

Park Quadrant Owners' Committee Meeting – Minutes

Date: Monday 14 September 2026

Time: 18:30

Venue: Teams

Taylor & Martin representative: Lynsey Kelly

Committee attendees: Gavin Fox-McMullan, Edward Sheeran, Ronnie Hamilton, Ian Lee, Frank Vaughan, David Dool, Simon Elkington and Johnny Kerr.

Apology: Bill Ritchie

The meeting reviewed outstanding actions from the previous meeting before receiving a detailed factoring and property-management update from Lynsey Kelly, Taylor & Martin Property Management.

The Committee then considered its individual workstreams, including finance, communal energy, Ambassador handover matters, concierge arrangements, EV infrastructure, owner communications and wider-realm issues. The meeting concluded with AOB discussions concerning the proposed Burnbank Bowling Club redevelopment, Glasgow City Council parking proposals, solar panels and estate signage. The minutes below follow the formal agenda supplied for the meeting and distinguish actions assigned to Lynsey/Taylor & Martin from Committee actions.

Agenda Item	Description	Next Steps
1. Introduction, Welcome & Apologies	Gavin opened the meeting and noted the apology from Bill Ritchie. It was explained that Lynsey would attend for the Taylor & Martin update rather than remaining for the whole Committee meeting. Matters arising later in the	Committee: Feed any post-Lynsey actions back to Lynsey after the meeting.

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	Committee's workstreams that required Taylor & Martin input would be fed back to Lynsey after the meeting. The Committee also noted the arrangements for using the Teams transcript to assist with preparation of the minutes. The previous minutes and outstanding actions were briefly reviewed. A number of these related directly to Lynsey's update, including Rapid Fire/fire-safety matters, car park works, legal matters, defibrillators, the concierge job description and grounds maintenance. The action concerning the performance-measurement/RFP workstream had progressed through the introduction of a volunteer, Janey Milligan, to Gerry Phimister Phimister.	
2: Fire Alarm Testing and Fire Safety Review	Lynsey confirmed that the fire alarm test took place on Friday 11 September. Malcolm reported that the engineers did not appear to identify problems during the test and that alarms were operating, although Lynsey stressed that the formal written report had not yet been received. Committee members discussed differing experiences of audibility, particularly in penthouse properties. Some reported the alarm being difficult to hear within flats, while others reported it being clearly audible. It was agreed that the relevant issue was what level of audibility the system was actually designed and required to achieve. Lynsey also reviewed Bill Ritchie's fire-safety checklist. Lynsey advised that Taylor & Martin had repeatedly sought communal electrical completion/O&M information from Ambassador. Fire alarm certification and	Lynsey/T&M: Obtain Rapid Fire full report and clarify alarm/audibility findings; progress zoning; Timeframe: report expected/chased following testing

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	zoning requirements had been passed to Rapid Fire, with zoning work to follow. Emergency lighting testing and necessary repairs had been completed, including Blocks 20–22, and certification was in place. The domestic water tank was confirmed as being cleaned annually and tested twice yearly, while gas certification was considered to fall within SGN's remit. Post meeting note <i>A retest is required because the team was unable to complete the testing within the allocated timeframe, following concerns from owners about the disruption caused by the sounding alarms.</i>	
Access Doors / Rapid Fire	Lynsey confirmed that replacement batteries associated with the Paxton-controlled access doors had been instructed. The discussion clarified that the batteries were important because power interruptions had resulted in loss of communication/data. Taylor & Martin's instruction was that any batteries not replaced during the previous works should now be addressed. Penthouse access-door arrangements remained with Rapid Fire. Lynsey expressed disappointment that the required information had not been received before her contact Taylor @ Rapid Fire went on holiday; she understood that the remaining issue involved subcontracted joinery input. The written update also recorded varying key/Paxton arrangements across Blocks 11–22, together with work concerning entrance-door key access and defective door closers.	Lynsey/T&M: Progress outstanding batteries and penthouse/access-door works with Rapid Fire; Lynsey to chase Rapid Fire outstanding joinery/door information. Timeframe: after Taylor return from his holiday on the 22nd September.

