

## **BRENTFORD DOCK LTD**

### **Minutes of 586<sup>th</sup> Board Meeting**

9<sup>th</sup> February 2017 @ 7.00 pm

**PRESENT:** Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Roy Swainston (RS), Paul Booth (PB), Katherine Baxter (KB) arrived later, Chris Birch (CB), Phil Stephenson (PS), Charles Kraus (CK) Adrian Greenhalgh (AHG)

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

**IN ATTENDANCE** Minutes Secretary Joanna Houghton

#### **586/1 Apologies for Absence**

Leslie Ferber proxy given to ME

#### **586/2 Minutes of Previous Meetings (584 12th January and 585 16<sup>th</sup> January 2017)**

##### **Meeting 584**

Minutes of Meeting 584 held 12<sup>th</sup> January 2017 were agreed as a true record. PS proposed and PB seconded, 7 in favour including 2 proxy votes, 1 abstention.

##### **Meeting 585**

Minutes of Meeting 585 held on 16 January 2017 were agreed as a true record, VW proposed and CB seconded, all in favour including proxy vote for LF.

#### **586/3 To Agree Any Other Business Items**

- a) Gardening Group
- b) Website Calendar – AHG
- c) Regeneration Meeting VW
- d) Satellite TV Provision PB
- e) Dogs on Dock
- f) BDRA

**586/4 To Dispose of Business if any remaining from last Meeting**  
None.

**586/5 To receive such communications as the person presiding may wish to lay before the Board** None.

**586/6 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.**

## **MR&Co Management Report**

**Service Provider KPI's** – passed at the Operations Support Committee meeting – item for information only.

### **Service Providers Contract Renewals**

AG informed the meeting that the contract renewals had been agreed at the Board meeting on 16<sup>th</sup> January 2017, but formal Board approval on this decision and agreement to individual service provider contract terms now needed to be finally agreed. The documents presented at last meeting had been checked and updated and were now attached to the report. There were 4 service provider contracts and the correct figures were attached. He asked Directors to vote on the following:

- 1) Whether Directors wished to re-tender for each of the contracts, Ginkgo, Facilicom, Trigion and MR&Co.
- 2) To accept the proposed new contract figures.

**Proposal:** To re-tender all, or any of the Service Provider contracts currently in place with Trigion (Security), Facilicom (Cleaning), Ginkgo (Gardening).

The meeting voted - not to re-tender for Trigion, Facilicom and Ginkgo contracts. Directors were unanimous.

*(MR&Co's contact would be discussed further and voted on in the private part of the meeting).*

**Proposal:** To accept the proposed figures for the renewed service providers' contracts as laid out in MR&Co.'s Management Report presented to today's Board meeting. As follows:

**Trigion** - 5.2% increase - RS proposed, CB seconded and 8 in favour including 1 proxy vote.

**Facilicom** - 3.7% increase – CB proposed, RS seconded and 8 in favour including 1 proxy vote.

**Ginkgo** - 1.4% increase – CK proposed, KB seconded and 8 in favour including 1 proxy vote

### **Item 3 – Lease Position on Parking**

For information only, however the meeting raised some issues. JA had circulated to Directors and attached to the meeting bundle, a paper regarding 'vehicles' in the lease, showing extracts from the BDL lease where parking was mentioned. The meeting discussed how best to 'police' the misuse of parking on the Estate including communal spaces with 'abandoned' vehicles. KB suggested that perhaps roads on

the new Estate map where parking was 'residents' only' could be coloured, with LBH adopted roads being in a different colour.

VW mentioned that at a current meeting with Cllr. Steve Curran, she and ME had been informed that the Council had received a small number of requests for a CPZ (controlled parking zone) on Augustus Close, which would trigger a consultation process by the Council. A CPZ could be tailored to suit our specific needs, for instance no dedicated visitor's parking if we didn't want it on Augustus Close, and once in force there would be an annual payment of a fee to park, which for the first car was approximately £80 pa. However, if implemented this would give no guarantees that those residents would have a parking space. Areas of the CPZ were discussed i.e. Augustus Close and Justin Close, but it was noted that the Estate already had controlled(?) parking zones outside the Augustus Close area. CB asked how the CPZ consultation would be advertised. ME said that initially it would be a low level consultation and depending on the interest, Hounslow may then move to a more in depth formal consultation. It was confirmed that residents in Justin Close would not be part of the consultation process it was only for the main public road (Augustus Close). LBH had indicated that this CPZ consultation would not be until later in 2017 when the bridge works had been completed. Directors felt that this subject should be discussed again at a future meeting.

