

## **BRENTFORD DOCK LTD**

### **Minutes of 595th Board Meeting**

11th January 2018 @ 6.00 pm

**PRESENT:** Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Paul Booth (PB), Leslie Ferber (LF), Karen Kemble (KK), Brigid Scott-Baker (BSB), Adrian Greenhalgh (AHG), Chris Birch via video link (CB).

**IN ATTENDANCE FROM MR&CO:** Carol Cherriman (CC), John Antrobus (JA)

**This meeting commenced with the 2018/19 Budget presentation from MR&Co.**

Directors examined the Budget papers for Estate/Block, Service Charge & Reserves. Further details on spending increases/decreases would be discussed at contract renewal stage, first via the Finance Committee, then brought to full Board.

Directors voted unanimously to accept the proposed draft budget (2018/19).

VW thanked CC and JA for their hard work in producing this budget and the accompanying paperwork.

The budgets & accompanying explanatory notes will be sent out with the April invoices as usual.

### **Main Board Agenda**

**595/1 Apologies for Absence:** Aneeta Cameron, proxy given to VW.

**595/2 Minutes of Previous Meeting (594<sup>th</sup> 9 November 2017)**

**Proposal:** To accept the Minutes of Meeting 594 held on 9<sup>th</sup> November 2017 as a true record. VW proposed, all were in favour, including proxy vote.

### **Matters Arising / Action Updates**

**590/7/6 Tree Strategy** – Tree consultants had agreed to present at the AGM. There will be a pre-AGM meeting on 16/1/18. All directors welcome.

**591/1 – Abusive Behaviour Policy**– policy has been finalised and copies held in the Office. The policy will also be available on the website and will be included in the Residents' Handbook.

**593/1 Data Control/Archives** – CC would like a further meeting to test the efficiency of the database with the files already archived. **Action Point** LF/CC/VW to organise convenient meeting date.

**593/8/e Bank Scams** – two more scams had been reported on the Dock. The Met Police visited the office and informed them that this is a large scale, well-organised operation originating in central London and not specifically targeting the Dock. There is an ongoing investigation.

**594/6/2 New Data Protection Legislation** – CC to obtain further advice and arrange meeting on the new data protection legislation, due in May.

**594/6/6 Parking Policy** – final policy will be completed and circulated.

### **MR&Co - Management Report**

**Item 1. Service Provider KPI's** – It was agreed to vote on the KPIs for the last two months, November and December as there was no Board meeting in December.

Directors agreed to pass on thanks to cleaning staff for their excellent work and for passing all inspections, including one made by the LBH in their blocks. It was agreed that the office would pass on thanks to Facilicom staff for their hard work.

Directors passed Gingko, Facilicom and Trigion's KPIs "green" for November and December 2017. Passed unanimously.

**Item 2 - Major Works/Notice of Intention** – Directors agreed for the office to send the S.20 Notices to leaseholders separately from any other mailings. JA noted that there were a great deal of other papers due to be distributed, including the AGM papers, the Parking Policy and CPZ consultation letter. Although it would be more convenient for the Security officers to make one delivery with all the papers together, directors agreed that it was important that the S20 Notice had prominence and didn't get 'lost' amongst the other papers.

Directors agreed to begin the S.20 process in respect of works outlined in MR&Co report presented at January 2017 Board meeting. Passed unanimously.

**Item 3 - Timber Windows** – Directors discussed the draft letter with regard to encouraging residents who still had timber windows, to consider replacing them with uPVC windows. CC explained the offer which would be made to those shareholders and Directors agreed, with a few edits to the draft letter, for the office to send it with the legal agreement. Directors agreed unanimously.

**Item 4 – CPZ Consultation** - Directors discussed the draft letter intended to be sent to residents by the Board and agreed, as previously discussed, that they were against a CPZ on Augustus Close/part of Justin Close at this time. Directors agreed that a CPZ would only move parking to other parts of the Estate and would create problems elsewhere, not solve them.

VW had met with LBH traffic people and had not been altogether satisfied with their answers regarding possible timings and limits of a CPZ. Nor was it clear who the consultation letter would be sent to, or who would be eligible to comment. In any event, the Board agreed, unanimously, to send their letter, setting out their views on the subject, along with the Dock's new parking policy document.