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Odour at 17 Park Quadrant	Lynsey reported that the previously investigated odour at 17 Park Quadrant had returned, following notification from Faye. Drain Fix had therefore been instructed to undertake further investigation rather than treating the earlier intervention as having resolved the issue. The anticipated next investigative stage was smoke testing in affected apartments. Lynsey indicated that access would need to be coordinated with the owners who had experienced the smell and suggested that all owners in the block should be asked to identify whether they were experiencing a similar problem so that testing could be undertaken appropriately.	Lynsey/T&M: Arrange Drain Fix follow-up/smoke testing and coordinate owner access. Timeframe: next investigative stage.
Water Ingress and Drainage	Lynsey provided a detailed block-by-block update. At 16 Park Quadrant, wallpaper/restoration works associated with the riser cupboards had been completed, subject to minor remaining items. At 17, the riser cupboard had dried and an insurance claim had been initiated for reinstatement.	

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	At 11 PQ, a relatively small common-hallway ingress issue was being costed; depending upon the quotation and insurance excess, direct repair shared between owners might be more appropriate than an insurance claim. Drainage repairs at Block 16 were also expected shortly following CCTV investigation identifying remaining concrete in the drainage system, with Lynsey seeking to recover the relevant cost from Ambassador. Water ingress @ 12 PQ as a result of drainage issues at 11 PQ, a temp repair was carried out. Lynsey advised that she would chase this up with Drain Fix. Lynsey also advised that she is still actively dealing with the warranty provider for the ingress at 12 PQ. The most substantial discussion concerned 19 Park Quadrant, where water ingress was affecting multiple properties and appeared potentially wind-driven. CRGP, familiar with the building from previous storm works, was being involved and CBL had been approached concerning investigation costs. Investigation could require terrace slabs to be lifted, creating practical questions around storage, scaffolding or alternative lifting arrangements. Warranty coverage was problematic and Lynsey stressed the importance of investigating without interfering with the membrane in a way that could prejudice any warranty position. The Committee discussed alternative ways of	Lynsey/T&M: Obtain investigation costs for Block 19; progress CRGP/CBL investigation; avoid works that could prejudice warranty; pursue Block 16 drainage/recovery and Block 11 & 17 with insurance Timeframe: ongoing; Block 16 drainage anticipated within weeks.

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	removing/storing slabs and the possible source and construction of the waterproofing system.	
Soft Wash Car Park Gates	The development's soft wash had been completed, and members indicated that they were satisfied with the work. The next planned clean was identified as May 2027, after which frequency would continue to be monitored. The Committee also reconfirmed its understanding that a three-year arrangement had previously been agreed for Dirt Free, reflecting the significant price difference between the selected contractor and an alternative quotation provided at the time. Painting works to the car park gates had also been completed on Friday and members who had seen the result considered it satisfactory. Separately, servicing of the gates had identified deterioration/failure in the gate motor. The contractor recommended replacement rather than waiting for complete failure. The Committee had agreed that the replacement should proceed, particularly given the reported potential safety implications, while the accounting treatment would be considered under the finance agenda.	T&M: Continue planned soft-wash programme/monitoring. Car park motor: proceed with necessary replacement; financial treatment to be addressed by Committee.

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Grounds Maintenance	Following the previous meeting, Lynsey visited the development, walked the grounds and photographed areas where there appeared to be a difference in maintenance standards between sections of the estate. These photographs were sent to Keith Robertson and weed treatment for the lane was discussed. Lynsey advised that Keith is currently on holiday, so a full response was still awaited. Particular attention was given to the large planters and areas around Blocks 19–22. Some planters appeared sparse or dominated by weeds, although members noted that historic waterproofing/leak issues could affect whether replanting should occur immediately. Lynsey had asked whether the condition was simply what Ambassador had left behind and whether additional expenditure would be required to bring the areas up to an acceptable standard. It was also noted by some members that the plants were removed by Ambassador to allow water proofing to be carried out.	Lynsey/T&M: Chase Keith regarding weeds, lane maintenance, Blocks 19–22 and planter condition/scope. Timeframe: when Keith returns from holiday.

