

BRENTFORD DOCK LTD

Minutes of 583rd Board Meeting

10th November 2016 @ 7.00 pm

PRESENT: Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Brigid Scott-Baker (BSB), Roy Swainston (RS), Paul Booth (PB), Katherine Baxter (KB)

IN ATTENDANCE FROM MR&CO: Adam Goldwater (AG), John Antrobus (JA)

IN ATTENDANCE: Joanna Houghton (Minutes Secretary).

583/1 Apologies for Absence

Phil Stephenson, proxy given to ME. Leslie Ferber, proxy given to ME. Chris Birch.

583/2 Minutes of Previous Meeting (582nd 13th October 2016)

Matters Arising – Action Points

Meeting 575 – Data Control Group – Meeting took place and LF asked for more details from the data storage company. It was agreed that BDL should consider this company to ‘trial’ the storage of our ‘blue files’ as a starting point and see how efficiently this works before we arrange for the data storage of any further files.
Action Point: Access to blue files to be arranged.

Meeting 580 – External Refurbishment of Blocks – Meeting arranged for 15th November at 3.30 pm, KB, RS and ME attending. All Directors were asked to read papers sent out and comments to JA before meeting date. PB will feed back his comments as he cannot attend meeting. **Action Point:** Directors’ comments to JA by 15th November 2016.

Meeting 580 - Tree Works – JA had a meeting with tree contractors/consultants on 10th November and there are some proposed additional works that were not on the original specification but now need carrying out, i.e. false acacia trees near Numa Court and the plane trees near Otho Court. These extra works may cost in the region of £4,000 - £5,000. The meeting felt, given the expert advice that they had received, a reasonable cost and agreed to let the experts and JA review and decide on plan of extra works. BSB asked about the future tree management plan, which is being drafted. JA will distribute once he has a copy. **Action Point:** JA to finalise extra tree works and costs, Chair/Board to be notified of final figures.

Meeting 581 – Website – this matter is still ongoing but new candidate for Block Director, Mr Adrian Greenhalgh, has copies of the archive photos that can be used.

Meeting 582 - Director Election – VW informed meeting that there will be an election for Romulus during November early December. Once this has been

completed and the Christmas/New Year holiday period is over, VW will arrange for Glazers to begin the election process for Nero Court.

Meeting 582 – Data Controller Position – ongoing

Meeting 582 – Building Insurance – CC still working on document for residents, hoping for distribution before AGM, this will cover individual flat insurance information.

Meeting 582 – Lift Refurbishment – auto dialling equipment has been ordered and to be installed next week. Notices were put up straight after last meeting.

Proposal: Minutes of Meeting 582 held 13th October 2016 agreed as a true record. RS proposed and PB seconded, all attending in favour including 2 proxy votes.

583/3 To Agree Any Other Business Items

- a) Morrison's Development - VW
- b) Parking - PB
- c) Signage/Office Blinds – KB
- d) Heating Pipes – JA
- e) Dock Road Hole – JA
- f) Residents' communication - BSB

583/4 To Dispose of Business if any remaining from last Meeting
None.

583/5 To receive such communications as the person presiding may wish to lay before the Board - None.

583/6 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.

MR&Co Management Report

Item 1. Service Provider KPI's - for information only.

Item 2. Purchase of Street Vacuum - MR&Co provided information for the purchase of *the Glutton* street cleaner. ME asked if this was a replacement, as originally presented at Operations Support Committee, for current *Billy Goat*, or an additional purchase. It is hoped that this will eventually replace the current machine, as the *Billy Goat* can only be used for 45 minutes because of the excessive vibration and loud noise that it causes. Facilicom's cleaning team had some worries initially but the Office has given a lot of time to them and the garden team and they are now quite happy with the proposed changes. RS commented that raking up the leaves had no noise issues but it was pointed out that it may not cause any noise but it was extremely labour intensive.