**Action point:** Parking to be put on Agenda for future meeting, when bridge works completed.

#### **Item 4 – KBI Flexipave (Red Tarmac Paths)**

This item was for 'information only', however, some Directors had questions. It was considered that more testimonials for the *KBI Flexipave* product would be useful. Their website showed an example of the product in a park in Middlesbrough and it was agreed that MR&Co should contact the local authority for their views.

VW&ME are unable to attend the 'path meeting' on the 15th February as they have another meeting which cannot be changed. So it was discussed whether the 'path meeting' should be postponed. However, it was agreed that as there were several other parties involved in this meeting JA should keep it, but Directors, who were unable to attend, should email their questions to JA to raise at this meeting. **Action Point: JA to obtain more testimonials from KBI clients.**

#### **Items 5 AirBnB – Advice from Solicitors**

AG informed the meeting that legal advice had been obtained. The query: *Is AirBnB a commercial company actively advertising rentals, or is this a private arrangement between a shareholder and their renter, with no advertising?*

Curry Popeck (our solicitors) felt that renting a room to a lodger was an established practice and not an issue, however, AirBnB is usually a contract for a short-term holiday rental, or a commercial few nights' rental. It was felt that people coming on

site via AirBnB were unknown renters with no vetting process and the owners did not know them. AG thought that a new resolution under the terms of the lease should be drafted in line with the Lower Tier Tribunal to distinguish between commercial short-term lets and holiday lets, perhaps being forbidden, with short-term rentals not less than 6 months and not more than 12 months. AG proposed asking Curry Popeck to draft a new resolution to the lease to come to Board for voting on and then this could be added to the Book of Rules. The meeting discussed the use of company/commercial letting on the Dock, where a company rents a flat and various company employees use it at different times. This was regarded as an agreement with a company and not a short-term holiday let, as companies sign-up for at least a 6 month's lease. The new regulation should be fair to company lets.

**Proposal:** To instruct Curry Popeck to draft a new regulation in line with the Lower Tier Tribunal decision on properties let via AirBnB or similar 'holiday letting' services. Proposed by VW, seconded by ME and 8 in favour.

### **Item 6 District Heat Metering**

This item was for information only, but the Board wanted more information from JA. It was pointed out that this is Government legislation, originating from an EU Directive, and Estates like Brentford Dock should be looking at compliance, however there is confusion on metering feasibility and costs. JA would like to consult the Dept for Business, Energy & Industrial Strategy further on this. The meeting discussed the urgency of this matter and it was felt that being one of the first to implement may have costs attached and perhaps in the future, technology companies may contact BDL directly to install at reduced/incentivised prices. VW was against doing anything at this time but instead to take a 'watch and wait' stance. However, ME pointed out that the law currently existed so it was quite right that MR&Co. were advising the Board on current legislation and as such were asking the Board to advise on next steps. The meeting decided to keep a 'watching brief' on this item and MR&Co to research more fully and report back to Board. **Action point:** MR&Co. to research and report back to next Board meeting.

### **Item 7 District Heating – Renewable Energy**

JA explained this item to the meeting and asked for guidance. The meeting discussed this item fully and agreed that JA should go back to the company that had approached him and inform them that BDL is willing to allow a feasibility study, but this would have to be at their own expense, after which they could report back to the Board with their results and any proposals. **Action Point:** JA to contact company.

### **Item 8 Trees – Strategy**

ME reported that the meeting on 6 February 2017 had been positive.

### **Items 9 & 10 – For Information Only.**

Thanks were given to JA for his hard work on dealing with an external oil spill that had migrated into the Marina.

