

**Waterways Management Company Management Committee**  
**1<sup>st</sup> May 2008 at 8pm**  
**The Anchor Pub**

**1. Apologies**

Louise, John, Peter, Wendy.

*Chair announced resignation of one of the board members, Wendy, and thanks were given by all for the excellent role she had played as part of the team over the past 18 months.*

**2. Private business**

Including:

Agreement of whether to proceed with review of managing agents [if we say yes]

Consideration of draft review criteria

*No vote needed on these*

[if we say yes] Selection of panel to write and judge criteria

*Subcommittee to do this – to be reviewed by committee by a given date.*

[if we say yes] Identifying committee member prepared to implement results of review next year.

*Chair has agreed to do this.*

*A Director indicated that he had seen three companies and these are ok to go to the next stage. He mentioned possibly one more and to go forward with four, possibly.*

*Some draft review criteria have been put together. Once these have been agreed, the Director wanted to get these to the potential candidates to gain an expression of interest.*

*Get Board approval and move forward.*

*Agreed that there was time to do this given the time available.*

*It is seen that it is very much in Peverel's interest to be as open as possible and they should be hard to dislodge given their position.*

*It was agreed that they should move forward to develop criteria, circulate these, gain feedback, set timetable. There was a vote to agree to move forward – carried unanimously.*

**3. Chairs opening remarks**

Statement on directors' responsibilities

*Site Manager joined the meeting*

Purpose of WMC Google group:

*The purpose of the Google Group is to allow for ease of communications, upload information to be shared by the group and to try to make things more efficient!*

Very brief statement on estate agents' boards

*The policy here is that if the dwelling is freehold then estate agent boards are allowed Leaseholders are not allowed to have estate agent boards to set outside the block. It was stated that Peverel do remove things from leasehold sites.*

### **3a – Chair wanted to mention something on two issues:**

*Directors Responsibilities:*

*As elected members with responsibilities, we need to stay in the clear and above board. Where there are issues where there is personal involvement:*

- *there needs to be self declaration*
- *Needs to be transparency.*

*Collective Responsibility:*

*By being on the Management Company, we implement decisions that are agreed by the committee, even if as individuals we vote against something that is carried by a majority . As Directors we should not be undermining the committee in private through alternative actions as an individual.*

### **4. Approval of minutes from last meeting**

*Approved – need to send copies to Peverel to for their clarity*

### **5. Review of all company objectives**

1. *Need to check the web site, get things onto the web, Subcommittee to circulate minutes and get things onto the web,*
2. *Communications – an on-going education process*
3. *Completed*
4. *Community Room – covered later*
5. *Parking – covered later*

### **6. Matters arising**

Bike cull - *On going* GSC

Resolve slippery footbridges- *On going* GSC

WRA spending plan and request for funding- *On going* Chair

Review constitution and communication plan - *Constitution OK – Communications Plan is outdated* All

Path on Wildlife Corridor - *On-Going – part of letter to Berkleys* GSC

Lighting on Wildlife Corridor - *On-Going – budget issue* GSC

Bins in Waterways - *#1000 per bin to buy – On-Going* GSC

Signs for Lake - *Closed*

Action on dog owner in apartment block - *On-going*

Objectives - *Closed* Chair

Cost Efficiencies - *Closed* ABSC

Community Facilities - *On-going*

Parking and Traffic - *On-going* PTSC

Complaints - *On-going*

Lights on EJW - *On-going*

Graffiti on wall by lake - *On-going*

Who owns what on Waterways- *Chair to chase*

Insurance - *On-going*

## 7. Matters Raised for Action by Managing Agents

*No Actions for committee – the review is going well*

## 8. Complaints portfolio

Including status of outstanding matters

● - *Dog Issue: Through Peverel the Director is trying to reach an agreement on the Breach of the Lease by the Leaseholder of an apartment – keeping a dog without permission. The Leaseholder has declined to respond and has indicated that formal proceedings need to be initiated. Now, through Peverel, formal process being undertaken*

● *An owner has raised an issue over the funding of the WRA – this will be followed up by the Director.*

● *Roof Leaks on apartment blocks – Berkley Homes is working on this to resolve.*

● *When to write and when to talk or arbitrate in response to complaints. E.g. Feeding of pigeons. [No escalated complaints for action by full committee]*

## 9. Health and safety issues

*None*

## 10. Financial update

*Brief summary of activity, if any*

*Things are going smoothly here and a good job is being done.*

## 11. Report from Apartment Block Subcommittee

*Brief summary of activity, if any*

Matters escalated to full committee:

● *Whether and how to consult when proposing changes to residents' expectations e.g., internal redecoration and change of cleaning frequency.*

### **APARTMENT BLOCK SUB-COMMITTEE MEETING – agenda items from ABSC.**

**a) The build quality related issues from the electrical safety reports have not been resolved or responded to by the Developer.**

**There are a number of build quality issues which Peverel OM is taking up with the Developer. There is potentially £4/5000 remedial work required on all 9 blocks. Peverel OM are having problems getting a number of Developer matters completed.**

**ACTION** WMC must follow this up with Berkeley Homes as soon as possible.

Peverel OM will list the items that Berkeley are now ignoring when requested for completion. These should then be taken up by the WMC Committee before they finally quit the site.