Proposal – to purchase ‘*the Glutton*’ street Vacuum. Proposed VW seconded RS and all in favour including two proxy votes.

Item 3 – Red Tarmac/Paving & Pathways 10-Year Plan

Directors were asked to review the current tarmac on the Estate. Renewal/replacement plans are proposed for Spring 2017 and these need consideration for inclusion in next year’s budget. RS wondered if this matter should be fully discussed at a meeting when more Directors are present. PB pointed out that this needs to be discussed so that it can then be taken to the next Finance Committee meeting in November. £40,000 is already allocated in next years’ budget but if renewal is chosen against replacement then costs may increase and this would need to be reflected in proposed budget figures. JA said there were many improvement options to our current pathways; railway sleeper-edging and raising the grass level; laying replacements on top of original tarmac base; installing drainage channels; laying a new sub-base and new top layer. AG suggested that they and Directors continue to research materials and options and report back, with all Directors taking the opportunity to view the current pathways and other options such as the pathways at Victoria Mansions, Kew Bridge and send comments back to JA.

Action Point: MR&Co to continue to research new materials and Directors to view and comment to JA as soon as possible.

Item 4 – Rear of Office / Visual Improvements – JA suggested improvements to the rear of the Security Office, Estate Office and the Shop. Directors agreed that the improvements should be made - i.e. replacing bin shed doors with new closers and updating the signage, re-siting shop ‘fridge compressors from the area to the shrubbery, deep cleaning brickwork, new kerbs, and to disguise the bins. The meeting discussed the current use of the bin room by outside contractors and the best way to restrict use for residents only. The use of a keypad was discussed, as possibly the best option. VW said this work would be best carried out after the Bridge works had finished and when Dock Road was no longer being used as the only access on and off the Dock.

PB asked if the sunken car park could be resurfaced at the same time and RS also asked about the area at the back of Romulus. JA said both areas could be resurfaced, but again, it was agreed to wait until the Bridge works were completed.

VW informed the meeting that LBH had said that their works would not be completed until at least February 2017, due to unforeseen, labour intensive work on Augustus Bridge.

There was a discussion regarding the new location of the air conditioning unit on the back wall. The original proposed position for it was high on the archway wall. RS was very concerned that it was now proposed to site it lower down as it could possibly have a noise impact on the flats above. The proposal was now to place it

low down on the wall and AG was adamant that these modern units do not make a noise and would be placed on vibration limiting brackets and could also be placed in an acoustic box to further limit noise. RS was not wholly convinced that this new location was ideal and he wanted it minuted that he was unhappy that this change of location had not been brought to the Board before. JA advised Directors that the new location had been chosen for maintenance accessibility. VW suggested MR&Co go back to the air conditioning company and ask their advice for the best location and options for sound-proofing. But it was agreed to vote on the bin shed improvements and the new location of the air con unit. All other visual improvements would be sent to Directors and revisited in the New Year.

Proposal – to agree proposed improvements and costs for the bin room and for the air conditioning unit to be located at the rear of Security Office, with the proviso that should noise become an issue at a later date that the unit would be relocated.

VW proposed, BSB seconded, KB, ME, PB in favour, no proxy votes cast, RS voted against.

Item 5 – Cycle Shelters/Paving Planning Application - No further information from LBH.

583/7 To receive and consider any other reports, including those from committees.

A) Minutes from other Committees

Operations Support Committee – notes to be emailed to Directors.

Finance Committee – notes from meetings held on 11th and 31st October were presented. PB drew the meeting's attention to the bullet points at the start of notes. The second quarter budget was looking good, leaseholder arrears were also looking good with the largest arrears being £3,500.

B) Decisions taken out-of-committee - There were no out-of-committee decisions this month.

C) Flat Update – VW told directors that an offer had been accepted on the flat, subject to contract, but the flat has not been taken off the market. Contracts had been sent to the buyer's solicitors; and solicitors had been instructed. To date, no deposit had been paid, or a survey organised by the buyer. The Board was informed that this is a cash buyer but that it is on the basis of selling their own property.

