

BRENTFORD DOCK LTD

Minutes of 579th Board Meeting

9th June 2016 @ 7.00 pm

PRESENT: Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Brigid Scott-Baker (BSB), Roy Swainston (RS), Paul Booth (PB), Chris Birch (CB), Katherine Baxter (KB) arrived at 7.30 pm

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

IN ATTENDANCE: Joanna Houghton (Minutes Secretary).

579/1 Apologies for Absence

Received from Phil Stephenson (PS), Leslie Ferber (LF) proxies given to ME, CT no proxy given, KB will be attending later.

579/2 Minutes of Previous Meeting (578 12 May 2016):

Minutes of meeting 578 held 12th May 2016 agreed as a true record.

579/3 To Agree Any Other Business Items

- a) Map Signage
- b) Ways of Consulting with Shareholders
- c) Complaints to Office - re: children and ball games
- d) Trees

579/4 To Dispose of Business if any remaining from last Meeting
None.

579/5 To receive such communications as the person presiding may wish to lay before the Board
None.

579/6 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.

MR&Co Management Report

1. Service Providers KPI's

AG informed Directors that Trigion's KPIs had been agreed as 'amber' at the last OSC meeting in light of the problem related to changes in personnel.

2. In-Property Health Checks

The Operations Support Committee recommended the go ahead for the programme of In-Property Health Checks. These had been proposed by MR&Co. as a system of in-flat checks to capture any maintenance items that fall within BDL's repairing obligations. The checks are designed to identify issues which require attention, before they become a major maintenance problem as MR&Co. have evidence that many in-flat maintenance issues which they are called upon to deal with are as a

result of lack of repair, or knowledge on the part of the leaseholder. These 'Health Checks' will act as a preventative approach and will help leaseholders by giving them advice and making them aware of any in-flat defects that need attention. The Board felt that the agreed programme and consultation process was a positive initiative and would work well as an on-going proactive maintenance programme. The Chair agreed for MR&Co. to contact Directors first to test the process.

Paving Project – Office Area

LBH planners have stated that the size of our proposed parking bays do not meet their current planning regulations as the spaces need to be longer, so our design will have to be adjusted to incorporate these new planning requirements.

AG informed the meeting that as a result of these new regulations it would not be possible now to incorporate a disabled bay into the design but that such a bay could be designated elsewhere on the Estate at a later date, if BDL wished. It was noted that LBH does not require a disabled space to be provided, only that they could not sanction a parking space that was smaller than the sizes set out in their regulations.

Existing parking bays on the Estate do not meet the new LBH planning sizes but they are fine to remain the same. Although any new spaces created must now meet the new planning requirements.

The view was expressed that it was shame that LBH had overlooked the wider benefits and intent of the works, which is to improve road safety by removing parked cars from the Highway, to improve the flow of traffic and to provide safer crossing areas for pedestrians. But it was understood that in order for planners to be able to make delegated decisions on routine works it was necessary for them to employ inflexible criteria and this had now led to the loss of a designated disabled parking space from the design.

The contractors, Top Level will commence the paving work over the next few weeks, and it is proposed that the project will take 6 weeks.

3. Canal & River Trust/Surface Water Drainage

The meeting fully discussed the Canal and River Trust's issue regarding the increase in their annual licence fee for surface water drainage, which is discharged into the Canal. Board discussed the options and decided to pay the same amount as last year to CRT, and to inform them that the Board formally disputes the increased amount, and requests a detailed response to the questions already raised by our Managing Agents.

579/7 To receive and consider any other reports, including those from committees.

A) Minutes from other Committees

Finance Committee – PB had emailed the notes from the last two meetings. The June meeting had covered routine items with nothing new of note.

Marina Regeneration Steering Group - no issues

Operations Support Committee – Property Health Checks discussed as minuted.

B) Decisions taken out of committee - None

C) August Board Meeting

Instead of a formal Board meeting on the 11/8/16, there will be an informal gathering at the Chair's home. Invitations will be sent via email at a later date.

D) Great River Race 3/9/16

The Chair informed Directors that the lockkeepers are planning their usual BBQ on the Dock for this event and the BDRA are also planning an event for children. Details will follow at a later date.

579/8 Any other Business (agreed at start of meeting)

1. Estate Map Signage – KB presented the meeting with more quotes on printing in various formats. All proposed locations of map had been agreed, papers distributed to meeting. A sample will be provided for the Board to approve. Lighting of maps had been discussed and it was felt this could be done on site. Map related merchandise was discussed, it was confirmed that the maps would be provided in tubes so storage would be easier than originally thought. Pricing was agreed and for KB to continue progressing the matter.

2. Consulting Shareholders – BSB asked, as a new director, how Shareholder's views are normally gathered. AG informed that all major works follow a formal consultation process. ME said that director 'surgeries' and regular Block meetings were a normal way of gathering opinions and these views are shared with other block directors. There have also been several Dock surveys over the years, one specifically on parking and this information is held in the archives. There have also been resident groups, such as gardening/tree/parking groups and the planned redevelopment/regeneration of the Marina area will mean more 'surgeries' to consult residents and keep them fully informed. VW said that in addition she and the Chair of the Residents' Association meet regularly to share ideas and residents' views.

3. Office Guidance on Games on Estate – JA asked the Board to give guidance on formal responses to complaints of children playing ball games on the Estate. There were concerns that Directors may receive complaints that the Office Staff were ‘not doing anything’ about these complaints, when in practice this was far from the case. There are more children on the Estate than ever previously and with the good weather it is understandable that they are playing outside, resulting in regular complaints from some residents about the noise. The current Estate rule is that *‘it is not permitted to kick footballs about on any part of the Estate’*. The meeting discussed at length about providing an appropriate play area on the Estate and this has been looked at many times over the years, with no resolution. CB felt this should be part of the regeneration project and the Board should look at providing a Community Centre with an appropriate play area. One suggestion was to change the type of balls being used, replacing hard with soft. Finally the Board decided that office staff should inform any complainants that the rules are being enforced but this is a whole community and residents should give consideration to all residents. The Board will look at the issue of play areas for children and will revisit this at a Board meeting later in the year.

4. Trees – JA had received the survey report from consultants on the trees around the Estate and he will send it to directors for comment. It will be discussed in detail at the next Board meeting.

MR&Co and Minutes Secretary left meeting at 10.00 pm

Date of Next Meeting - 14 July 2016 @ 7.00 pm