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Defibrillators	Lynsey confirmed that all three defibrillators had been installed within the car park area, positioned across the development. Attention now moved from installation to resident awareness and ensuring that owners could find the equipment and understand how to use it. The Committee agreed that the instructional material should be communicated to residents and incorporated into the permanent estate information. The Owners' Handbook and residents' portal were specifically identified for this purpose.	Lynsey/T&M: Circulate instructional video and place defibrillator locations/guidance on residents' portal. Handbook: update accordingly.
Concierge Job Description	Faye had completed the revised concierge job description, which Lynsey passed to Malcolm before going on holiday. Malcolm had reviewed it and raised some small questions. Lynsey characterised these as requests for clarification rather than substantive objections; they principally concerned ensuring that he understood precisely what particular wording required him to do.	Lynsey/T&M: Discuss JD clarifications with Malcolm and report back; obtain tool/leaf-blower costs for Committee approval. Timeframe: following week.

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	Malcolm also requested basic tools to assist with the role, including a brush/shovel and a rechargeable leaf blower to help clear leaves from stairs. Members were receptive to the request, subject to Lynsey obtaining costs. Later in the meeting, the Committee discussed the wording concerning checks of riser cupboards and the practical purpose of the requirement, indicating that this might need to be made clearer in the job description.	
Utility Supply Review	Lynsey had returned to the utility broker concerning the car park electricity supply. The supply is not currently within the broker's existing portfolio arrangement, but Lynsey was asking the broker whether it might be possible to reclassify the communal supply from commercial to residential. No definitive conclusion was available for the meeting because the broker did not want to provide potentially inaccurate information before completing its investigation. Lynsey regarded its willingness to investigate the possibility as positive and committed to returning to the Committee once viability, the appropriate route and implications were known.	Lynsey/T&M: Obtain broker's conclusion on commercial-to-residential reclassification and report back. Timeframe: as soon as broker feedback is available.

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Ambassador Recharging Costs / Legal Position	Lynsey reported a significant escalation in correspondence with Ambassador's solicitors, Gunner Cooke. Ambassador's position appeared to be those costs incurred from the point owners moved in—including electricity and other services—should form part of a reconciliation. Recent ScottishPower invoices for Blocks 20–22 had been addressed to Taylor & Martin even though Lynsey stated that no formal change-of-tenancy/handover process had taken place. She instructed that these invoices should not simply be paid while the position remained disputed. The Committee also noted that construction and snagging activity had continued after owners moved in, meaning communal electricity could have been consumed for development-related purposes. Taylor & Martin had reviewed the matter internally and concluded that further correspondence should now be handled through lawyers rather than continuing as direct Taylor & Martin responses. Lynsey had prepared the substance of a response and intended to discuss it with Anderson Strathern, so that the legal advisers could review and issue an appropriately framed reply.	Lynsey & Iain of T&M: Speak with Anderson Strathern and progress solicitor-led response. Timeframe: legal call taking place this week.

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	Outstanding Ambassador obligations—including EV works, CCTV and snagging—were also relevant to the wider dispute.	
3(i)(a). Finance Sub-Committee – Finance Report	The Committee reviewed the financial position and discussed electricity expenditure, including recovery of electricity consumed through EV charging. It was noted that some recoveries related to previous periods and that at least one substantial amount had been recovered, while other consumption remained under consideration. The Committee discussed the position where a tenant had disputed EV charging use and the practical route of charging the relevant owner/landlord where appropriate. No further substantive questions were raised on the financial statements before the Committee moved to reserve-fund treatment. Later discussion also highlighted the value of making expenditure information more accessible to owners through graphical presentation rather than relying solely upon detailed spreadsheets.	Finance/Committee: Continue pursuing appropriate EV electricity recovery and improve presentation of expenditure information.
3(i)(b). Capital vs Maintenance vs Emergency Work Proposal	Ian's paper proposed a clearer framework for use of the reserve fund. Capital items below £2,000 would be treated as maintenance expenditure. Individual capital items from £2,000 to £20,000 could be funded from the reserve fund with Owners' Committee approval following a Finance Sub-Committee recommendation, subject to an aggregate annual limit of £40,000. The proposed authority would apply for one year and would be reconsidered at the following AGM. The Committee supported the proposed thresholds.	Committee/Finance: Take proposed £2k/£20k/£40k framework forward for owner approval; encourage sufficient AGM/proxy participation.