D) AGM/Surgeries Planning - VW handed around a timetable for AGM papers and Management Surgery dates. VW asked MR&Co if they would like to speak at the AGM, as they had been Managing Agents for the past 5 years it would be good to give Shareholders an overview of future plans. AG

agreed. VW confirmed that she had invited Cllr. Steve Curran, Head of LBH Council (and our local Councillor) and had suggested that he brought along his CPO advisor as questions would almost certainly be asked about the proposed Ballymore project South of the High Street.

583/8 Any other Business (agreed at start of meeting)

a) Morrison's Development – VW updated Board on the consultation meeting held re: the sale and redevelopment of this site. It is planned to have three 12-storey blocks built in the car park area with gardens in the middle and a small supermarket but with very little parking provision. There will be approx. 200 apartments. There is no planning approval as yet and works were not predicted to start until the earliest 2018/19. The Waterman's Centre is still planned to move to the old Police Station site.

b) Parking - The September Newsletter stated that leaseholders needed to pay for their new parking posts but Directors were unsure of the rules regarding Schedule 5 and the company's Book of Rules. JA informed Board that Counsel's opinion had been sought on this matter previously, and he will circulate this legal opinion to all Directors and bring back for further discussion at the next meeting.

PB raised the issue of persistent, known vehicles parking without permits. JA reiterated that only the owner of the space being misused can raise objections. The meeting discussed this matter and agreed that once the new Dock ticketing system is available the vehicles in question will be ticketed. Any vehicle parked in an unallocated space, or on BDL controlled roads without a current permit will be ticketed. PB asked about commercial vehicles being allowed to park, under the current lease. It was agreed to report back on this once the new ticketing system was up and running. **Action point:** JA to double-check the Lease wording and to send Directors a copy of Counsel's opinion.

c) Blinds for the Estate Office/ Estate Map/ Signage – the meeting was shown 2 options for the new binds. One was part of the Estate map and the other was of the BDL's 'duck' image. The meeting decided on the BDL 'duck' version. KB informed the meeting that the Estate map's to be installed around the Estate will have red disk '*you are here*' indicators.

d) Heating Pipes – A leak was found at the back of the garages and this is due for repair next week at a cost of £4-5,000. Access will mean that Galba Court will have no heating or hot water for one day. Letters will be sent to residents. The cause of the leak was the failure of an expansion joint between 2 garages.

e) Dock Road Hole – Due to an electrical fault in the Brentford area, Southern Electric had to dig up an area at the Dock end of Dock Road. However, once open it was found that the gas pipes were also rusted and leaking. The Gas Board have clamped these leaking pipes and the repair is now awaiting National Grid/Trio's sign

off. Until then, Southern Electric cannot fill in the hole and it may only be filled with a temporary finish. JA will keep the Board apprised of the situation.

f) Residents' Communication – BSB raised this matter as it had been discussed at her last block meeting. Her 'constituents' felt that they could be consulted more on Estate issues. VW suggested that BSB sends her meeting notes to Directors (and the Office) in order that any issues can be discussed further. It was agreed that BSB could also be supported by a fellow Director at her Block Meetings, to help explain how the Board works with our managing agents and to explain how the Estate is run. AG pointed out that residents are sent all consultation paperwork on large projects, (in the form of Section 20 Notices) and the Management Surgeries were open to all Shareholders for them to ask questions about the running of the Estate. In addition, the monthly Newsletter and Board minutes (which are displayed on the noticeboard and on the website) also give details of projects and all the issues affecting the Dock.

BSB agreed to attend PB's next Block meeting as it was thought that this would help her to gauge residents' views in other Blocks.

MR&Co and Minutes Secretary left meeting at 9.30 pm

Date of Next Meeting

12th January 2017

BDEL and BDL Board Meeting - @ 6.30 pm in Dock Offices.