**



Directors:	Chris Queen (CQ) John Collins (JC) Tony Tetchner (TT) Chris Broadbent (CB)
Apologies:	Tony Feeney (TF) Roy Pennells (RP)
PS&B	Ruth Smith (RS) – Senior Property Manager
Observers:	Kevin Corkindale (KC) Paula Riches (PR)

CHAIRMAN'S INTRODUCTION

CQ opened the meeting and thanked everyone for their attendance. He welcomed two shareholders, PR and KC who have expressed an interest in becoming directors of OQML.

PR has significant experience in collective enfranchisement and has experience of being on a board of directors with another residential site and, as a past Lord Mayor of Portsmouth, has contacts within Portsmouth City Council that would be beneficial for Oyster Quay.

KC has engineering experience and other relevant experience to offer the Board in respect of health and safety and risk management.

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1.0 PREVIOUS MINUTES & ACTION LIST

1.1 Previous Minutes

The minutes of the Board meeting held on 23rd April 2025 were reviewed and approved.

1.2 Site Office Action List

The action list was discussed with updates being provided by SP and RS of PS&B as follows:-

- G Block Flooring, carpet – issue with carpet is now resolved so can be progressed to completion.

- Parapet Wall – this was delay due to procurement of bricks. A crane is now booked for 17th July. This will involve road restrictions and Estate Manager will liaise with leaseholders accordingly.
- Riser Cuabpard Repairs – this will be covered by the contractor who is doing the door works along with some compartmentation works.
- Pier Replacement (elephants feet) - completion estimated for the Autumn. Water wastepipes on these are failing and need remediating.

1.3 Estate Monthly Calendar

It was noted that there are overdue maintenance items. A new member of staff has now been employed to start on 9th June and any overdue items will be carried out in due course. Painting of balcony rails, pressure washing of GRP's are first on the list of maintenance to be carried out.

1.4 Estate Team/Incident Report

Food Caddies – it was reported by the Estate Manager that a majority of residents are using the food caddies. An order has gone in to PCC for new more secure lids for the waste food bins in the Bin Store. SP to update CQ with a paragraph for the newsletter. When the lids are fitted, a professional clean will be carried out by Pest Control company.

2.0 The Estate

- 2.1 Line Painting – new quote to be obtained from previous company who did the line painting on the new tarmac areas to freshen up the existing yellows lines around the site. **RS to action.**
- 2.3 Access Control – the Board discussed both quotes and agreed to go with AST. **RS instructed by the Board to progress the quote to instruction.**
- 2.4 Speed Ramps – SP has advised that he has carried out some repairs to the ramps and will complete the repairs by end of June. Inspect in 6 months for any issues with this repair.
- 2.5 General Maintenance issues across the site were discussed further and some action was suggested to tidy up the site including the Leisure Centre, such as a deep clean and ceiling repairs.
- 2.6 Coverack Gate – this gate was discussed as the gate is not closing properly. Signage improvements to be considered. **RS to obtain quotes for a alternatives.**
- 2.7 Parking Policy Update – **RS to complete the amendments and send to CB.**
- 2.8 It was reported by SP that a resident had an fall inside his flat and it raised an issue of residents locking their doors from the inside. Item to be added to the newsletter.
- 2.9 Gardening – weeding was discussed and RS to ask gardeners to control the weeds around the site. It was noted that there is a budget of £200 per annum for plants and flowers. **RS to speak to gardeners.**
- 2.10 Site Entrance – Oyster Quay sign - it was discussed whether a new sign could be added to highlight the site. **RS to contact Premier Marinas about additional signage.**

3.0 Communications

3.1 Parking Policy Update/Website

There are still a few documents required before CB can progress the website. Updated Data Bible is ready for review by the directors. RS to check with solicitor if the revised version is required to be issued again to all leaseholders or just to those who raised an issue. **Meeting with website providers to be arranged by CB.**

4.0 Berths & Marinas

A leaseholder asked for an investigation about a boat possibly discharging into the marina, this issue has been investigated fully and the Board are satisfied that this matter has been sufficiently investigated and this wasn't the case.

5.0 Health & Safety

5.1 Cladding Remedial Works – JC advised that the cladding project is currently being tendered, and that planning is ready to be submitted. Most tenders will have a standard fluctuation clause in respect of costs. Target date for completion is February 2027.

5.2 Communal Door Survey – Survey is now completed and there are a number of works required. RS advised that a contractor had been asked to remediate one door with a view to providing a quote for the rest. Steve advised that the work carried out was professional and the work is guaranteed for 12 months. Board agreed to get the work carried out using the quote we have obtained as long as it falls under the threshold for Section 20.

7.0 ANY OTHER BUSINESS – NON-CONFIDENTIAL

7.1 Toilet Block Update – JC wanted this raised again despite the board stating in the last minutes that this should be delayed. He outlined his reasons for this was because females won't use the Portaloo's and that it provides a permanent solution. He raised that the lease gives the management company to right to modify, replace and repair onsite facilities. Planning permission needs to be sought. JC would like Ian (architect) to draw up formal plans. Board discussed and agreed that planning permission could be progressed at this stage.

7.2 Fire Risk Assessments – RS advised that the Fire Risk Assessments have been completed and all reports now received. Actions have been discussed with the Estate Manager and all actions are being progressed to completion. **RS to keep Board updated on progress.**

7.33 PR offered some information on her experience in collective enfranchisement for consideration by the Board and her assistance in progressing. **RS to send over to PR the quotes we have received from solicitors for her information and review.**

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8.0 FINANCE

- 8.1 Year End Accounts 2025 – a discussion was had between those directors present and it was agreed that this requires further discussion before the accounts can be agreed. TF and CB to meet with PS&B accounts department and accountants early in June.
- 8.2 Monthly Update – TF provided a monthly financial update for the Board.

9.0 ANY OTHER BUSINESS – CONFIDENTIAL

- 9.1 Recruitment – JC, SP and RS interviewed several candidates for a site operative and have now offered the position to Gary Cheeseman. RS to formally write and forward an offer letter and contract. Probation period is 6 months. TT raised that a personal reference should be obtained. **TF to investigate this further. SP to pass his CV to TF for his information.**
- 9.2 New Board Members – It was felt that both shareholders who attended the meeting as observers due to showing an interest in becoming directors would add a wealth of experience to the Board and should be co-opted. These appointments will be subject to ratification by the shareholders at the next AGM.
- 9.3 RS raised that she met with a leaseholder (a previous chairman) at his request concerning Site Maintenance and Cleaning. He raised some issues around the site, such as Leisure Centre cleanliness/repairs, weeds, gates, painting of railings etc. and overall general tired look of the site. It was agreed that RS would arrange a site inspection with the Estate Manager to identify any issues and plan a programme of maintenance across the site.

Date of next meeting – 28th July 2025. Venue – Portsmouth Marriot Hotel

There being no further items to discuss, the meeting closed at 12:45pm.