

BRENTFORD DOCK LTD

Minutes of 572nd Strategy Board Meeting

12 November 2015 @ 7.00 pm

PRESENT: Veronica Wray (Chair VW), Mike Edwards (Deputy Chair ME), Charles Sturt (CS), Brigid Scott-Baker (BSB), Roy Swainston (RS), Leslie Ferber (LF), Paul Booth (PB), Chris Burch (CB), Phil Stephenson (PS), Katherine Baxter (KB) Pat Munro arrived later (PM),

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

IN ATTENDANCE: Joanna Houghton (Minutes Secretary).

572/1 Apologies for Absence

Adam Goldwater MR&Co.

A new director had been elected for Nero Court and would be inducted in time to attend the December meeting. PM wanted to inform the meeting that she felt she was no longer a Director as her 3 year term of office had just completed, and she did not intend to stand for election for a further term, and as such she would not be voting on any proposals.

Matters arising on Action points:

Meeting 566/7/7 – Nero Court Gas supply – JA was liaising with external companies to seek to resolve the problem for the residents who had been without gas supply for many months. Meakins were giving advice on the external pipes and Triio had now agreed to repair the pipes but this had not been approved yet by National Grid, once agreed, work would be done by the end of November. CC said paperwork would be ready by 17/11/15 for submission for legal advice should approval not be given.

To Agree Any Other Business Items

- a) Gardening Group
- b) Parking Group
- c) Use of 'Alternates' at Board Meetings
- d) Flat Conversion Marketing update

572/4 To Dispose of Business if any remaining from last Meeting
None.

572/5 To receive such communications as the person presiding may wish to lay before the Board
None.

572/6 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.

Management Report

1. Service Providers KPI's - KPIs had been brought back to Board as the remit for the new Operations Support Committee (OSC) did not cover them. Board agreed to pass all as green. CC informed that financial KPI's will go to the Finance Committee for approval and service KPI's to the main Board meeting and voted on there. The Chair explained the change in KPI's procedures with the decision not to continue the trialling of the separate Management Board and the setting-up of the OSC. It was felt that the OSC would have a full debate on KPI's and then bring to Board for formal ratification and minuting. **Proposal:** To pass Service Provider KPI's as green. Agreed.

2. Approval of Accounts - CS had emailed some queries to CC and these had been dealt with at the Finance committee meeting. There were no other queries. **Proposal:** To approve BDL and BDEL accounts for signing off. Agreed.

3. Fee scheme for sub-let properties – JA had submitted a paper to Board on a proposed scheme to charge landlords a fee to cover the cost of disposing of their large items of waste, such as mattresses, 'fridge-freezers, etc. The Board discussed the matter fully, including questions as to how easy it would be to operate, the setting of the fee amount, was it fair as a 'flat rate,' or should it be based on the size of the property. JA explained that it was a draft proposal at the moment and the details would be looked at if the Board agreed to the principle of the idea. The fee of £200 had been arrived at by taking the number of sub-let flats on Dock divided by the cost of disposing of their large items of waste. This waste was largely the result of frequent changes in tenancies.

CC explained that off-Dock owners were charging rent and would be able to recover this cost. PS felt the fee was not fair and should be comparable to the size of the flat, or if more than one flat owned, also that rent was expensive and this may be a cost too far. CB wanted to draw attention to the wording in the document and felt that the wording, 'second home' should be changed to 'multiple homes' as the concept of a second home gave the impression that it was not used/lived in regularly. PB asked if this would need to be agreed through a special resolution, but the Chair stated that having taken legal advice on the matter, it was within the Board's remit to bring in new rules such as this and it was not legally necessary to vote by a resolution. **Proposal:** The Board will introduce a sub-let fee of £200 per annum to landlords and this will be introduced with effect from April 2016. It will also be 'flagged-up' at the next AGM. Agreed.

4. Insurance Valuation - Questions were put to CC about the 2 quotes obtained for a 'reinstatement cost assessment' of the Estate. CS had emailed his queries on the wording in the 2 quotes and CC had clarified his queries. Full plans had been given to both companies and both were leaders in this field. CC thought CS2 had applied

more to the tender and their subsequent quote and there will be a more detailed specification at the next stage. MR&Co. had used CS2 previously and felt they were thorough in their contracts. ME raised a query on 'measuring the Estate' as part of quotations, and if plans had been given, then was there any need to spend on re-measuring and this could reduce the cost? MR&Co. felt that there would inevitably be some measuring and that the quotation would not be reduced as already given in writing. CC advised that current information held on the condition of Estate could not be used and the implication of carrying out this project could mean that premiums would go up but the downside could be under valuation on the insurance policy, which would not be good. **Proposal:** to take the recommendation of MR&Co. and instruct CS2 to carry out the insurance valuation as described. Agreed.

5. Paving Project Acanthus - JA had forwarded papers to all Board members. LBH planning department have now required an application for planning permission. Acanthus were dealing with this and a final fee proposal.

The Board discussed the design plans, it was explained that the planning request was for change of use of area and had nothing to do with parking spaces. There followed a general discussion on the size and position of the parking spaces on the plan and it was felt that some would be difficult to manoeuvre in and out of. Could this be checked with Acanthus? VW thought that a more detailed discussion on the parking spaces should be had at a later date. **Proposal:** to agree the plans for paving project. Agreed.

6. Legal Opinion – Redecoration of timber windows - VW stated that she had agreed with JA/MR&Co. to seek Counsel's opinion on this matter as it was important to obtain clarification. **Action:** JA will seek further clarification from Counsel and will bring back to Board when obtained.

