

**DARRAS HALL ESTATE COMMITTEE
MONTHLY GENERAL MEETING
HELD VIA ZOOM ON MONDAY, 07 DECEMBER 2020**

Present:	Mr G Gardner	Mr S Savin
	Mr A Gilchrist	Mr J Scott
	Mr D Haley	Mr D Stangroom
	Mrs S Hill	Mrs C Thompson
	Mrs S Jaidka	Mr G Warrender
	Mr A Pile	Mr I Wight
	Mr S Ramsey	Mr G Wright

1. Apologies for Absence:

There were no apologies for absence.

2. Minutes of Previous Meeting:

The minutes of the previous meeting held on Monday, 09 November 2020 were signed as correct.

3. Matters Arising from Minutes of Previous Meeting:

4. Planning Applications:

Please refer to plans minutes.

5. Financial Report:

- The Financial Report was circulated for review. Concern was expressed with regard to the number of outstanding rents. It was agreed that reminders be distributed for two years' or more rather than letters threatening court action.
- The three members of staff were awarded £200 each for Christmas bonus.
- Further thought to be given to the possibility of payment of rent charge by direct debit.

6. Sub-Committee Reports:

6.1 Highways:

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6.2 Land & Property:-

- Tree work continues on the Bridlepath with the next phase of work from Oaklands to Meadow Court due early 2021.
- Grasslands work to commence early 2021.
- Invitation to be extended to all members to accompany Mr Pile on his annual Bridlepath/Grasslands walk. This is the perfect opportunity to assess necessary work.

- Committee agreed to grant a licence to permit the new owners of 91 Western Way to erect a fence on land adjoining their property which is owned by the Darras Hall Estate but which they will be able to use as part of the garden to the property. Conditions to apply.

6.3 Airport:

The Covid-19 outbreak has had a devastating effect on Airports. As a result, air travel has fallen sharply, which has prompted airlines to cut capacity. Consequently, there has been a sharp fall in revenues.

Meeting to be continued – 14 December, 2020 at 19:00 hours via Zoom.

**DARRAS HALL ESTATE COMMITTEE
MONTHLY GENERAL MEETING
HELD VIA ZOOM ON MONDAY, 14 DECEMBER 2020 (PART 2)**

Present:	Mr G Gardner	Mr S Savin
	Mr A Gilchrist	Mr J Scott
	Mr D Haley	Mr D Stangroom
	Mrs S Hill	Mrs C Thompson
	Mrs S Jaidka	Mr G Warrender
	Mr A Pile	Mr G Wright
	Mr S Ramsey	

Apologies for Absence:

Apologies for absence were received from Mr I White.

Introduction:

Since the meeting on 07 December, 2020 Mr White has submitted his resignation with immediate effect. The Committee thank Mr White for the support and commitment he gave to the Committee during his time as a member and Highways Representative.

Mr Warrender officially appointed as Highways Representative, with the support of all members.

As there is now one vacancy on the Committee with potentially two candidates, it was agreed that Mr Savin approach both Mr A Birch and Mr A Malhotra as the two recently non-elected candidates informing them that there is an opportunity to re-apply and ask for expressions of interest. Due to the fact that the next AGM is imminent, this is the perfect opportunity for the Committee to be transparent and it was agreed that the recruitment process be followed with emphasis on advertising the way forward on Facebook page and website.

Tolerance and behaviour of Committee members and staff, both existing and potential, must be made clear and fully understood. All members and staff must behave with fairness, openness, and diplomacy.

Mr Gardner informed the Committee that his wife is an HR Director and would be willing to help the Committee with HR matters.

6. Sub-Committee Reports (Continued...)

Highways

- Annual review with Northumberland County Council Highways Manager is underway which includes Linden Way footpath, gully truck programme, completion on the pedestrian crossing marking rework, continued use of website link to report potholes, overall condition of principal roads.
- Local Transport Plan 2021 to go the various Council meetings starting February 2021. Draft document should be available online from 01 February, 2021 (see Pont News PTC Highways Committee notes ref. submission on the LTP referring to issues raised against Fox Covert Lane and Bridlepath crossing at Rotary Way.
- Speeding issues – in discussion with the PCSO regarding speed records for the area, to be followed up which Lee Davison returns from secondment.

7. Letters Received & Any Other Business:

Shared One Drive

It was agreed that the Committee investigate the possibility of using Shared One Drive for access to all members. Mrs Woodall to approach Cavtec for tutorial.

Repair of Wall

Repair of wall outside of Estate Office still pending. Quotations have been received which range from £750 - £10,000. Forward quotations to Scott for perusal.

100 Darras Road

Despite numerous letters to owners that it had been brought to our attention that a business was being run, no response has been received. It was agreed to record a Breach of Covenant against the property.

3 Station Cottages

Property to become vacant mid December 2020. It was agreed that the property be viewed in January 2021 to assess necessary remedial work.

Directors Meeting

Separate meeting to take place.

Correspondence received:

- Mr Dorwood – Content of which noted.
- Correspondence received regarding growth of housing around Darras Hall. With the new school and leisure centre in place, has there been pressure put on Ponteland CC to allow more land to be released for housing?

The NCC Master plan dictates allocation of housing which is reassessed regularly in light of the school system etc. This is not something that DHEC could become involved in.

- Correspondence received from Mr Hague regarding front boundary treatments. The Byelaws are under review which addresses a lot of points raised.
- Various correspondence received in relation to recent AGM. A statement has been prepared and this would be published on Facebook with a cross reference on the website. Individual replies to be issued accordingly.
- SAR received. Mr Wright has compiled a list of information in form format as per request. He has followed guidance issued by ICO that requires individuals to be made aware of our Privacy Policy.
- Correspondence received from Mr A Birch (Eastern Way). Mr Savin to respond accordingly.

Purpose and Role of Chairperson & Committee Member

It was agreed that the more in-depth document replace the watered down version of Committee Member on website.

Further consideration to be given to Chairperson and Director's roles.

Interaction & Communication

Communicating via email would enable much quicker and easier interaction. As the Trust Deed dictates how certain matters are handled, all suggestions for easier interaction and communication to be agreed by Andrew Morgan.

Confidentiality Statement

All staff and members to complete.

Site Visits – 62 & 64 Runnymede Roads

Following a successful on-site meeting, the applicants have agreed to amend their plans in accordance with Committee recommendations. Committee members were urged to carry out a site visit in order to visualise the proposed dwellings in relation to the land in question. Mr Gilchrist reiterated that an invitation to attend site visits should be extended to all members.

Date & Time of Next Meeting: Monday, 25 January 2021 at 19:00 hours via Zoom.

Committee members were instructed to erase all emails and plans accordingly.

