

Beckets Grove Phase 2 Residents Association

AGM Meeting Minutes

Date & Time - Wednesday 5th August 2026 at 7.30pm

Location - One of four locations at Wymondham Rugby Club depending on availability and club needs. Downstairs Mane Study or Lions' Den Function Room, Upstairs Red Lion Meeting Room or Main Bar. Ask at the upstairs bar on the day if you are unsure where we are.

1. Introduction, and taking of attendance, apologies, and meeting notes being taken by.

Residents Attending

Kevin Farrow (Chairperson), Sarah Tate (Vice Chairperson), Darren Tate, Emma Peek (Joint Secretary), Barbara Draper, Gail Fordham, Claire Carter, Claire Small

Apologies

Eileen Parrott, Tony Parrott, Angela Kenny, John Kenny

Others Attending

FirstPort (Emma Offei)

No communication from our Persimmon employed Directors

2. Review of meeting minutes from April 2025, and any points, resolved or not being expanded upon in this meeting.

- a. FirstPort - 2026 estimate charge sign-off, agreement & invoicing

The 2026 estimate charges were reviewed, signed off, and agreed earlier this year.

- b. FirstPort - Woodland Tree Works including hanging vines

The woodland tree works, including hanging vines were completed by the chosen contractor to a level we agreed to accept. The timing and quality of this work was discussed with FirstPort and will be noted as part of this meeting.

- c. FirstPort - Clements Avenue hedging

Clements Avenue hedging was mostly completed although some climbing brambles remain uncut. We agreed to accept it to the level completed however points have been raised with FirstPort regarding contractor work and will be noted as part of this meeting.

- d. FirstPort - Tree replacement (5 trees) and other communal space trees

5 trees have now been planted in the required locations. Water bags have also been placed on those 5 trees after initially being placed on incorrect trees which was discussed with FirstPort.

- e. FirstPort - Fencing for Barnes Close pit

The fencing for Barnes Close pit has now been installed and stained with dark oak. Fencing appears to be having the desired effect of reducing access to the pit. Claire noted that there are some blankets in the pit that may indicate someone has been in there. We will ask Jake to investigate and remove any items left in there.

3. FirstPort issue points to resolve

a. Onsite meeting & review of last 12 months of support, highlighting key issues

The points outlined below were raised with Emma during the on-site meeting on Tuesday 7th July. A key part of the discussion focused on the contractors used for additional works on the property. I highlighted that the management of these contractors needs to improve going forward, particularly in relation to timing, the standard of work delivered, and ensuring that expectations are clearly communicated as part of the quotation and initiation process.

We have repeatedly communicated instances where work has not been completed within the agreed timeframes and have found that FirstPort's response has not been satisfactory. As a result, several issues remain outstanding. Some issues relate to the quality of the contractor's work, which we acknowledged, however, as these contractors are appointed and controlled by FirstPort, we expect FirstPort to take responsibility for ensuring such problems do not continue.

We also addressed our understanding that our property manager oversees multiple sites, and we highlighted that this appears to impact the responsiveness and level of management we receive. While we recognise this is outside our control, we feel it is important to acknowledge. We pay for a management service yet still feel that the level of management provided does not meet the standard required.

b. Discussion on how we approach future additional works

We discussed the process for future works, and it was agreed that quotations will be provided, with more than one option given where possible and feasible. All quotations will need to be reviewed and approved by the committee before any work is authorised.

FirstPort requested the ability to pre-authorise works up to £500, but this was declined. We explained that we respond promptly to any requirements outside of standard maintenance, and that our response times are typically faster than the time it takes for quotations to be issued or for work to be initiated. For this reason, we did not feel a pre-authorised costing of work was necessary.

We also highlighted the importance of being able to track and identify costs, particularly additional costs, within the end-of-year accounts. This approach will remain in place until we are confident that the accounts accurately reflect the work completed on site within the relevant year. Previous years' accounts have shown misallocations of amounts and work completed, and this continues to be a concern.

c. Planting outside 33-55 Reeve Way

As part of the contracted work at the beginning of the year, eight plants were due to be installed outside 33–55 Reeve Way at a cost of £469.90. After three emails and around ten weeks of waiting, photos were provided showing that only three plants had been installed in February. These plants later disappeared, and because of the delay in FirstPort informing us, it was no longer possible to follow up with residents or question the contractor at the time. We do not know what happened to the missing plants.

