

BRENTFORD DOCK LIMITED
Minutes of the 568th
Board Meeting held in the Board Room
on Thursday 9th July 2015 at 7.48pm

PRESENT: Ann Howe (AH), Mike Edwards (ME), Veronica Wray (VW), Paul Booth (PB), Phil Stephenson (PS), Roy Swainston (RS), Chris Birch (CB),
IN ATTENDANCE FROM MR&Co: John Antrobus (JA), Adam Goldwater (AG),
IN ATTENDANCE: Kath Richardson (KR) – Minutes Secretary

566/1 Apologies for Absence

Katherine Baxter (KB) with proxy in CB
Leslie Ferber (LF) with proxy in ME
Pat Monro (PM) with proxy in AH

566/2 Minutes of Previous Meetings

564th (June) were approved.

566/3 Agree items of AOB

- A Recycling Bins**
- B Election of Deputy Chair**
- C Clubroom**
- D Solar Power**
- E Augustus Close Bridges – Road Closure**
- F Marina Website Sponsorship**

566/4 Matters Arising: None

566/5 Michael Richards & Co Reports

1. Office to Flat Conversion

The legal and financial details have been agreed and we are now waiting for the loan to arrive. When this happens the building contractor will sign the contract and will be authorised to finish the work. Meanwhile, he has been authorised to do work up to a limit of £30k per month for 2 months so work on the flat wouldn't be delayed.

2. Insurance Procedure

RS had a good meeting with CC, discussing excesses, level of insurance, staff training, systems and structures, off-dock assessor, a means of getting more specialised advice when necessary. CC is following up with a meeting with the broker. Possibly a revaluation of the sum insured will be needed; this is currently incremented annually according to an index. Obligation on BDL to get correct sum insured.

3. Lock keepers (BDEL)

Service Level Agreement between BDEL and Lock keepers agreed.

4. Ginkgo Contract Renewal

Contract renewal is the 14th August 2015. Ginkgo has quoted an increase of 1.75% with no changes to the services that they supply. The budget has allowed for a 2% increase.

PROPOSAL CC to arrange to renew the Ginkgo contract - in addition - to pass on thanks from the Board for the excellent work Ginkgo have done over the past year.

5. Gas leak – Nero Court

JA had drafted a letter to Nero Court Residents to explain the situation and to gauge their views on their gas (cooking) requirements – this letter would be delivered in the next week. Residents who (currently) have no gas cooking facilities have been given temporary electric hobs but the option for a continued gas supply, or to let the gas company buy them out needs to be considered. Action: MR&Co will continue to liaise with National Grid and their representatives.

566/7 Reports, including those Out-of-Committees:

A. Minutes and Notes from other Committees.

1. Finance Committee 29 June 2015

The report was circulated prior to the meeting.

2. BDEL Committee 02 July 2015

The notes were circulated prior to the meeting.

Action: CB/VW will prepare a draft document identifying the phases of potential re-development and the decision-making process as a useful aid for future Board Directors.

With reference to the re-development of the Marina Bar,

AH has talked to the RIBA who could run a competition amongst a group of architects in conjunction with Board representatives and include consultation with the community.

The cost of the competition would be done as a percentage of the project, 2-2.5% on project value if up to a million pound project. Alternatively they could assist us in finding an architect who we could work with to write a brief to go to the market for an architect.

AG advised that the Board needed to be clear on what it wanted and to what purpose before they progressed onto the next stage. **Action AG** to suggest dates for a Board meeting in August to discuss the project and he will act as a facilitator to prompt appropriate questions.

3. Parking Group Meeting 15 June 2015

The notes were circulated prior to the meeting.

The Parking Group is circulating a petition asking for consultation with LBH regarding a CPZ on Augustus Close. Several Residents are positive about CPZ, especially with the potential increase in traffic once the Ballymore development commences.

ME asked whether people had been informed about the costs of a CPZ, and that even if a CPZ is introduced it wouldn't guarantee a parking space.

PB suggested that the Board could look at adopting Augustus Close this side of the bridge and BDL could run its own parking scheme.

It was agreed that costs of a CPZ should be included in any further discussion with residents. Board would have to decide whether to include Justin Close within a CPZ.

It was also asked whether a CPZ once introduced could be dissolved at a later date – but this was thought to be very unlikely.

The Dock currently has 1.4 parking spaces per household – although not everybody uses their parking space, or their garages for their cars.

At the moment Trigion allows 2 hours for someone who has parked without permit before serving a ticket. RS asked whether Security should be given greater discretion to manage the parking. **Action AG will discuss with Trigion and come back with proposal.**

B. Decisions taken Out-of-Committee

None

566/8 Any Other Business

A. Recycling Bins

A resident has raised an objection to the LBH's food waste bins and other recycling bins outside their Court. It was suggested that perhaps the food waste bins (and maybe others) could be put inside the bin store. However, VW explained that JW had spent a great deal of

time working with LBH to agree the best position on the Estate for all the bins - both for ease of access for their trucks and for residents. VW suggested that it may be possible to 'disguise' them as in Nero Court, but they must be in the open for collection access.

Action: VW /JW to resolve issue.

B. Election of Deputy Chair

RS suggested that the Board could defer their decision to re-elect a Deputy Chair until after the AGM. CB pointed out that the election of a Deputy Chair was not a constitutional requirement and VW agreed. ME stated that in the past, this role had always been at the discretion of the Chair and they had 'chosen' their Deputy. It was agreed that if Board so wished then the role of Deputy Chair would be brought to the Board meeting immediately after the AGM.

Action: It was agreed that both the appointment of the Chair and Deputy Chair would be brought to the first Board meeting after the AGM.

C. Clubroom Refurbishment

BDEL allocated £10k for Clubroom furniture. Clubroom users had also requested wi-fi access and JW had received costings from both Hyperoptic and BT. Hyperoptic would charge £2k to install the cables underground and BT would only charge £115 for the installation, plus a rental fee. Board agreed to proceed with the BT installation.

Action: JW to process further.

D. Solar Power

No further information had been received from the resident in Maurice Court but as and when any further information was forthcoming VW would bring it to the Board to consider. However, ideas have already been discussed at Board regarding building another level of flats on the roof space as a whole, which is an idea that can be re-visited at a later date.

E. Augustus Close Bridges – Road Closure

ME & VW met the Leader of the Council and their Head of Traffic and Transport at the Council Offices to discuss the (lack of) maintenance on the Augustus Close bridges and the fact that the 'temporary' chicane system (due to weight restrictions) had been in place for over 9 years. ME pointed out that LBH's 2009 Transport Plan included provision for Winter's Bridge (over The Ham) as well as the bridge over the canal to be included in its maintenance programme. The Leader of the Council agreed to take the issue to his next Cabinet meeting with a recommendation that LBH adopt the maintenance responsibility for the bridge, initially under its current PFI, which he had now done and as a result LBH is carrying out exploration work to assess the damage/decay and the maintenance required. As a result the Road will be closed for the weekend 11-12th July and they will manage the signage etc. throughout the Estate and the High Street diverting traffic onto Dock Road.

Action: LBH Highways Department has written to Residents to inform them.

JA will arrange for a notice to be put on the websites.

F. Marina Website Sponsorship

It was previously minuted that a local hotel had agreed sponsorship for an advertisement on this website, but VW stated that the member of staff who had agreed this has now left and further negotiations with the new manager have failed. It was agreed that the Lockkeepers will continue to seek sponsorship.

The meeting closed at 10:20pm