

MINUTES OF WATERWAYS MANAGEMENT COMPANY BOARD MEETING

10th December 2007

Location: 34 Elizabeth Jennings Way, Oxford.

1. Meeting convened by Richard Dorey

Present at meeting:

Nick Robinson

Peter Higgins

Wendy Scott

John Lapin

Steve Matthews

Nick Sampson

Diane Crocombe

Miles Thompson

Margaret Bird

Louise Robertson

Richard Dorey

2. No apologies received.

3. Election of Officers:

a. Nick Sampson was elected as Chair

b. Richard Dorey was elected as Secretary

c. John Lapin was elected as Treasurer

4. Nick Sampson took over the running of the meeting

5. Chair raised the subject of additional roles:

a. Corporate Communications Officer

With responsibility for ensuring the WMC's public image (expressed through the Internet, Waterways World and letters to residents) is as the committee would wish.

b. Escalation Manager

With responsibility for liaising with our managing agents (currently Peverel OM) on all complaints which Peverel escalate to us either as requested by residents or when the agents request explicit instruction on how to proceed.

c. Lead on WMC relationship with Waterways Residents Association

With responsibility for maintaining a good relationship with WRA. Is not the sole point of contact but would have an overview of others' dealings with WRA and would direct these contacts as necessary.

d. Lead on relationship with OCHA

With responsibility for maintaining a good relationship with WRA. Also is not a sole point of contact with same scope as above.

e. Subcommittee to deal with Community Room

In particular to ensure the room is handed over to WMC effectively and to ensure the sublease to OCHA is handled efficiently.

f. Subcommittee to work with WRA and OCHA on Street Parking and Traffic calming

With an aim to submitting to Oxfordshire County Council a joint proposal for parking schemes and traffic calming measures on the estate.

Votes were taken on the need for the suggested posts and subcommittees and all were agreed.

6. A proposal was made in relation to the election of Asif Maneer to the Waterways Management Company Board.

a. A vote was taken and Asif was elected.

ACTION: Chair inform Asif of the situation.

7. It was suggested that the more “experienced” members of the board provide some views on what they learned last year.

a. Some of the discussion had been long winded

b. Lack of information from Peverel initially and also during the year. Drip feed of information from Berkley Homes

c. Relationship with Peverel

d. Trying to do too much

e. Need to do things differently so there are no bottlenecks and information flows freely. In particular, the acceptance that not all decisions could be taken as a full committee and nominated officers and subcommittees should be permitted to take decisions on the committee’s behalf.

f. Invite Peverel to meetings

8. Minutes of previous meeting were approved

9. Draft Minutes of AGM were approved – but remain draft until next AGM

10. Can put draft minutes of AGM on to web site but:

a. Take out names of people except officers of the Company

b. **ACTION Secretary** to edit the AM minutes and publish

11. There was a suggestion on the use of a portal for sharing of information. This needs to be looked into and someone needs to take ownership of the creation of this – possibly a secure site as part of the Waterways Website.

12. Report from Peverel – this has been pointed to the escalation manager

13. Health and Safety – agreed to leave this until the next meeting

14. Gardening Sub Committee (GSC) – Issues: The Bridges over the Wildlife Corridor (WLC) and perhaps the erection of a bollard on the WLC.

a. **ACTION GSC** - to send out terms of reference

b. Suggest how to deal with the Covenants on the development

c. Bike cull suggested to clear the bike racks of old and un used bikes – to be done by gardening contractor and stored for a short while. **ACTION GSC** to progress this plan with proviso that communications are agreed with Corporate Communications Officer.

d. Taking on Dog bins issue

e. Taking on car park space maintenance

f. **ACTION GSC** to address slippery bridges with Peverel OM

15. Apartment Sub Committee:

16. Community Room Sub Committee:

17. Parking and Traffic Sub Committee:

18. Election to posts as outlined above in point 5.

a. Peverel Escalation Manager:

b. Corporate Communications Officer:

c. Lead on WRA Relationship:

d. Lead on OCHA Relationship:

19. WRA passed on their thanks for the funding next year – as agreed at AGM. Director indicated a plan of spend is required still. **ACTION Director** to discuss this with WRA.
 20. **ACTION AII** to look at the constitution and communications plan for discussion at next meeting.
 21. **ACTION AII** to look at what objectives we should like to set ourselves for the next year. Please send to Chair before next meeting, who will draw them together into a draft set of objectives for discussion at next meeting. **ACTION Chair**.
 22. **ACTION Chair** is to send out meetings organiser via Google for next meeting in early January.
 23. Reminder that if someone can not attend a meeting, they are able to send a substitute.
 24. Agreement to invite key partners to meetings – to arrive at a particular time. It was agreed that Peverel, WRA and OCHA can be invited. **ACTION CHAIR** to send out these invitations initially. Secretary will send out dates from that time onwards
 25. Soundings to be taken from CEG with regards to any issues they have for WW.
- MEETING FINISHED AT APPROX 10:40 PM