Eight plants were originally ordered, and the contractor has agreed to return later this year to complete the installation as required. This will be followed up with First Port to ensure the work is carried out as initially requested. We will ask for a confirmed date to be provided in October.

d. Planting alongside Briggs Mead

As part of the contracted works agreed at the beginning of the year, we requested a hedge to be installed along the grass edge beside Briggs Mead to create a natural barrier between the road and the green space. A quotation of £672.60 was approved for 60 plants to be installed along the full length of the grass edge.

The planting took place in April, but only half of the area was completed, and the plants used were in noticeably poor condition at the time of installation. This was raised with FirstPort, whose initial response was that the work had been carried out “as per the quotation.” The committee challenged this as it had been clearly defined what was expected, it was ultimately accepted that the work was not completed as specified.

FirstPort raised the issue with the contractor, who has now agreed to replant the hedge at the end of the year. We will follow up in October to obtain a confirmed date for the replanting.

e. Lagoon Strimming and annual half clearance

The lagoon strimming has now been completed, with approximately one metre of grass cleared around the inside edge of the fence. During the onsite meeting with FirstPort, it was identified that Jake requires additional assistance during the summer months when peak growth occurs. In our view, the combined allowances across the three developments, along with the reduced workload during autumn and winter, provide sufficient capacity to support this. FirstPort agreed and at the meeting advised that CPC are looking to recruit someone to assist Jake for two to three days per week in the summer.

In addition, the partial clearance of the lagoons surveyed earlier in the year by Talking Elms has been agreed for completion in October, in line with the Ecology Management Plan. Although the CPC work specification states that lagoon clearance should occur twice a year, the management plan confirms this is not necessary. It was noted that the time saved from reducing these clearances could instead be allocated to maintaining the strimming around the inside of the fences, which would be significantly easier for Jake to manage if carried out alongside regular grass cutting.

f. Woodland Tree Safety Survey

FirstPort advised that the last tree survey was carried out in May 2025. We have disputed this, as we specifically requested during the woodland works that the trees be re-surveyed. This was agreed at the time but was never documented, partly due to contractor issues, so the last official survey was May 2025.

We have now been provided with a quotation from Talking Elms for £1,006.80 (including VAT) to complete a digitally mapped tree survey of the woodland area. We have requested at least one, and preferably two, additional quotations so that the Talking Elms price can be properly compared. FirstPort noted that due to the limitations of their approved-contractor system, obtaining two additional quotes may be difficult, however we have reiterated that at least one alternative quote is required before proceeding.

It was noted that there is some excessive bramble growth within the woodland which needs to be dealt with. Jake will be advised of this and asked to clear where needed preferably cutting as low to the ground as possible to prevent regrowth to the same extent.

g. ROSPA Inspection Playground Works

ROSPA inspections were completed on all play equipment and the findings were reviewed during the site meeting with FirstPort. At the Jekyll Road play area, the bin was identified as damaged which has now been fully repaired rather than replacing the lid or the entire unit. Its current position is too close to the benches, with guidance stating a minimum distance of no less than two metres and no more than three metres between a bench and a bin. Two signs within the play area have also been fixed and will be reinstalled into the ground.

The benches themselves were found to be unstable in the ground, and refixing has been advised. The structure of the benches is also problematic as the screw fixings around the frame appear to contribute to the instability. Jake attempted to tighten these fixings, which made a slight improvement but not enough to resolve the issue. We discussed replacing the benches with a single bench, as it was agreed that one bench is sufficient for the size of the play area. Emma from FirstPort will investigate sourcing a stronger, more durable bench from their suppliers and will provide options. If residents feel a second bench is needed, it can be sourced either at the same time or later. The cost of the bench will come from reserve funds. Refixing the bench will also address the ROSPA concerns, and it can be positioned at an appropriate distance from the bin rather than relocating the bin.

ROSPA maintenance requirements for Jekyll Road Park will also be addressed by the maintenance team. The swing set, which had new matting and raised surface placed beneath it at the end of last year, has been identified as having insufficient matting length. The specification is unclear as 2.9 metres is mentioned, but it is not stated where this measurement is taken from. Emma at FirstPort will investigate and advise what is required to rectify the matting extent. Additional points raised regarding the matting and its fixings will also be addressed, along with grassing and soiling within the matting.

