

BRENTFORD DOCK LTD

Minutes of 596th Board Meeting

8th February 2018 @ 7.00 pm

PRESENT: Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Chris Birch (CB), Paul Booth (PB), Karen Kemble (KK), Aneeta Cameron (AC), Adrian Greenhalgh (AHG), Leslie Ferber (LF), Brigid Scott Baker (BSB), Katherine Baxter (KB) (joined meeting at 8.00 pm)

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

IN ATTENDANCE Minutes Secretary Joanna Houghton

596/2 Minutes of Previous Meeting (595 11th January 2018)

The Minutes of Meeting 596 held on 11th January 2018 were accepted as a true record.

596/3 To Agree Any Other Business Items

- a) Update on recent Block Meetings
- b) Parking in Augustus Close

596/4 To Dispose of Business if any remaining from last Meeting None.

596/5 To receive such communications as the person presiding may wish to lay before the Board. None.

596/6 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 Providers - Key Performance Indicators (KPIs) – full reports for the 3 service providers, Trigion, Facilicom and Gingko were attached for Directors to consider and vote on.

Directors were disappointed to hear that Facilicom's Contract Manager was leaving as she had proven to be an effective manager. Directors were informed that Facilicom had indicated that they would be replacing her position with two new roles.

It was noted that Trigion's Security Team had delivered 3 separate Estate-wide mailings during the past month, in addition to their general duties. It was recognised that this entailed a great deal of additional work for them and Directors discussed that wherever possible Estate deliveries should be done together. However, in some cases this isn't possible, particularly if there is an urgent BDL mail-out, as these always take priority. The Board asked for thanks to be passed onto Security Officers for their work in delivering these mailings. Directors passed all service providers' KPIs as 'green' for the January period.

Item 2 - Timber Window Replacement *(NB: aimed at those flats that still have wooden windows).*

MR&Co. reported that there had been a good deal of interest in the new window replacement scheme and they are liaising between property owners and the Window Centre, who will be supplying the new uPVC windows. The offer will remain open until early summer, when details of external redecorations will be finalised.

Item 4 – Gas Main Numa Court

JA informed Directors that there was nothing new to report. Cadent had written to residents informing them incorrectly that BDL was holding up work, but residents had been made aware of this misinformation. The Board discussed the future for gas supplies on the Dock as it appeared that any breakdown in supply caused problems as the supplier generally wanted to run new pipes down the outside of the buildings and/or dig vast trenches. Neither of these options were considered acceptable from a practical or aesthetic viewpoint and Directors agreed that, ideally, they should discourage the use of all gas appliances on the Dock. It was suggested that it may be useful to survey the whole Estate in the near future to assess how many residents are using gas and the implications of changing to electricity only. Meanwhile JA will continue to chase Cadent to reach a solution in this particular instance.

Item 5 – Pre-AGM Management Surgeries Document

JA had produced a document listing the Q&As that had been raised at the recent pre-AGM management surgeries. Directors discussed this document and how ideas/suggestions had been answered. VW stated that at this stage residents' suggestions/queries had been answered verbally but that any specific ideas would be brought to Board for a full discussion at a later meeting.

It was agreed that the Q&A document would be printed and available to shareholders at the AGM. VW suggested that this might help residents who may have similar questions that they would like to ask and so avoid repetition. However, any new questions, which related to the finances and/or governance of the company (*i.e. directly relating to the resolutions put before shareholders*) would be addressed at the AGM. (*All other questions would, as usual, be dealt with during the Q&A following the end of formal business*).

596/7 To receive and consider any other reports, including those from committees.

A) Playle & Partners - Feasibility Study

A number of Directors including VW and MR&Co. had met with Playle & Partners for a pre-AGM meeting and all agreed how important it was to hold consultation meetings with residents throughout the feasibility project. It was suggested that a small group of Directors should work with Playle on the consultation plan and

timeline and set-out dates for consultation meetings. The initial group would consist of AG, JA, CB, VW, AHG but they will discuss if a single point of contact will be best working practice. Playle has plenty of experience in working with stakeholders and they have suggested a series of residents' meetings, plus attending a Board meeting as well as regular meetings with the consultation team. It was thought that the initial 'open' forum for all residents would be at the end of March.