**586/7 To receive and consider any other reports, including those from committees.**

**Minutes from other Committees - Finance Committee** – PB went through the minutes (from Meeting 585) for Directors who had not attended the meeting. KB and CB had been notified (out of the meeting) and were in accordance with the decisions made at the meeting.

**Decisions taken Out-of-Committee** - The only decision had been to agree and sign off KPI's for January.

**Flat Sale** - The sale had been completed and monies received in the bank. CC had been asked to look into possible better returns on the current % being received at the bank. **Action Point:** CC to report back.

**AGM** - Only 25 people had attended. The Board felt that overall it had been a positive meeting with useful presentations from LBH and MR&Co. However, the meeting discussed the necessity for holding an AGM - and although it is no longer a legal company requirement, this Board had agreed to hold them. It was felt that the 'Management Surgeries' system worked well and helped both residents and MR&Co/Board to address shareholder's specific queries, in detail and in private. However, although it was accepted that an AGM created a great deal of work to organise, it was also acknowledged that AGMs were probably necessary to help to avoid any activities by a 'rogue board', as had previously happened in the distant past. In addition, the current format and its smooth running appeared to work well and it was a good way to share information effectively with residents, even though there was a poor attendance.

**Regeneration Plans/Meeting 9<sup>th</sup> February 2017** - The Regeneration Group had met earlier in the day. A decision was taken that a development co-ordinator was needed to put together a team of professionals to write briefs and ITT's to present to the Board for discussion/decision. MR&Co had been asked to propose possible candidates and present to next meeting on 9<sup>th</sup> March 2017 @ 11.00 am. **Action Point:** MR&Co to propose possible candidates at March meeting.

**586/8 Any other Business (agreed at start of meeting)**

- a) **Gardening Group** – AHG/RS latest Block meeting had asked about the Group and how it worked. RS explained that it had regular meetings with Ginkgo but he was not sure if this was happening while BSB was away. It was agreed that VW would email BSB and ask about the next meeting. CB thought it would be good to see a schedule of planned works agreed by the

Gardening Group. It was felt that it would be best for the Group to report regularly to the OSC meetings. **Action Point:** VW to try to contact BSB (while she is away in Australia) for a schedule of planned gardening works and date of next meeting.

- b) Website** AHG asked Directors if they thought that their calendar items should be shared on the public part of BDL website. There is an outlook calendar for Directors on the BDL website. But it was agreed that a calendar only needed to be shared between Directors and mainly for meeting date/times and any changes to them. No administrator would be needed and regular users could manage items. It was agreed to trial this calendar and report back. Access would be through the shared access area.
- c) Satellite TV Provision** PB informed the meeting that Sky Plus is still not a working option, only SkyQ as there is only one cable providing digital service, the rest is via internet. JW had brought this to a previous meeting, and it was felt that BDL's current contractor, were not competent enough to give us the correct information on the digital services and upgrades and further info was required directly from Sky. **Action Point:** AHG and PB to look into this further with JW in the Office and report back to Board.
- d) Dogs on Dock** Owners are regularly walking dogs on the Dock without leads and several have been challenged. VW challenged one owner who agreed that she was not a resident and not concerned about our rule of dogs on leads. The meeting discussed the matter and agreed that a more robust system needed to be put in place – particularly with owners who are still walking their dogs off leads and allowing their dogs to foul the footpaths and lawns. The Operations Support Committee will discuss this further and make proposals.
- e) BDRA** – VW and the BDRA continue to hold regular update meetings to ensure that they liaise on resident events, etc. and notes from their latest meeting were circulated for information.

**MR&Co and Minutes Secretary left meeting at 10.30 pm**

**PRIVATE PART OF MEETING FOLLOWED**

- 1) **Managing Agent's Contract** - It was agreed not to re-tender this contract and to renew it in April 2017 with an increase of 1.1%. All Directors were in agreement.
- 2) **Re-election of Chair/Deputy Chair Positions** - This item is always put on the agenda on the first Board meeting after an AGM. CB agreed to take nominations for the positions by post, in confidence and report back to a future meeting.

**Date of Next Meeting – 9th March 2017 @ 7pm**