The inspection also highlighted bird faeces on the swings and suggested installing bird spikes. After inspecting the equipment ourselves, it was determined that spikes placed on the top rail would be within reach of children using the swings. Instead, Jake will inspect and clean the swings more regularly.

A resident's football goal has been placed on the Jekyll Road park. Emma has issued letters confirming that this equipment must be maintained by the owner and is not connected to the communal spaces or their management. The letter stated that the goal will not be requested for removal, but it should be taken off the play area when not in use or when weather deteriorates at the end of the year.

For the timber play equipment in the northwest of the site and into The Woodlands, the maintenance team will inspect and sand down any rough or splintering areas. As timber is a natural material, cracking and opening over time is expected, and it has been advised not to fill these cracks as doing so can cause further issues. The inspection highlighted a loose parallel rail, however upon checking, the movement was minimal and it was noted that even if it were dug up and refixed, the same level of movement could still occur.

The hanging ladder bars were also identified as being loose in the fixings, but this appears to be part of the design and how the equipment is assembled. It is not clear how this could be rectified, so Emma from FirstPort will contact the manufacturers for maintenance advice. We have also asked her to request details on the extent of the guarantees for the installed equipment. Other areas of the equipment had minor maintenance requirements, which will be completed.

A second letter has been sent out regarding dog fouling and access within the Woodlands. ROSPA requested signage, but this would be an additional cost to residents, and it is unclear where signs could be placed to have meaningful impact. The letter was issued to address the inspection points and to highlight the inspector's concerns about dog access near play equipment. The request is simply for dogs to be kept away from the equipment, not to restrict dog walkers from using The Woodlands. It was also noted that some faeces

may be from other animals, not necessarily dogs. Another member highlighted that dog fouling has occurred on pathways and has been left uncollected. The second intention of the letter serves as a reminder that residents must clean up after their dogs, using the bin facilities provided at the far end of The Woodlands and between the two sections.

h. Survey of communal space trees

A survey of the communal space trees was carried out by Talking Elms, which also included the Elm Farm site, however their survey did not specify trees still alive. We advised that we complete our own survey, which has now been done and was reviewed at the meeting (see attached plan).

Green dots indicate trees that are alive, red dots show trees that are confirmed dead, brown dots represent trees with leaves that appear to be struggling, and pink dots mark three trees previously removed due to being dead. In total, approximately 24 trees will need to be removed.

We discussed the locations of these trees and agreed that several of the clustered trees could be replaced with a smaller number. Around 12 replacement trees will be required. Their exact positions will be determined and agreed with the committee before being passed to FirstPort to source, with planting scheduled for November this year. Planting in November will allow the trees to be in place at the start of 2027 and give them a better chance to establish before any dry spell. If planting does not take place in November, it will have to be postponed until the following year.

It was noted that trees should not continue to be planted at unfavourable times of year, as this significantly limits their ability to grow successfully.



i. Grit Bins

FirstPort provided a quotation of £628 to install two grit bins. Topping up would need to be done by CPC at additional cost. We discussed the potential benefits and drawbacks of installing grit bins. The main advantage is that icy areas could be treated, reducing the risk of slips and falls, which some residents have already experienced. Likely locations for the

bins would be on the south side of the site along the cycle path, and potentially within the communal spaces near Brace Drive and in the northwest corner for the east west path along Reeve Way, which also suffers from ice.

FirstPort are not insured or authorised to spread grit, meaning this responsibility would fall entirely to residents. Concerns were raised that grit might be used solely for personal use rather than communal safety, and it was questioned whether any gritting would realistically take place or whether residents would be willing to take responsibility for it.

A vote was taken among members present at the meeting, and no one supported the installation of grit bins. We therefore advised that this proposal will not proceed. However, we are happy to revisit the matter in future if residents feel it is necessary.

j. Watering – Specifically newly planted trees

Discussions have been had with FirstPort regarding a watering schedule. Their proposals for this year were delivered too late to be implemented. The water bags placed on the newly planted trees are currently being maintained by residents rather than FirstPort, so we questioned the benefit they provide. A previous recommendation for Jake to fill the bags is not feasible, as he has no access to a water source and the volume of water required is too great.

