

BRENTFORD DOCK LTD

Minutes of 588th Board Meeting

13th April 2017 @ 7.00 pm

PRESENT: Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Roy Swainston (RS), Karen Kemble (KK), Phil Stephenson (PS), Ade Greenhalgh (AHG), Brigid Scott Baker (BSB)

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

IN ATTENDANCE Minutes Secretary Joanna Houghton

588/2 Apologies for Absence

Leslie Ferber, Chris Birch (proxy votes to ME). Paul Booth, Katherine Baxter (proxy votes to VW).

588/3 Minutes of Previous Meeting (587 9th March 2017)

No amendments. The Minutes of Meeting 587 held on 9th March 2017 were received as a true record.

588/4 To Agree Any Other Business Items

- a) Easter Egg Hunt – ME

588/5 To Dispose of Business if any remaining from last Meeting
None.

588/6 To receive such communications as the person presiding may wish to lay before the Board. None.

588/7 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.

MR&Co Management Report

Item 1. Service Provider KPI's – need to be agreed and voted on as the OSC meeting was not quorate. The Board agreed KPI's for Facilicom, Trigion and Gingko as green, as recommended at OSC meeting on 6th April 2017.

Item 2. Recycling/Bulk Waste Consultation

CC had been asked by Adam Goldwater (MR&Co) to bring to Board's attention that directors should consider how to progress this project once the consultation period had finished. The process for dealing with the data/information received from consultation and the process for achieving a final decision requires careful consideration.

To reiterate the legal position, CC (representing MR&Co) informed directors that only comments/questions raised in accordance with instructions on the S.20 Notice are required to be dealt with. The Landlord and Tenant Act states that only leaseholders are consulted (as it is they who pay the service charges) on projects recommended by Board and comments/observations must be submitted under the legal parameters of the S.20 consultation process.

However, VW stated that the Board would look at all responses (from all sources) after 21st April, (the closure date on the S.20 Notice) and the Board would meet again to decide on the way forward with this project.

Item 3 – External Refurbishment Earl Kendrick Associates The presentation had taken place and hard copies were available to directors who were unable to attend the meeting.

Item 4 – Parking Enforcement Policy JA confirmed that JW had met with the security team to obtain their views and these are included in the draft policy. VW observed that this is a draft of the parking policy, currently used by security and their new suggestions had been added to this draft. For instance, the phrase, '*tickets being issued to the vehicle one hour after first seen*' was felt to be an unacceptable length of time as it did not take into account that certain situations required more urgency. It was agreed to change the wording; '*one hour...*' to '*at security's discretion.*' Board also agreed that as security often knew (or could identify through their permits) the car owners involved, many parking obstructions could be resolved quickly.

Board agreed that the primary aim of the Parking Enforcement Policy document was to stop 'inconsiderate parking'. Several directors also raised the issue of Visitor's Permits, and requested that these were made more informative. For instance they should be completed correctly (with a date) and include space for telephone contact number / address visiting, to make identification easier for security.

It was agreed to rewrite the draft documents as discussed and re-present them to the next Board meeting. Once agreed by directors then the new rules would be circulated to all residents.

588/8 To receive and consider any other reports, including those from committees.

A) Minutes from other Committees - Finance Committee meeting 27th March 2017. Notes circulated and points raised had been dealt with in BDEL meeting.

B) Decisions taken out-of-committee

(i) Decision had been taken on query raised at Finance Committee regarding the length of the insurance contract. Out-of-committee decision had been

agreed on as 3 years. Directors' votes received had been 2 (for 5 years) and 8 (for 3 years).

(ii) PNB Paribas (our Compulsory Purchase Order (CPO) experts) had recommended that we engage specialist CPO Solicitors to advise on the Board's CPO Objection letter. Due to the time constraints this had meant an out-of-committee decision by VW & ME to engage 'Town Legal LLP' to finalise and serve the letter of objection.

588/9 Any other Business (agreed at start of meeting)

- a) **Easter Egg Hunt** - ME wanted to inform the Board that this event was being organised by a resident and the BDRA and the BDL Board were all supporting the event. According to the organiser the The Leader of the Council, Steve Curran and local MP Ruth Cadbury had agreed to attend, as had the local fire brigade with a fire engine and fire-fighters.

MR&Co and Minutes Secretary left meeting at 10.20pm

Date of Next Meeting

11th May 2017

BDL Board Meeting @ 700 pm