

BRENTFORD DOCK LIMITED

Minutes of the 553rd Board Meeting held in the Board Room Thursday 9th October 2014 at 7:00 pm

PRESENT: Roy Swainston (RS), Chris Birch (CB), Ann Howe (AH), Charles Kraus (CK), Mike Edwards (ME), Phil Stephenson (PS), Paul Booth (PB) joined at 8.15pm

IN ATTENDANCE FROM MR&Co: John Antrobus (JA), Carol Cherriman (CC), Alishcia Campbell (AC)

IN ATTENDANCE: Kath Richardson (KR) – Minutes Secretary

553/1 Apologies for Absence

Veronica Wray (VW) – proxy in AH. Katherine Baxter (KB) proxy in CB.
Leslie Ferber (LF). Pat Monro – proxy in AH.
Adam Goldwater (MR&Co)

553/2 Minutes of Previous Meetings

552nd (September) were approved with minor amendments.

553/3 Agree items of AOB:

- 1 Parking in Augustus Close
- 2 Parking Group
- 3 Gardening Group
- 4 Bulk Waste

553/4 Matters Arising: none

553/5 Michael Richards & Co Reports

1 Service Provider KPIs

a) Facilicom KPIs (Cleaning)

There was a discussion over the length of the service provider reports with the suggestion that a single page report should be sufficient. CC suggested that the format of service provider report should be reviewed for better understanding/readability. *(Except the cleaning report, which has been redesigned recently and needs to be a trialled for a while before considering any amendments).* JA suggested that the new on-line software system will provide better reporting alternatives. It was agreed to create a Working Group to determine the best format for reports to cover KPIs and demonstrate due diligence.

PROPOSAL: to pass Facilicom (Cleaning) KPIs as Green

All in favour

PROPOSAL: to pass Ginkgo (Gardening) KPIs as Green

All in favour

PROPOSAL: to pass Trigion (Security) KPIs as Green

All in favour

2 Security Contract Renewal

The Managing Agents (MAs) said that Trigion had recently increased staff but they didn't think that this changed the Service Level Agreement enough that it warranted any change to the current contract. The contract is for one year with a 3-month 'get-out'/break clause if either side requires it. The Board agreed (in principle) not to re-tender this contract, subject to satisfactory renewal terms.

All in favour.

3 Flat Conversion

2 tender submissions had been received with a third expected later in the week.

The MAs responsibility on this project finished once a contractor was selected, so it was agreed that the Board needed to instruct a Project Manager at an additional cost, in order to manage this project.

It was agreed to discuss this later in the meeting, without the MAs present.

4 Dock Road Bridges

Section 20 Notice for these repairs has been sent.

Board considered moving the work to next year as none of the required works needed immediate action and the repairs would be quite costly.

It was agreed to leave this work until 2015.

5 Heathrow Airport Night Noise Scheme /Nationwide

The work is moving ahead well but there has been a slight delay in removing scaffolding from some of the ground floor flats. Regular contact with the Nationwide project team is in place and the Estate Manager will continue to monitor.

6 Parking Tickets / Parking Policy

The Estate Manager stated that Parking Permits for motorcycles were being introduced and motorbikes will now be parked in designated bike slots.

Board accepted the Parking Enforcement Policy with BDL and Trigion branding.

7 Cleaning of Walkways and Pathways

The MAs stated that a trial would take place in the next few weeks as an alternative to jet-hosing as the latter form of cleaning was too damaging to the concrete slabs and tiled infrastructure.

553/6 Reports, including those of Committees:

A Reports from Committees

1 Finance Committee

The report was circulated prior to the meeting.

All 3 sets of company accounts Estmanco, BDL and BDEL were accepted and would be submitted to Companies House.

All in favour

2 Maintenance Committee

The report was circulated prior to the meeting.

Estate Lighting

The MAs confirmed that the new LED walkway lights would be installed and that the light sources had been confirmed to be a like for like match to the current lights. There was also a proposal on the table to replace the BDL-owned street lights (using current poles) with one of the trial lighting designs. It was agreed to trial all 3 lighting fixtures around the office /shop/marina area so that a direct comparison could be made. All in favour

Obstructions on Walkways

It was agreed that the MAs should write to those residents at Marcus Court who had blocked the walkways in order to set-out the breach of their leases. (*The lease actually states that there should be no items at all on walkways although the fire risk safety report stated that it was sufficient for there to be a 1.2 m wide area free on walkways*). Therefore, the Board considered a pragmatic approach and would ask residents to keep this 1.2m area free and fix a date for them to remove obstructions - offering them help with the removal and disposal of any plants, as required. All agreed that the Management Office should write to residents.

C Marina Club Re-development Update

CB stated that the LBH pre-planning application meeting had gone well, and LBH's subsequent report was generally favourable with a small number of issues that needed to be addressed - mostly providing historical information – which it is believed the MAs could provide. CB also stated that he would like to set-up a small working group to manage the next stage of flat development, the build, etc.

553/7 Any Other Business

Parking in Augustus Close

ME produced 2 'unofficial' parking notices that had been placed on Otho Court resident's vehicles - because they parked in the Augustus Close 'reserved' area (25-38). It was considered that if Residents had a problem with others parking 'inappropriately' then they should notify Security, or the Management Office, not take the law into their own hands by putting notices onto cars. Their Block Director has informed his Residents verbally, but it was agreed that the Office should send a letter to Residents at the numbers responsible for the notices, reminding them of the correct process – followed by a letter to the recipients telling them what action had been taken.

Parking Group

AH asked if the Parking Group was going to meet soon. ME said it only met when there was a good reason to do so, such as to answer questions, or put forward new proposals for improvements. It was agreed that the Group should meet again in the New Year once there were substantial items to discuss.

Gardening Group

The Gardening Group currently needs a director to run it as the previous director had stood down from this responsibility. RS volunteered to re-start the Group, with a view to organising a meeting early in the New Year.

Bulk Waste

The MAs told Board that the removal of bulk waste was becoming a very expensive issue, especially as other local waste disposal centres had closed and the Council charged for the collection of waste removal.

The Dock creates an enormous amount of waste, with residents dumping beds/mattresses, electrical goods (such as 'fridges and TVs) and a lot of waste is generated - particularly when tenants move in or out of flats, builders are renovating etc. - then they often dump huge amounts of waste and it is difficult for the Management Office to 'police'.

The MAs estimated that we are spending in the region of £8-£11,000 p.a. for waste removal. Therefore, it was agreed that Board and our MAs needed to liaise with Facilicom to look at recycling proposals to better control and try to minimise bulk waste on the Dock.

Next meeting: Thursday 13th November 2014 at 7:00pm.