Communication to the wider stakeholders would be through block meetings, the website and mailshots.

D) Electricity in Garages – Pilot Scheme

This was raised at the last Board meeting and after further thought had been brought back to Board to consider setting-up a pilot scheme in 2 or 3 garages. This would involve individual meters and isolation switches.

MR&Co. were concerned that the operational and practical issues may not have been fully recognised, particularly the cost liability of installation and legal costs to ensure that these liabilities were sufficiently binding and 'future proofed' PB agreed that it was important for professional legal advice to be sought. This would need to focus on the costs of creating the legal documents for garage owners, perhaps in the form of signed undertakings, annexed to their original leases, to pay for the electricity used, installation and maintenance costs, and include a clause with regard to carrying forward the commitment to new owners.

MR&Co. raised the issue of garages being used as workshops, which would be a breach of the terms of the Lease – which stipulates storage of a single private motor vehicle - and considered that only lighting should be made available and not power sockets. However, Directors felt that this was a superficial reason and pointed out that residents could do this already by using any room in their flats as a 'workshop'.

After a full discussion it was agreed that this issue should be investigated further and that installation costs for the pilot could be met by BDEL and then charged back to the garage owners involved. MR&Co. were asked to look into how the supply could be installed, possibly via communal lighting circuits, and should be sufficient for one light, one power socket and electric doors. MR&Co. will also obtain legal quotes on providing annex documents to garage leases. PB will go back to his blocks and inform them that the Board is investigating this issue further with a view to a possible pilot scheme in the future. He will inform them of the potential costs involved; i.e. installation and running costs, along with the legal implications, lease changes, etc. PB felt that once cost estimates had been obtained it may prove too costly to proceed, especially if there was a low take-up.

E) Controlled Parking Zone

VW asked Directors to remind their residents (at block meetings, etc.) to return the CPZ questionnaires to LBH by the deadline of 2nd March 2018. Some Directors had already dealt with this matter at recent block meetings and PB indicated that his block had a high number who were not in favour of a CPZ. The questionnaire has been sent to all residents and other stakeholders.

596/8 Any other Business (agreed at start of meeting)

- a) Block Meetings:** ME & CB had held a recent block meeting with over 40 attendees. They circulated the notes from this meeting and stated that they had given a presentation on LBH's proposed CPZ with the pros and cons for residents. The meeting had discussed residents' many concerns including how CPZs are run in other local areas with micro zones within a CPZ meaning that parking was even more controlled/restricted. There could also be an issue if timed zones were part of the CPZ. Residents felt that some of these questions could be posed to Cllr Curran when he attended the AGM.
- b) CPZ Consultation:** JA stated that if all Estate roads were under BDL's control then it would be much easier to monitor parking issues especially at the time when Security Officers changed shifts, as at that time there would be 2 officers on duty. CB asked how many votes were needed for a CPZ to go ahead and if the results would be in the public domain. VW said that LBH had told her that it was decided on a simple majority vote but she would clarify with Cllr Curran, and yes, results would be made available.
- c) Parking in Augustus Close:** Once again vehicles parking in the corner by the maisonettes were being targeted with hand-written notes on windscreens asking them to move the vehicle. These notes were being written by a resident in that specific area, in the belief that these are "owned" spaces and are not free for anyone to use. VW asked if anyone knew who was responsible for these anonymous notes then the Office could write to them asking them to stop. Apparently the person was known to their director, so they were asked to have an informal chat with the person responsible. But it was also agreed that as the new parking policy has been issued, a letter should go to all residents in that area reminding them that the parking spaces were not private spaces and therefore it was inappropriate to issue notes on car windscreens.

MR&Co. and Minutes Secretary left meeting at 9.30 pm

Date of Next Board Meeting - 8th March 2018 @ 7pm