

WATERWAYS MANAGEMENT COMPANY
MANAGEMENT COMMITTEE MEETING NO.26
7.45 PM ON WEDNESDAY 12 MAY 2010

MINUTES

Present: Miles Thompson (Chairman), Mireille Levy, Louise Robertson, Raquel Stremme, Paula Reynolds, Peter Higgins, Derek Summers.

In attendance: Daniel Shannon (Managing Agent)

Minute taker: Emma Thompson

1. Apologies

Nick Robinson, Nick Sampson and Margaret Bird

2. Private Business

None

3. Approval of minutes from meeting 25 (10/03/10)

The minutes of the meeting were approved as a correct record.

4. Matters arising

- 4.1 Newsletter to be made available on the WRA website for non-resident owners – Mgt 22, item 5.8, Mtg 24, item 4.2 and Mtg 25 item 4.2.

RESOLVED

Minute taker to follow up with WRA webmaster and to enquire of submission deadline for forthcoming edition for WMC articles.

- 4.2 Chair to contact and offer the role of Committee Secretary to out-going director at the same rate as the minute taker, subject to the Company Secretary checking that this is permissible in accordance with the Memorandum and Articles – Mtg 25 item 4.5.1 – *open*.

- 4.3 It was noted that the draft consultation letter had been prepared by the Managing Agent but the Chair had yet to upload the document on to the Management Committee's Google Group account - Mtg 25 item 6.2.2 – *open*

RESOLVED

Documentation to be uploaded on to site and Committee reminded how to access the information.

Chair to contact director to establish whether they will take on the role of Committee Secretary.

5 Health and Safety

- 5.1 The Chairman reported that a large branch from a mature tree beyond the boundary of the Estate had fallen into a car park on Lark Hill causing significant damage to one parked vehicle and some damage to two others and resulting in an insurance claim. Keeble College had taken responsibility for resolving the situation and seemingly for addressing any claims made by those whose property was harmed.
- 5.2 In view of this incident it was deemed sensible to conduct a visual inspection of all trees outside of but in close proximity to the Estate's boundaries and to contact adjoining landowners should there be concerns about the health or stability of their trees.

RESOLVED

- 5.3.1 GSC to carry out audit around development and identify trees of concern.
- 5.3.2 If any trees are a cause for concern then Managing Agent to contact the landowners, making reference to the recent incident to demonstrate the request has been made with good cause, and seeking written assurances from the landowner that a proper system of inspection, maintenance and risk management is in place to care for the tree(s) and to safeguard persons and property on our Estate.

6 Treasurer

Nothing to report.

7 External Affairs, including items from WRA

- 7.1 Lead Director of External Affairs reported that they had yet to contact OCHA in relation to the Rackham Place signage.

RESOLVED

Director to copy Chairman in on correspondence when issued.

- 7.2.1 A number of articles were suggested for inclusion in the next edition of the Waterways World.
- 7.2.2 At the last meeting it had been proposed that a competition should be included to name the lake. Before writing the article it was suggested that further investigations should be made to ensure the lake had not already been given a name. This information might be found on a large ordinance survey map or the local studies library. Enquiries would also be made with a contact who had previously worked for Oxford Radiators.
- 7.3 Additional articles would be prepared to
- (a) introduce new Property Manager, who would be taking over as Property Manager for the Waterways with effect from 24th May 2010 (Chair)

- (b) remind residents to be vigilant in view of the recent thefts of lead on the development (Chair)
- (c) invite applications for new directors to replace those directors who will have resigned because they have sold their property in the Waterways (Chair)
- (d) provide advice to residents in apartment blocks on the action to take in the event of a fire. Before compiling the content, the Fire Service would be contacted to re-confirm the correct procedure (ABSC)
- (e) encourage residents to report any damage caused by removal companies, noting the date, the damage caused, the removal company concerned and the address of the property. This would allow the Managing Agent to seek compensation (ABSC).

7.4 It was also noted that the police had been invited to walk around the development but no response had been received. It was generally felt that the level of police presence in the development had decreased which was incongruent with the local priorities the force had established locally.