**Item 5 – Gas Mains, Numa Court** – JA had produced a comprehensive document detailing the issues regarding gas supply/works at Numa Court. It was agreed that the

proposed works by Cadent to dig up pathways was unacceptable. MR&Co had suggested passing the pipes over the roof and along the side of Numa Court and PB had also suggested digging up the kitchen floor of the one flat immediately above the problem. However, Directors were not convinced that this was the best way forward. The current supply problem affects 4 flats but JA thought that only 2 of these flats wanted to retain a gas supply.

Directors suggested going back to Cadent to tell them that any excavation/digging was unacceptable and to ask them to consider an alternative proposal. However, if excavation was the only proposal, then any agreement would have to include full reinstatement of our newly laid pathways.

Action: JA/MR&Co. to ask Cadent to re-consider the options and come back to us with an alternative.

**Item 6 – Pre-AGM Management Surgeries** – held on 9<sup>th</sup> and 10<sup>th</sup> January, no attendees on 9<sup>th</sup>, few on 10<sup>th</sup>. It was agreed that as in previous years, copies of the topics/queries discussed and the answers would be available in hard copy at the AGM.

**Item 7 – Operation Support Committee - 2<sup>nd</sup> November** – minutes of the November meeting were circulated. Date of next meeting - 12<sup>th</sup> February 2018.

**595/7 To receive and consider any other reports, including those from committees.**

**A) Minutes from other Committees** – OSC 2<sup>nd</sup> November minutes as above.  
**Finance Meeting** – These minutes had been previously emailed to directors and PB answered any queries. The focus of this finance meeting had been the 10-year plan and amendments had been discussed and implemented into the proposed 2018/19 budget and had now been approved by Board. 2018 dates for Finance meetings would be circulated by PB and the next meeting would be in March. Directors passed on their thanks to PB and CC for their hard work and for the comprehensive papers produced.

**B) Decisions taken out-of-committee** – none.

**C) Re-Development Update** – Playle & Partners will be attending the AGM, and a pre-AGM meeting has been arranged to include a more detailed tour of the Estate.

**D) Dock Road Update** – this is moving slowly. Draft contracts are currently with Ballymore’s solicitors. Heads of Terms have been clarified and agreed, our

solicitors are now pushing for action. Directors were reminded that BDL is bound by confidentiality until such time that contracts are signed and exchanged.

**595/8 Any other Business (agreed at start of meeting)**

- a) **Lighting in Otho Gardens** - An Otho Court resident had requested that the Board consider more lighting in the gardens as she finds it very dark. ME suggested that directors visit the area at night, via the walkway, to see for themselves. It was suggested that any lighting could be added when the new pathways are being replaced, or low-level LED lights could be installed along the railings.

KK mentioned that the car park was also very dark, plus the light on the ramp was not working. JA agreed to ask the Office to fix any broken lights but he noted that it would help the maintenance team considerably if faults were reported when they were noticed.

- b) **Ownership of Flats** – BSB asked if there was a limit to the number of flats that one person could buy on the Estate and was told that there was no current legislation to limit the number.
- c) **Heat Metering** – JA has completed a questionnaire from BEIS/Government regarding this. The questionnaire has been submitted and JA agreed to keep Directors apprised of further developments with the progress of resulting legislation.
- d) **Garage Electricity** - PB had been asked at his recent block meeting if it was possible to supply electricity to garages for electric doors and lighting. MR&Co considered that wiring and metering could be installed but it could be quite expensive and the management of the service could cause issues. Directors considered that if one garage was provided with electricity it would set a precedent for all garages and CC raised the question about change of ownership, as there is nothing in the current garage leases which covers this. Although it was technically possible, CC felt that the administration of such provision could be problematical.

Directors understood this but VW suggested that although it was a good idea and she felt that many people would like lighting in their garages, there were many issues to consider.

PB stated that he would relay this information to residents at his next block meeting and directors agreed that this matter should be discussed in more detail (addressing the issues and concerns) at a future Board meeting.

**The meeting finished at 10.00 pm**

**Dates of Next Board Meeting:**

**8<sup>th</sup> February, 2018 at 7.00pm**