

**OYSTER QUAY MANAGEMENT LIMITED
MINUTES OF BOARD MEETING
HELD ON 28TH JULY 2025
HELD AT THE PORTSMOUTH MARRIOTT HOTEL**



Directors: Chris Queen (CQ)
John Collins (JC)
Tony Tetchner (TT)
Tony Feeney (TF)
Roy Pennells (RP)
Kevin Corkindale (KC)
Paula Riches (PR)

Apologies: Chris Broadbent (CB)

PS&B Ruth Smith (RS) – Senior Property Manager

Observers Tony Cox (TC)

CHAIRMAN'S INTRODUCTION

CQ opened the meeting and thanked everyone for their attendance. Tony Cox was welcomed to the meeting as an observer, as he has expressed an interest in becoming a director of OQML.

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1.0 PREVIOUS MINUTES & ACTION LIST

1.1 Previous Minutes

The minutes of the Board meeting held on 4th June 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:-

- Cladding Remediation ongoing works. JC provided an update. 5 tenders have now been returned, and we will receive the tender analysis shortly, which will be reviewed by Ridge and sent to Homes England.
- G Block carpet flooring will be fitted on 6th August.
- D&E block Parapet Wall – completion target is roughly 2-3 weeks.
- Pier Replacement (elephant's feet) - completion estimated for the Autumn. The water waste pipes on these are failing and need remediating.
- Refuse Store has been upgraded and deep cleaned. Food waste needs to be addressed in the newsletter to ensure residents are educated and dispose of waste correctly. RP requested Board that thanks be passed to Paul / Gary for the initiative and excellent work

1.3 Estate Monthly Calendar

It was noted that there are overdue maintenance items. In particular, the Leisure Centre needs an overall update, including the swimming pool, a new sauna, all ceilings, Jacuzzi grout, and re-painting. RS and SP to bring a proposal to the board in the September board meeting for a major refurbishment. SP&RS to check legislation for providing access arrangements for less able-bodied residents. PR suggested we contact Portsmouth City Council to ask about grants, legislation, and advice from the freeholder. Action: PR/RS

1.4 Estate Team/Incident Report

1.4.1 Wayfinding Signage – SP has discussed location with the fire officer and RS to arrange a quote to prepare and install the signage.

1.4.2 Entrance Sign – TF has provided a generated image of a potential new sign for the site. This is to be reviewed further with some further suggestions and images to be provided before a decision is made.

2.0 The Estate

2.1 Methane gas servicing is overdue. RS to research alternative suppliers as the regular contractor is too busy.

2.2 Tree Survey – needs to be instructed. RS to action.

2.3 Access Control – TF noted that RS had pulled together a draft contract for the chosen contractor, AST, which needs to be amended with some specific details, which is due to be finalised by RS. SP updated the board with timescales for completion of the project, which involves re-programming, meaning minimal downtime with a phased installation for each block thereafter. It was agreed that we should replace like for like in respect of the number of access fobs already held. Two initial fobs will be provided during installation, with additional fobs exchanged when presented by leaseholders. Coverack Gate – SP to provide RS with the owner of AST to address the issues with the gate currently. TC asked about the removal of the existing reader. SP advised that it can stay in place, and an additional reader would be installed.

2.4 A green garage owner has approached the estate team about adding electricity in his garage; however, the site has reached its supply limit and requires additional distribution capacity. The circuit supplying the white garages has a little more capacity available (4). The Board authorized SP to get pricing for the Green circuit at this time. RS suggested garages and berths should have their own meters. While it was thought to be a good idea, no one knew the requirements, so RS will speak to Southern Electric in the first instance to ascertain requirements and outline costs

2.5 Bird repellent tape has now been fitted to some of Block H's window sills in an effort to keep pigeons away.

3.0 Communications

3.1 Website

KC agreed to take over the project. RS to ask CB to provide a handover of information so that this could be progressed.

4.0 Berths & Marinas

4.1 P48 Berth – issues with effluent being discharged into the Marina to be addressed with the agent, Marina Life Homes, and the tenant.