RESOLVED

- 7.5 To complete the articles for submission in the next edition of Waterways World.
- 7.6 Managing Agent to investigate the potential of raising a standard surcharge, in addition to the information pack charge levied to residents purchasing property on the estate, to cover the cost of damage caused by removal companies. The issue to be raised at the next ABSC.

8 Apartment Block SubCommittee

- 8.1 The minutes from the last meeting were received. It was noted that the item on Right to Manage had been deferred until the new Property Manager is in post.
- 8.2 The notes should be amended to read that the CRB check for the caretaker role was also required to meet the requirements of Spurgeons, an organisation which would be using the community meeting room, because of its work with vulnerable people. The proposal should be brought back to the Management Committee for approval before presentation to the Membership at an AGM.
- 8.8 One particular bin store, which is shared with OCHA residents, was persistently being used as a site to leave bulky items such as a mattress, fridge and carpet, the removal of which was being organised by other residents in default of anyone else taking responsibility.

RESOLVED

- 8.9.1 OM Property Management to write to private residents and to OCHA to advise individuals of the proper procedures for removal of bulky items.
- 8.9.2 ABSC to raise the issue with the new estates manager.

9 Annual General Meeting SubCommittee

- 9.1 The next AGM would be held in March 2011 and in the subsequent year it could move to April or May. The main challenge is to increase attendance and it was thought the move away from the winter months may be enough alone to achieve that.

10 Report from Parking and Traffic SubCommittee

- 10.1 It was noted that the Chair was trying to establish from the County Council when the remaining roads within the development which had been identified for adoption, would be taken over by the authority.

RESOLVED

- 10.2 Items 9.1.2 and 9.2.2 from meeting 25 are closed.
- 10.3 Traffic and Parking Sub-Committee, the Gardening Sub-Committee and OM Property Management to identify suitable locations at which to post signs to advise that some areas on the Waterways are residents parking only – Mtg 25 item 9.2.3 – *open*.

11 Report from Scrutiny Committee

- 11.1 The draft minutes from the first meeting held in April were received. It was noted that the main priority was the Managing Agent Review to ensure value for money. Prior to putting the service out to tender the committee plan to review key elements of the service currently provided by OM Property Management against set criteria, to be agreed.

12 Complaints

- 12.1 No major items to report. A thematic analysis of complaints received by OM Property Management had indicated that the majority of calls received sought explanation around the schedules behind the management fee.

13 Gardening SubCommittee

- 13.1 A meeting was due to be held the following week at which members of the GSC would be meeting with the landscape gardeners.
- 13.2 In light of the amount of litter which was being deposited along Elizabeth Jennings Way, along the entrance to the development, it was suggested an additional bin could be provided by the Council upon the adoption of the road. The positioning of the bin would need to be carefully considered due to the current line of trees which provided a welcoming vista into the development.
- 13.3 Residents of Lark Hill had enquired whether further planting could be undertaken on the small green to make the planting around it consistent and to improve the quality of the grass. The Committee noted that thousands of pounds had already been spent in that particular part of the development which was far more than had been spent

elsewhere. This was in large part due to the failure of plants in the early stages, owing to the poor quality of the subsoils in that particular part of the development.

- 13.4 Requests had also been made to remove the cordon which had been placed around the green to stop children playing on the grass when it had been re-seeded. This no longer stopped children playing in the area, with the result that the seed had not taken well.

RESOLVED

- 13.5 GSC to review the potential for another bin, during its regular walk-about of the development.
- 13.6 GSC to consider the request to remove the cordon from the grass in Lark Hill at its next meeting.
- 13.7 GSC to provide directors with information relating to the costs of planting in Lark Hill, to allow directors to respond to requests made by residents.
- 13.8 Residents to be advised that they have the option to pay for replacement plants themselves on the basis that they discuss and source the planting scheme from Evergreen, the contractor which would be responsible for maintaining the plants.

14 Community Room SubCommittee

No progress had been made.

15 Updates from Managing Agent

No additional comments.

16 Any other business

None reported.

17 Next Meeting

Noted as 14th July, 7.45 pm, The Conservatory at The Anchor PH.