**b) The lifts west of the canal** This was a severe build defect. Berkeley Homes have not done any further work to the other lifts affected by water. Water is still in these lift shafts.

**ACTION** WMC must follow this up immediately with the Developer.

- 1 Inform the Developer that work needs to continue and request a response with a set time frame.
- 2 If this is not successful commission an independent engineer's report on the condition of the lift machinery and the repair work required.
- 3 Arrange for tenders for this work.
4. Return to the Developer to request/insist upon reimbursement.

*On above: A letter is being drafted to BH on all the issues outstanding:*

*- Wildlife pathway*

*- Trees – Did BH know things before handover? What is the threat?*

*- Fencing – Green Fence*

*Pass letter by Peverel Legal organization There is a need to get the work done on the WMC Remit and then claim it back from the developer.*

*Possibility of a letter to the residents to explain what is going on was discussed.*

*Process to be put in place to tie down BH to have issues resolved. Strategy is in the ABSC Minutes*

### **c) Bins & Bin Stores**

**OCHA have not yet agreed costs for the maintenance of the shared use of the Clearwater Place refuse store despite legal responsibility to contribute**

**ACTION WMC Committee to contact OCHA to pursue contribution towards maintenance of the shared Clearwater Place refuse store.**

## **12. Report from Gardening Subcommittee**

*Brief summary of activity, if any*

*Trees: A new and more experienced contractor has been found for the culling of trees on rail lines – 12<sup>th</sup> May programmed*

*Pump and Water: WMC take on maintenance of this on 1/5. Pimms Pumps are the contractor. Tender being considered. Water testing being declined at this time because the council are not providing the results of the history of testing the water.*

*GSC will convene but needs a new member on the team*

## **13. Report from Community Room Subcommittee**

*Brief summary of activity, if any*

*No progress at this time due to Freeholder solicitors inaction on lease. This is being chased. Working with SHOUT on their usage of room and pricing of room hire etc.. should we ever get things sorted out.*

## **14. Report from Parking and Traffic Subcommittee**

*Brief summary of activity, if any*

*Initially difficult to find someone at council. Now county council are awaiting someone at BH to provide formal sign off so the 1 year can commence before council adopt the roads. Council going to yellow line bridge over canal on Frenchay*

*Road because of complaints from residents. Issue then as to where cars might go from there! We do need to protect from commuter traffic as moving bridge traffic will have a knock on effect into the development. Committee has joined with WRA and OCHA. There is a resident willing to work with WMC on this as has expertise. Issue raised by residents on the noise created by speed bumps on EJW. PTSC has had a meeting – minutes need to be issued*

#### **15. WRA matters**

*[Brief summary of activity, if any*

*[No matters escalated to full committee]*

#### **16. OCHA matters**

*[Brief summary of activity, if any*

*Matters escalated to full committee:*

- *Bin store – dealt with above*
- *Fencing around play area – issue here*
- *Fishing club – with SHOUT Co-ordinator leaving and main driver from development having left, this is floundering a little.*
- 

#### **17. Policy on granting consent for e.g., pets, structural alteration**

*This is to be put at top of next agenda following matters arising. Need a policy, in the interim, Peverel will sign off on requests. There is a Freeholder vs Leaseholder issue here and Peverel has guidelines on this – which will be circulated*

#### **18. WMC Corporate Communications**

*Brief summary of activity, if any*

- *SR and Chair taking on corporate communications with New Welcome Pack on which no progress has been made.*

#### **19. Development issues**

*Graffiti – removed from signs but not the wall by the lake!*

#### **20. Any other business**

- *Issue of OCHA homes going private – nothing that can be done on this is people are able to profiteer from buying OCHA house.*
- *However, there is a belief they should be paying a fee to Peverel for maintenance once they go private.*
- *Ask Community Police Officer to the next meeting – agreed*

#### **21. Date of next meeting**

*And proposal of any headline items (e.g., enforcement of covenants)*