4.2 Marina steps between the walkway and the pontoons are being addressed concerning maintenance. Premier Marinas to carry out a site visit.

5.0 Health & Safety

5.1 Communal Door Repairs are now completed. Flat front doors are being inspected over 3 days during August. Any leaseholder not providing access requires notifying the Fire Brigade. It was agreed that moving forward, we will obtain agreements from leaseholders before we undertake any further works to front doors, and the cost will be separate from service charge costs. The Board discussed offering a 'Service' to leaseholders to arrange repairs. Under review at each board meeting pending a new FRA or other site requirement being notified to the OQML Board.

5.2 Refuse Bags – Due to a Fire Risk Assessment after the recent FTT Decision, the Assessor reported that he was "satisfied that the management of the buildings is robust, and sufficient controls are in place such that the residual fire risk is tolerable for this practice to continue". However, due to the FTT Decision, the cost of the black bags will be borne by the OQML Account, not the service charge..

7.0 ANY OTHER BUSINESS – NON-CONFIDENTIAL

7.1 Entrance Gates – JC asked if the board wanted him to progress this improvement. TF noted that we had already asked AST for a system that incorporates additional work, like gates, in the future. TT noted that gates were refused by PCC previously. TF advised that this, along with the toilet and garden room ideas, should be incorporated into a future plan rather than as a piecemeal project. TF raised it could be an OQML-funded project.. The 10-year plan should be updated. JC to drive the 10-year plan forward.

7.2 Gardening Maintenance was discussed, and RP reported that due to a dry summer, some of the plants have died. Discussion and quotes are underway with the gardening contractors to make improvements.

7.3 Complaint from Apartment 37, about Apartment 21, loud music from the balcony has been noted. Board agreed for RS to write to his brother to address some concerns, such as music, and fire doors being wedged open.

- 7.4 Collective enfranchisement to be kept on board minutes for further discussions. 10-year plan will help to engage PCC as a freeholder on potential future costs.
- 7.5 Pressure washing of car bays was discussed and agreed as the owner's responsibility. The board had a majority vote to offer this as a chargeable service. RS and SP to prepare a plan of work and charging.
- 7.6 Defibrillator – SP requested to write an article for the newsletter, and that we share the code with all leaseholders. JC raised a concern about deliberate damage if the number is given out to leaseholders. The board majority votes to give out the code to all leaseholders. It was further agreed to install a sign by the defibrillator area stating that CCTV is in operation.

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8.0 FINANCE

- 8.1 Year End Accounts - OQML company accounts have still not been provided for OQML Board review. FTT costs have been identified and split as per the FTT judgement across the SC account (80%) and OQML (20%). TF extended his thanks to RS and the PS&B team for addressing the issues in the service charge accounts and ensuring the figures were updated. SC and OQML Accounts must be signed off in the September board meeting and ahead of 2nd Half Service Charge invoicing, subject to Rule 13 application for costs award status. AGM agreed to be in late October.
- 8.2 Monthly Update – TF issued a financial update via email before the board meeting as below.

OQML Board Financial Update. Prepared by Tony Feeney 27th July 2025
Bank account balances 21/7/25

Account	Previous Month end	Current , On track?	
• OQSC (Service charge)	£288,343.92	£220,143.72	OK
• OQ Reserve	£486,755.00	£487,155.30	OK
• OQML	£184,318.81	£159,561.66	(TBD)
• HE Cladding	£250,155.12	£249,891.40	OK
• OQ Berths	£ 56,246.79	£ 56,300.28	OK

All of the accounts are broadly correctly accounted for, and arrears (other than the couple of apartments that are in significant arrears (21 and 155) are small.