7. Fee Proposal Communal Window Replacement - MR&Co. still waiting for an estimate from Dunphy & Hayes, this would be a shared project, so the fee would be split.

8. Fee Proposals Estate Pathways (Red Tarmac – Resin Bound) – The fee proposal is expected from Acanthus. They had identified that there may be more preparation work around the Estate on pathways especially those that had several layers of prior tarmac and now had a considerable camber. These areas would need levelling to leave a sound tarmac base for the new red tarmac. JA said that part of the original proposal was to ensure a sound tarmac base was ready for the laying of the new red tarmac and therefore he felt that that there would not be any 'on costs'. The site had been visited and they will get back to JA by 19/11/15 – in turn JA will clarify with the Board asap after this date.

9. Redecorating block external inaccessible areas – over cladding - JA is waiting to hear from the insurers and will report back to Board.

10. Disability Discrimination Act - Compliance Audit - JA had sent identical information to the 3 companies mentioned, none had visited the site and the 2 companies who had requested further information had been replied to. ME asked if it had been necessary to seek external advice on this matter. CC explained that the companies contacted were specifically qualified in this field and thought this was essential.

11. CAFM Implementation Update – This new facilities management IT system is now operational. Staff have been trained and it is working, smoothly. Directors will be shown how it works at a later date. This FM system will make the administration of maintenance jobs and other activities on the Estate much easier to monitor and will enable all the team to access all data. CC stated that she also hopes that in the future there will be the facility for residents to log their own specific maintenance queries and monitor their progress. VW asked JA to report back to Board on a suitable date when Directors can see a demonstration of the system.

12. Bulk Waste/Recycling Area - VW expressed that JA's proposal some months ago to extend the bulk waste/recycling areas was an excellent proposal and would deal with a number of current problems on the Estate. The plans and the idea of a centralised waste/recycling area were good and Board thought it excellent that more parking spaces could be produced as a result. Although this was just an idea at the moment the Board agreed that JA/MR&Co should explore this idea further, and bring back to Board at a later date. KB offered her graphic skills to JA. **Proposal:** JA to progress the idea of the bulk waste/recycling area review.

13. CCTV Planning Permission - The Board discussed the cost of obtaining the planning application/permission for the CCTV cameras, and it was felt that this cost should be recovered from Trigion. It was agreed that CC would raise this with Trigion and report back to the Board.

572/7 To received and consider any other reports, including those from Committees

A. Minutes from other Committees

Finance Committee – PB went through minutes distributed to Directors, and brought to Board's attention the 'deficit' and its repayment within the 10 year plan. PB invited Directors to attend the next finance meeting on 30/11/15 at 5.30.

Legal & Contracts Committee - next meeting 17/11/15 at 5.30 pm, PM informed Board that a consultant from Jordan's would be attending, at no charge, to answer questions on possible changes to Articles of Association. Please email any specific questions by 13/11/15 PM before the meeting so that Jordan's can be prepared with answers. VW had emailed multiple documents but some Directors had not been able to 'open' these files as they

were too big. So VW will arrange to send again via drop box - also hard copies would be made available in the Office.

BDEL – next meeting 9/12/15 at 6.30 pm, before Board meeting.

Parking Group - AH would be asked to send minutes to the Office. CB informed Board that the next meeting was due in January 2016 but as the previous meeting had only been attended by 2 or 3 residents he queried if it was necessary to have such a Group. Directors agreed that these interested residents could meet with MR&Co and/or Directors on a one-to-one basis and that given the number of meetings already held that it was unnecessary at this time to hold specific Parking Group meetings.

CCTV – JA informed the Board that a special ‘wild life’ camera had now been purchased and would be placed around the Estate at different locations as necessary to monitor animal movement/soiling. Numa Court would be the first location as there had been concerns over animal soiling on the walkways. Although these cameras would be placed at ‘animal’ level. VW asked JA to check with Trigion regarding the use of this ‘moveable’ camera to clarify that it didn’t contravene any CCTV regulations

B. Decisions taken out of Committee

An application received from a resident for an additional 2 windows in a flank wall (in a Block currently with no windows on this flank wall) had not been approved.

(As result of this unusual application and the probability that it could over time lead to other similar applications, Board decided it was time to formulate design criteria for all such unusual requests. They therefore commissioned a study into the design and aesthetic values of the original Estate, and produce a report with suitable design criteria for use where it was felt appropriate to maintain the original design concept. Directors had now discussed this application in detail having taken this expert advice, and had decided that the design and style of these windows would not be appropriate, would be out of keeping with the other windows on the Estate and would also set a precedent. 8 Directors voted against the application, 1 proxy and 1 abstention. The Resident had been informed.

C. Nero Court Election

Caroline Turner had been elected as the new Board Director for Nero Court. The voting was very close Caroline won by a majority of 1 vote. CC will send letter out to constituents with results, once she has received notification in

writing. Caroline’s induction would be carried out asap.

D. Service Providers KPI's

These had been discussed earlier in the meeting.

572/8 Any Other Business (as agreed at start of the meeting)

Gardening Group: RS suggested that BSB would like to take over the Chair of this Group on her return from Australia in March 2016; BSB was keen to do so, so it was agreed that she would be the Group's new Chair.

Alternate Directors: BSB asked if Charles Kraus (who was a past Director of Augustus Close) could attend Board meetings during her absence abroad. VW confirmed that he could attend as an 'Alternate' Director which was legally allowed and would also allow him to vote and raise issues on behalf of Augustus Close constituents. He had been invited to stand in for BSB while she is away and he will attend the December meeting.

Date of Next Meeting 10th December. BDEL Meeting @ 6.30 pm followed by BDL Board meeting @ 7.00 pm in Dock Offices.