

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF CQRA LTD

Held on Monday 8th January 2024 at 7.00 pm in 61 Stevens House

PRESENT:

Martin Boyd (MB) Chairman	Tim Combe (TC)	Graham Harris (GH)	Rosie Moore (RM)
Marcus Perkins (MP)	Fiona Tolmie (FT)	Brian Cheetham (BC)	

		Action
1	APOLOGIES None	
2	DECLARATIONS OF INTEREST None	
3	MINUTES OF PREVIOUS MEETING The minutes of the meeting held on 13 th November 2023 were received and approved.	
4	SITE ISSUES	
4.1	MP presented a report from the Site Issues meeting held on 8 th January (see Annex 1 attached).	
4.2	MP reported that: <ul style="list-style-type: none"> The revised reporting system was working well. In reply to MB, he confirmed that since the system was revised in mid-November 2023, twenty-three incidents had been reported, all comparatively minor, Complaints were normally acknowledged within 48 hours. The Site Issues Team discussed the staffing structure and workloads. David Broome would be considering the questions raised and how they could be addressed. It was agreed that the matter should be addressed at the next meeting. The replacement lights for the pedestrian bridges had been delivered and would be installed later in January. 	MP
5	CQRA v SDI	
5.1	A paper summarising the current state of negotiations with SDI was received.	
5.2	It was noted that SDI Kingston’s planning consent did not lapse on the 4 th December 2023 as anticipated at the last meeting. Due partly to Covid, the decision notice related to the consent was not issued until 8 th September 2021. Unless SDI had made a substantial start by that date, the planning consent should expire. Nevertheless, SDI or their successors in title could seek consent for another, more damaging redevelopment.	
5.3	BC reported that the scaffold on the site was being taken down. Whilst it was not clear whether this was at SDI’s initiative or RBK’s, it was noted that cancelling the Light Obstruction Notices was still a priority. Therefore, CQRA Ltd had to continue with its court action against SDI (Kingston) Ltd.	
5.4	It was agreed that the situation should be reviewed when either the planning consent expired or a date for court proceedings was received.	BC

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6	BRIDGES	
6.1	MB reported that our formal complaint to the Environment Agency had been resolved and that the EA was now ‘considering future options’.	
6.2	BC reported that the cost of maintenance and repairs to the pedestrian bridges had been reduced through negotiations with the preferred contractor from over £400,000 to c. £250,000. The expenditure should be contained within existing reserves. It was expected that the works would start in the second half of 2024.	
7	DIRECTORS	
7.1	MB stressed the need to recruit additional directors, at least one of whom should have the necessary basic skills to act as finance director. The main financial task would be to agree the budget with managing agent. A professional qualification would not be needed.	
7.2	It was noted that three potential directors had been identified. It was agreed that they should be briefed and invited to the next Board meeting.	MP
7.3	MB and others commented that directors were frequently undertaking executive duties that could be carried out by the managing agents. It was agreed that directors should be non-executive and, wherever possible, executive duties should be delegated to the managing agents even though this might incur additional costs.	
8	MOORINGS	
8.1	GH reported that one Director of CQML was going to be absent from UK for several months and another was in the process of selling their boat. This left just one director at the present time. A former CQML director, Basil Rickard would be assisting as by monitoring the Visitor Moorings and also the claim on a boat owner which was currently with the Small Claims Court.	
8.2	RM had received an invitation to the inaugural meeting of the River Steering Group. She could not attend as the timing conflicted with our Board meeting. Minutes of the RSG meeting would be circulated when received	RM
9	AOB	
9.1	Embroideries of Saxon Kings TC reported that, as part of promoting the history of Kingston, some embroideries to commemorate the Saxon Kings crowned in Kingston were now on display in a corner of All Saints Church near to the coffee bar area. Funds were being raised for further embroideries commemorating the remaining Kings.	
9.2	Kingston First Signage BC observed that Charter Quay appeared to be conspicuously absent in the signage provided by Kingston First to promote restaurants and cafes. MB said that he would be meeting the head of Kingston First in the near future and it would be helpful to have photographs of existing signage.	BC et al
10	NEXT MEETING Monday 11 th March 2024 @ 7.00pm in 61 Stevens House	

Date of Board approval: Monday 11th March 2024

Charter Quay Site Report, 08 January 2024

Meeting between David Broome (DB), Marek Szczytko (MS), Tim Combe (TC), Rosie Moore (RM), Fiona Tolmie (FM) and Marcus Perkins (MP).

	Item	Progress	Action
1	Apologies	None	
2	Items Outstanding from Previous Meeting	<p>Reporting system review – Seems to be working well, best to view in the google sheets app to ensure the data is up to date. Permissions to be expanded. Clarity on how to address noise nuisance will be included on the CQ website.</p> <p>General discussion on staffing structure, with possible deputy for Marek worth considering.</p> <p>More weeding required by site staff. MS to arrange with new estate operative.</p> <p>Lighting on the pedestrian bridge – new lights have been delivered and electrician to install in January.</p> <p>Eco exterior – MS has the lamp post planters and will buy some compost and new plants for them. Sample to be trialled.</p> <p>Car Park Bays – stencilled numbers have been delivered. Borders are a little small so a sponge with paint rather than spray paint will be used.</p>	<p>MP</p> <p>MS</p> <p>MS</p>
3	Issues Arising	<p>Emms Passage Emergency Exit – wooden block removed but a new half air brick seems to have replaced it. MS put up a notice, which has been removed. New one to be put up. Alarm to be considered.</p> <p>Apartment front door inspection re fire safety – DB to arrange a range of dates, likely in February.</p> <p>Gardening – MS will buy more plants in next visit to the garden centre.</p>	<p>MS</p> <p>DB</p> <p>MS</p>
4	AOB	None	

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