We are therefore looking to ensure a proper watering plan is in place for 2027, particularly for the new trees that will be planted at the end of this year. The main suggestion is to source a standpipe. Two options are available from Anglian Water:

- A 22mm standpipe costing £40 + VAT per week, plus the cost of any water taken from hydrant points.
- A 40mm standpipe costing £67 + VAT per week, which would simply fill the bowser more quickly due to the larger pipe size.

These prices were provided by Talking Elms. FirstPort has suggested that a single standpipe could service all three sites. Concerns were raised about managing and tracking the water usage per site. It was made clear that if this approach is taken, FirstPort must record the amount of water used for Phase One, Phase Two, and Elm Farm separately, and report this to us regularly so we have full visibility of the costs associated with sourcing water in this way. Emma from FirstPort agreed that this would be done.

k. Solar lighting quotation

After a significant wait, FirstPort has provided quotations for solar PIR lighting mounted to posts. The pricing is £1,006.80 for six bollards and £1,989.30 for twelve. The lights would need to be bonded to the posts and may ultimately require replacement over time. As with all solar lighting, deterioration is possible, and reduced sunlight exposure can affect performance, which is why PIR-activated units were requested.

There are both advantages and disadvantages to installing this lighting. The main benefit is improved illumination in currently dark areas, enhancing personal security during the winter months. However, it was noted that the area most in need of lighting between the bus stop and the site is outside our responsibility. The proposed lighting would therefore only benefit a relatively small section of the communal space.

Concerns were also raised about the likelihood of vandalism and the ongoing maintenance costs that would follow. A vote was taken among members present at the meeting, and no one supported proceeding with installation at this time. It was felt that the long-term cost would outweigh the limited benefit, especially as the area already receives some light from nearby homes.

We therefore advised that this proposal will not move forward. However, we are willing to revisit the matter if residents feel it is necessary and if both the cost and ongoing maintenance can be justified.

l. Property sale charges - justification, explanation, communication & issues for new owners

Emma provided a FirstPort document relating to property sales, however it was noted that the document appears to be out of date, as the website links included return 404 errors. We also questioned why this document has never been shared with any residents before now.

We are still awaiting justification of the costs involved in the property transfer process and an explanation of how these charges are calculated, particularly as we have been told they are “in line with market equivalents.” It was reiterated that FirstPort appears to be pricing and handling all properties as though they were leasehold like the flats even though the requirements for freehold properties are significantly lower. The documents referenced as part of the management packs, which residents are charged for when selling their homes, can already be accessed through the online portal, and no specialist documents are required for freehold.

The key issue is the Deed of Variation needed for the sale of each property, which must be signed off by directors. The property transfer team appears to be the only route to initiate this, and although Emma and the property transfer team state that payment is not strictly essential, there is currently no clear alternative route to obtain a deed of variation without entering the transfer process and making the payment.

We will continue to pursue full justification of these costs and request a clear explanation as to why FirstPort does not provide this information to all residents earlier in the process or maintain up-to-date guidance on their website or in document form for residents to use.

m. 2025 Accounts

The 2025 accounts have been requested, and we have been informed that they are currently with the accountants awaiting completion. FirstPort has stated that electricity billing for the flats is causing delays due to a change of supplier and missing bills from the end of the previous supply period.

We advised that the accounts are already overdue, as our understanding is that they should be issued within six months of the year-end. As in previous years, we have not typically received accounts before October. Once received, we will review the accounts, address anything that appears incorrect, and question any costs that are unclear, paying particular attention to potential misallocations as seen in the 2024 accounts.

As full site adoption by FirstPort only began in April, we do not expect the same level of credit applied to customer accounts as in previous years. However, we hope that a small credit will still be applied ahead of the 2027 payments.

4. Persimmon – Adoption progress or lack of

a. Site signage - Reeve Way / Briggs Mead clarification & Albini/Carpenters addition

No further feedback has been received from Persimmon regarding the signage requests made for Reeve Way and the direction from Albini Way. Ultimately this will be something that Highways may address themselves upon adoption, however we will continue to try and raise our concerns until then, but currently communication from Persimmon is very limited.

b. Update on Anglia Water, Highways Adoption & Full handover

No further information has been provided regarding Anglian Water's adoption of the sewers and drains on the site. Contractors carried out CCTV inspections earlier this year, but no feedback or update has been received. This matter sits between Anglian Water and Persimmon. A letter from Josh Ford, one of our directors, was issued following questioning by MP Ben Goldsborough, stating that progress was awaited from Anglian Water. However, we have seen nothing to support this claim.