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	Discussion recognised that the existing deeds made advance approval cumbersome and that obtaining the necessary level of owner participation could be difficult. Emergency works were distinguished from ordinary capital works, with reference to the deeds allowing emergency works to be instructed where necessary. The defibrillators and gate motor highlighted the practical need for a workable approach, and the proposal would ultimately require owner approval.	
3(i)(c). Charges at Companies House on Developer	Gavin reported that his review of Ambassador Developments Park Quadrant Limited identified four outstanding Companies House charges, at least two apparently relating to land/buildings on the site. He raised the question of whether these charges might affect Ambassador's ability to convey communal property to the owners' association. No conclusion was reached and Ian stressed that he was identifying the issue rather than asserting its legal effect. This prompted a broader discussion about the Committee's need for legal expertise. Members considered whether a lawyer resident within the development might be willing to assist the Committee in understanding legal issues, without necessarily providing formal professional advice. It was suggested that a request for a volunteer could be included in the next newsletter.	Committee/Gavin: Include request in newsletter for a resident with legal expertise to volunteer. Companies House issue: park pending appropriate legal consideration.

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3(ii). Communal Energy Consumption Reduction – Ronnie	Ronnie reported that there was little additional information since the previous meeting because he had not yet updated his spreadsheets with the latest readings. Lynsey had, however, confirmed that remote monitoring equipment had been installed and the contractor had asked for approximately two weeks of data before reviewing the results. Questions remained over whether particular distribution-board meters/panels were defective. Some meters had reportedly been replaced and had started recording, although it was not yet established whether the readings reconciled with the principal incoming meter. The Committee therefore agreed that the position should remain under review until sufficient monitoring data were available.	Ronnie: Update analysis when monitoring readings are available. Contractor/T&M: review remote meter data. Timeframe: following week/after two-week monitoring period.
3(iii). Ambassador Handover – Technical and Legal	There was no separate substantive handover update beyond the issues already covered under Lynsey's Taylor & Martin report. The Committee noted that fire-safety documentation, incomplete snagging, EV infrastructure, disputed costs and the legal correspondence with Ambassador remained interconnected with the wider handover position. Ian's Companies House observations were also noted as potentially relevant to eventual conveyancing of communal property, although no conclusion was	Committee/T&M: Continue technical/legal handover work through existing Ambassador and legal workstreams.

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	reached as to whether the registered charges would actually prevent or delay that process.	
3(v). Electric Vehicle Management – Simon	Simon reported substantial progress. Openreach broadband was now installed, although unexpectedly terminated in the communications cabinet at Block 21 rather than the concierge office/Block 22 arrangement previously anticipated. A wireless router was operating and providing internet access, but the connection still needed to be extended to Malcolm's office so that he had the intended wired service. Cabling had also been run to the EV equipment in the Block 17 bin store. Simon had queried the use of Ethernet rather than fibre with Gordon at Certum; Gordon maintained that the solution would work provided individual cable runs remained below the relevant distance. Simon's next objective was to approach Karen at Ambassador to try to secure attendance by the EV contractor and get the chargers operational. The Committee recognised that the ongoing Ambassador/Taylor & Martin dispute could complicate this. Lynsey was asked specifically to push Certum to complete the link into Malcolm's office. The Committee agreed that if the installed cabling proved inconsistent with the requirements repeatedly communicated to the contractor, it should be corrected without additional cost.	Lynsey/T&M: Push Certum to complete wired internet connection to Malcolm's office ASAP. Simon: Approach Karen/Ambassador regarding EV contractor attendance.
3(vi). Owners' Committee Portal /	Edward proposed strengthening information available to owners. Suggested material included an explanation of the sinking/reserve fund, the purpose and operation of the development's float, clearer identification of Committee	Ian + Edward: Develop owner-friendly expenditure chart using existing data.