Accounts for last year (2025 Accounts)

Two sets of revised set of Service Charge Accounts have been received. The first showed incorrect FTT and Legal and Professional fees. The revised draft received on Wednesday now shows the FTT, Legal and Professional fees split out from each other and tallies with Ruth Smith's records of FTT and other L&P costs. Furthermore, only 80% of the FTT attributable costs have been accounted for in the Service Charge Accounts as per the FTT ruling on Costs treatment. The remaining 20% have been passed to the OQML Accountant to include in the OQML Company accounts (Still awaited). The breakdown of the FTT cost allocations is shown below.

Scott Schedules treatment

TF has conducted a preliminary exercise using JC's Spreadsheet and categories of costs. A first pass analysis of the OQML responsibility category 'D', it would appear that an overall worst case **of £408,655.31 of costs** (Excludes the £54,298 we already know to be in OQML accounts) would need to be transferred out of the Service Charge Accounts (2019 - 2024) to OQML. There are significant numbers of questions on allocations, duplication potentials, and whether OQML should accept the charge, so this figure should be reduced; however, it will be significant. Also, these figures do not include anything allocated as category A (FTT found for the applicant), such as the fire compliance improvements to leaseholder doors, so it is not a final figure. **A decision on next steps and principles for accepting transfers of costs will need to be reached at the Board meeting on 28th July.** Action: JC and TF to look at the costs and determine amounts that need clarifying and/or transferring.

Note: Final publication of accounts will be held until the application for Rule 13 costs by OQML has been ruled on by the FTT Tribunal, as this may significantly shift both the Service Charge and OQML Accounts implications.

155 Arrears

With the clarifying news from the FTT Panel that 155's appeal has been denied, there is no longer an impediment to the recovery of fees. PS&B has already restarted the debt recovery process for fees not within the purview of the FTT. Backdated Service charges, recalculated to acknowledge the reduction due from the FTT award, can now be claimed. TF had previously circulated the breakdown of the amounts owing pre-award. TF doesn't think any of the other issues around the Scott Schedules and account allocations should affect that, all given that any re-accounting will simply benefit the Service Charge or Reserves accounts for all.

In the meantime, TF has made a proposal that we should ask for 75% settlement from Mr and Mrs McGuinnes before any specific face-to-face meetings on the arrears are considered. PS&B to update on the status of that in the Board meeting, as well as a payment plan for Flat 21.

It was agreed that RS to ask CG of PS&B to apply the whole amount as a credit with individual years broken down in detail. It was agreed that as a gesture of goodwill Board agreed to apply the refund amount at the start. RS to check if Dean Wilson has issued the letter for those charges that are not involved in the FTT.

9.0 ANY OTHER BUSINESS – CONFIDENTIAL

- 9.1 Previous agent mis-posting costs to be separately addressed in respect of mis-postings, etc. Energy, water charges, etc.
- 9.2 Previous Managing Agent Fees from FTT – needs a letter from PS&B to recover these charges. RS to send a letter to HML and First Port, as the FTT considered that the service was not up to scratch.
- 9.3 Cladding Costs are the same as last month. RS to arrange a debtor's report for Monday, 4th August 2025.
- 9.4 By the next board meeting, a payment plan or update is required for Flat 21.
- 9.5 Should OQML be VAT registered?

The Board discussed following some advice from an external source who advised on the FTT; however, the Board agreed that they could not see any benefit in becoming VAT registered. It was agreed that should OQML become freeholders, then it would be re-visited.

- 9.6 Leaseholder queried about FTT decision, Board agreed to have a face-to-face meeting with the leaseholder. RS to write and offer a meeting with TF and RS.

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It was raised that some leaseholders may have a business registered at their apartment address. This is a breach of the lease and will be reviewed and addressed later on.

Rental Garage Query - TF to prepare a draft reply for RS to send to Mr. McGuinness, who has raised the issue again.

Date of next meeting – 10th September 2025. Venue – Portsmouth Marriott Hotel
AGM & Board Meeting on 22nd October 2025. Venue to be agreed.

It was agreed that Tony Cox would be invited to become a director.

It was noted that Margaret Rees had apparently expressed an interest in returning to the board.

There being no further items to discuss, the meeting closed at 13:19.