At the beginning of August, a pumping station failure occurred on Phase One near the end of Barns Close, resulting in sewage backing up into properties and affecting toilets, baths, and showers. Residents attempted to raise the issue with Persimmon's out-of-hours team who questioned whether it was their responsibility. We emailed contacts as a backup, receiving a response on the Sunday confirming that action had been taken. An engineer attended, followed by an update stating that the blockage was caused by nappies and wipes being flushed down toilets.

This explanation was challenged by the resident who had identified the problem and spoken directly to the engineer. The engineer stated that the issue was caused by a failed pump, and that the backup pump also had a fault which Persimmon were already aware of and planned to rectify the following week. We highlighted this discrepancy to Persimmon, who did not respond further. Our view is that if the engineer had encountered a blockage caused by flushed items, this would have been communicated clearly to the resident at the time.

We believe the pumping stations are the primary cause of the delay in Anglian Water adoption. It is likely that the design and configuration of the pumping stations are being questioned. The concern is that the pumping stations across Phase One, Phase Two, and Elm Farm are all linked, and will also be responsible for the additional 110 new properties planned to the northeast of the site.

Ultimately, Anglian Water adoption must occur before highways adoption can take place. Both must be completed before the communal spaces can be transferred to us via Land Registry which is essential for us to have full control of our management company. Our belief is that Persimmon are responsible for the delay and for the failure to meet the conditions set out in our purchase agreements regarding management company responsibilities. We will continue to pursue this matter as far as possible.

5. Communication with Ben Goldsborough MP

We have continued communication with MP Ben Goldsborough after recently received a letter from Josh Ford (one of our directors) via Ben in response to the points we raised regarding adoption and overall progress on the site. The response suggested that Persimmon's view of the support they believe they are providing, both as the developer and as directors of our management company, is significantly different from the experience residents have had.

Following further correspondence, Ben's office has now sent formal letters to both Persimmon and Anglian Water to establish the current position on adoption from both sides. Our aim is to clarify who is responsible for what, what the next actions are, and the adoption status for Phase One and Phase Two, particularly in relation to the previously referenced Section 102 and Section 104 adoption processes. 102 being immediate adoption, and 104 involving a 12-month maintenance period.

Persimmon have also been contacted regarding their lack of input on challenging costs and supporting residents in their role as directors of our management company. We have questioned why they are not actively engaged as directors and have requested a commitment for a management company director to attend our quarterly Becketts Grove Phase Two residents' association meetings, either in person or virtually until adoption is

complete. We have consistently notified our directors of meeting dates. Prior to FirstPort's adoption of all communal spaces, we did receive some engagement, but this has stopped since April 2025.

With support from the MP, we hope to secure improved responses and meaningful input on these issues, though we will have to see how Persimmon and Anglian Water choose to proceed.

6. Planning applications for the land North of Elm Farm & South of Norwich Common

A new planning application has now been submitted for the south side of Norwich Common, proposing 600 properties. Many residents responded to the consultation, raising concerns particularly around access to bus stops, the positioning of the proposed educational facility being too close to the road, limited access arrangements, and questioning the assessor's conclusion that the development would have only a "limited impact" on local transport infrastructure. Given that the scale of the proposal is comparable to Becketts Grove and Elm Farm, we struggle to see how such a development could be assessed as having minimal impact.

We will monitor any further planning submissions following this consultation. If the development progresses, we will continue to raise transport-related concerns especially the need for safe bus-stop access.

Regarding the central housing development to the northeast of Phase Two, there has been no further indication that construction is about to begin. Although the Harris fencing has been removed from the corner of the field where it has stood for some time, we expect that the first clear sign of work commencing will be new fencing being erected around the site. Our expectation is that this will not happen until sometime in 2027 at the earliest.

7. Bus Stop crossing petition

Angela's Update...

Updates have been reviewed from Mayor Lucy Nixon and Malcolm Latache, Ward Councillor for North Wymondham, regarding the proposed crossing.