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Website / WhatsApp / Communications	representatives and their areas, and relevant annual safety/maintenance certificates. The Committee also discussed recurring owner confusion caused by generic Taylor & Martin email headings. Lynsey explained that this arose from limitations in Taylor & Martin's property-management software and that the company was already raising the issue with its software provider. Edward also proposed a graphical breakdown of expenditure, particularly a pie chart showing where owners' money was being spent. Ian explained that the underlying quarterly information already existed and suggested avoiding duplication. It was ultimately proposed that Ian supply the existing figures and that he and Edward work together on an accessible graphical presentation. The Committee also discussed the longer-term benefit of tagging repair expenditure to particular assets to support future replacement decisions.	Edward: Request relevant certificates from Lynsey/T&M for portal. Committee: Add reserve-fund, float and Committee information to owner communications.
3(viii). Taylor & Martin – Performance Measurement / RFP	Gavin reported that the previous action to identify another volunteer had been completed, with Janey Milligan introduced to Gerry Phimister Initial discussions and brainstorming had taken place around the performance-measurement/RFP workstream. However, Gerry Phimister wished to pause further work because of concerns surrounding the retrospective charges and the possibility of legal action involving Taylor & Martin. Separately, David had discussed with him the need for any future workstream proposal to be presented directly to the Committee so members could question and understand it. Gerry Phimister remained willing to contribute on that basis without necessarily attending every regular meeting.	Gerry Phimister Performance/RFP workstream paused pending greater clarity on retrospective charging/legal position; present directly to Committee when work resumes.

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4(i). AOB – Burnbank Bowling Club Redevelopment	Ronnie raised concerns about the proposed redevelopment of the Burnbank Bowling Club, particularly its scale, proposed student accommodation, additional flats and absence of parking. He also raised the possibility that maintaining the bowling club as an active club might affect its ability to be sold/developed, although the discussion did not establish this as a confirmed legal position. Members discussed density, height, parking and the likely effect of the development on the surrounding area. Gavin reported further correspondence from the development's consultation representative. A second consultation event was scheduled for Wednesday 30 September, 14:00–19:00 at the bowling club, with updated proposals due to become available that afternoon. The developer's representatives had also offered a separate meeting with Park Quadrant owners/residents. Gavin had suggested the evenings of 7 or 14 October, subject to confirmation.	Gavin: Publicise 30 September consultation and confirm potential separate meeting date (7/14 October). Committee/owners: Review revised proposals when published.

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4(ii). AOB – GCC Consultation on Parking Times	Ronnie raised concern about potential Glasgow City Council changes that could extend controlled parking locally to 08:00–22:00, seven days per week. Members discussed the impact on households with more vehicles than allocated spaces, visitors, church users and people visiting Kelvingrove Park, together with the wider cost and availability of parking locally. The Committee did not have a confirmed consultation document/date before it at the meeting. Ronnie intended to establish when the consultation would be available so that members could consider the actual proposal and respond on an informed basis.	Ronnie: Confirm GCC consultation details/timing and advise Committee when available.
4. AOB – Solar Panels	Two distinct solar issues were discussed. First, Ian raised concerns about plug-in/balcony solar panels, including safety, appearance and electrical implications. The Committee was broadly supportive of investigating whether these could be prohibited. It was suggested that the development's insurance position should be checked as one possible route to establishing restrictions. Secondly, Edward raised the possibility of a larger communal rooftop solar installation as a means of reducing electricity expenditure. The Committee discussed conservation-area constraints, roof geometry, fixing requirements, wind exposure, the existing building-	Ian: Ask Lynsey/T&M to check insurance implications of plug-in/balcony solar panels. Communal rooftop solar: parked; no current action.

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	envelope/waterproofing concerns, likely generating capacity and the cost of a professional feasibility exercise. Given the practical uncertainties and potential need for a substantial feasibility study, the Committee agreed to park the rooftop proposal for the time being.	
4. AOB – Cycle Parking and Garden/Fire Exit Signage	The Committee considered inappropriate cycle parking against the railings near the triangular garden at the Block 22 end of the development. Members noted that cycle stands were available nearby and discussed signage making clear that bicycles should not be attached to the private railings. Examples of stronger wording used elsewhere were considered. A related concern involved the garden/escape door being left open, particularly overnight. As the door functions as an escape/fire-exit route with a push/panic arrangement, the discussion focused on signage rather than altering the closing mechanism. The Committee agreed that Taylor & Martin should investigate suitable signage for both locations.	Lynsey/T&M: Investigate/procure suitable no-cycle-parking signage for railings and fire-exit/keep-closed signage for garden escape door.
5. Date of Next Meeting	The next Owners' Committee meeting was confirmed for Monday 19 October 2026 at 18:30. The subsequent meeting was scheduled for Monday 7 December 2026 at 18:30.	All: Next meeting 19 October 2026, 18:30; following meeting 7 December 2026, 18:30.