Lucy Nixon has confirmed she has not received any further updates. Malcolm Latache has identified that the Community Infrastructure Levy has been used by Norfolk County Council, along with other community funds, to complete works at the Castle (£40 million) and to install electric vehicle charging points. He is strongly of the view that another feasibility report is unnecessary and expressed disappointment that developer contributions from Albini and Elm Park were not used to fund highway safety crossings. He is currently exploring alternative funding sources and will continue to provide updates.

Developers have submitted a planning application for 600 properties, which includes two bus-stop crossings and a path running past the garage and nursery to meet Poppy Street. Robert Savage has acknowledged the need for crossings but has rejected the planning application. South Norfolk Council is also involved.

A zebra crossing was discussed as a potential interim measure. Malcolm holds all hard-copy evidence and a copy of the petition, which continues to gather signatures and is now approaching 700.

MP Ben Goldsborough has launched a petition (<https://www.surveymonkey.com/r/23DF9DL>) and written to Angela regarding the need for a safe crossing. Angela has also received a letter from the Transport Secretary.

Thanks to Angela for all her hard work on this.

8. Property deeds amendment potential

Two residents are currently in the process of having their property deeds amended so that any failed management-company payments are no longer tied directly to the property. Instead, unpaid fees would be treated as a standard debt recoverable through the usual small-claims process. These residents are still awaiting the updated documents to be returned from Land Registry.

This change is being applied due to the increasing requirement from mortgage lenders for indemnity insurance paid for by the resident to ensure that any unpaid management fees are not pursued from the mortgage provider. By amending the deeds, this liability is removed, meaning indemnity insurance is no longer required. Not all lenders currently insist on this, but it is becoming more common.

This amendment may also affect the property-sale process. At present, directors must sign off deeds of variation, but the impact of the new deed wording will need further investigation once the updated documents have been received.

9. AGM business

a. Brief overview of the year including activities and finances

As in previous years, we continue to challenge FirstPort to ensure we receive the best value for money and that all work carried out on our behalf is fully accounted for. We will also continue our long-standing position of not holding any finances within the residents' association. We do not believe it is necessary for the association to manage funds when all financial matters are already handled by FirstPort through the management company accounts.

b. Committee members and structure. Any changes to officer roles. Any volunteers or nominations. Any changes to the general committee members including anyone wishing to leave or join.

All committee members were asked whether they wished to continue in their current roles, and all confirmed they are happy to do so. No additional members are being added to the committee, and no changes have been proposed to officer positions. All existing officers are content to continue.

Ellie, who is named as secretary, will be stepping down as she will shortly be moving to a new house. She will remain a committee member until her move.

Krissie and David have recently welcomed twins into their family. While they would like to attend meetings, they have explained that this may be difficult for a while. Given their continued input via the WhatsApp group, we agreed they will remain committee members.

Similarly, John has expressed difficulty attending Tuesday meetings due to childcare commitments. As he continues to provide regular input, we agreed he will also remain in place.

c. Any committee constitution amendments required

No constitutional changes are amended other than the changes of officers noted above which will be updated and signed off by chairperson and vice chairperson and placed on the news page of the website for future reference.

10. Questions and any other business

a. Companies House Update – Michelle Baker

It has been noted that Michelle Baker has been removed from the company's list of directors, although we have not received any formal confirmation of this. We are likely to continue including her in communications, as she is the General Manager for Persimmon Anglia.

b. Sweeper

Several residents have raised concerns about a large road sweeper that has been parked in several locations across the site, most recently on Bray Drive near the rugby club. The covenants on our properties state that commercial vehicles must not be parked on the estate, and it is the owner's responsibility to ensure this does not happen.

This matter has been raised with Persimmon, who remain responsible for the roads at this stage. The hire company has also been made aware. The vehicle is a hire unit rather than being owned by a specific company, and the hire provider previously stated that they do not intervene if the person hiring the vehicle has permission to park it where it is left.

We have made clear that, due to the size of the vehicle, it is not appropriate for it to be parked on estate roads. A more suitable location should be found, particularly at weekends when the road leading to the rugby club is busy with visitors entering and leaving the site.

11. Next meeting dates

Dates going forward will be...

- Tuesday 20th October 2026
- Tuesday 12th January 2027
- Tuesday 13th April 2027
- Tuesday 13th July 2027 AGM

Held as usual in one of four locations at Wymondham Rugby Club depending on availability and club needs. Downstairs Mane Study or Lions' Den Function Room, Upstairs Red Lion Meeting Room or Main Bar.