

WATERWAYS MANAGEMENT COMPANY
MANAGEMENT COMMITTEE MEETING NO.29
7.45 PM ON WEDNESDAY 9th November 2010

MINUTES

Present: Louise Robertson (Chair), Mireille Levy, Nicholas Orme, Paula Reynolds, Richard Doyle, Sally Doyle.

In attendance: Rebecca Hills (Managing Agent), Diane Crocombe (Secretary)

Minute taker: Emma Thompson

1. Apologies

Peter Higgins, Raquel Stremme, Nick Robinson, Richard Dorey (WRA), Miles Thompson

2. Private Business

None

3. Approval of minutes from meeting 28 (08/09/10)

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

4. Matters arising

Item 4.1 - all minutes had been uploaded on to the Waterways website – closed

Item 6.1 – the Health and Safety Report had not been forwarded by a director to OM Property Management – open

Item 8.3 – right of access to the canal side bin store through Complins Close – this matter would be monitored but, to date, no further problems had arisen.

5 New Directors and Directors' responsibilities

Those present reviewed the current roles and responsibilities across members and the following amendments were made:

Nicholas Orme to be included on the Apartment Block Sub Committee and Gardening Sub Committee.

Mireille to be designated Treasurer (as opposed to Deputy) and also work on complaints Sub Committee.

Richard Doyle to be another representative on the Parking and Traffic Sub Committee.

Louise Robertson to be removed from the Gardening Sub Committee.

Sally Doyle to participate on the AGM Sub Committee.

RESOLVED

A potential candidate had been identified for the role of Deputy Treasurer and a discussion would take place with the individual outside the meeting.

New Directors would receive instructions on how to access Google documents and be circulated with the Memorandum and Articles associated with the company.

6 Health and Safety

- 5.1 OM Property Management asked the Committee to approve expenditure for pest control which had been required to remove birds which had taken up residence in the roof of apartments in Cox's Ground. The total cost for remedial work would be £1,600 plus VAT which would include the removal of the guano, proofing of the building and rectifying any damage incurred as a result of the infestation.

RESOLVED

To approve the expenditure of £1,600 +VAT.

7 Update from the Managing Agent

- 7.1 Matter arising item 7.1 - It was reported that a letter had been despatched in response to the request for the introduction of CCTV on the development – closed
- 7.2 A request had been received from a resident that grit should be provided for the private roads during the winter months. It was agreed that grit should be provided on the bridges and that the Council would probably do this upon the adoption of the roads but otherwise no additional grit should be provided.
- 7.3 OM Property Management stated that the legal department had been asked to comment on the right of access over the car parking in Complins Close. This matter was still on-going and once the outcome was known the WMC would be advised.
- 7.4 Matter arising item 10.1 – three out of five of the contractors had responded with landscape plans for Lark Hill. It was clear from responses from residents that there was little consensus on the best way forward. One suggestion of railings would result in an increase in insurance, have health and safety implications and be expensive to maintain.

RESOLVED

Two lead directors to invite a small group of residents from Lark Hill to choose the most appropriate planting and design scheme within a defined budget of £1,200. Progress would be reported to the Gardening Sub Committee.

OM Property Management to write back to residents who responded to the initial consultation thanking them for their comments and inviting them to contact the lead

directors if they wanted to participate in the group. A deadline would be provided for responses.

8 Items from WRA

- 8.1 It was noted that the next edition of Waterways World would be circulated shortly and would include reference to fire instruction and a call for new directors. The quiz asking for names for the lake on the development would appear in a future edition.

9. Sub Committee news round up

9.1 Finance

The Treasurer reported that as a result of a change in company law, the Waterways Management Company, was deemed to hold money in trust for residents and therefore had no assets.

One block on Elizabeth Jennings Way had queried the increase in insurance this year which had been due to the level of historic claims and the fact that the block had been re-evaluated to ensure it was completely covered in the event of any future claims.

RESOLVED

OM Property Management requested to begin the process of auditing the accounts two weeks earlier next year in order to avoid a last minute rush.

9.2 Apartment Block Sub Committee

Having reviewed the method by which a gas pipe had been fitted to the exterior of numbers 1-25 Stone Meadow, OM Property Management confirmed that the piping should not have been installed in this manner as there had been sufficient room in the downpipe to accommodate the plumbing.

RESOLVED

OM Property Management to ask the owner of the apartment to reinstate the gas piping within the downpipe. No consent had previously been obtained for the works and the owner would remain responsible for any charges resulting from the remedial works.

The ABSC had discussed whether sufficient monies could be saved from cancelling the external contractor responsible for block cleaning and include this under the role of the resident on-site caretaker. It had been agreed that it would not be possible to expect one person to undertake such a volume of cleaning. During the holiday season and periods of illness, alternative contractors would have to be sourced.

9.3 External Affairs

Members had received reports that children had been removing waste from bins and dumping it elsewhere around the development. It was appreciated that this was a

nuisance but extremely difficult to monitor. The best recourse open to residents would be to be vigilant and report any incidents to the community police.

9.4 Complaints

OM Property Management was reminded to forward call logs to the directors responsible for managing complaints to assess whether there were any particular trends. An email report was also expected, outlining the main themes arising from calls made by residents.

The Chair reported that one complaint had recently been forwarded to them for reply which would not be sent to OM Property Management to resolve as it related to the managing agent.

9.5 Garden Sub Committee

Matters arising - items 4.8 and 10.1 relating to the Lark Hill public space- had been discussed previously – closed.

Matter arising – item 4.9 – Bainton Road adjacent to the wildlife corridor. It was noted that the Gardening Sub Committee was due to meet with Bainton Road residents the following day at 9.00 am but that, following discussions with the police, the intention was to retain the planting scheme on the wildlife corridor.

9.6 Parking and Traffic Sub Committee

No progress to report as the parties concerned (the Local Authority, Berkeley Homes and British Waterways) continued to lay the blame on the delay of the road adoption on each other.

9.7 Community Room

It was reported that a residents meeting had been called to discuss the continued lack of availability of a meeting room despite its inclusion in the planning conditions for the development.

A statement from the director responsible for the community facility was read out in his absence detailing the progress made to date.

There was a strong feeling amongst the directors that the Council should take responsibility and provide legal support to the development to negotiate the finer details of the lease.

RESOLVED

Chair to write to the local city councillor, to expedite the matter in relation to the completion of the lease to make the room available to residents.

9.8 AGM Sub Committee

RESOLVED

It was agreed that those directors responsible for organising the next AGM in March should be issued with the AGM template and timetable. It was proposed that the next meeting of the WMC should take place in January and focus specifically on the AGM to ensure the necessary paperwork was confirmed prior to mailing to owners which would need to be completed approximately three weeks' prior to the meeting date. If necessary, a second meeting should occur on 16th February to finalise any outstanding matters.

10 Review of Good Neighbour Guide

It was agreed that directors should edit the document and a section should be incorporated on responsible play. This would then be issued by OM Property Management's transfer department to all new owners.

The draft should be completed before the next meeting in January.

RESOLVED

Minute taker to forward relevant logos for inclusion on the Good Neighbour Guide. Those drafting the document, to obtain permission from the respective organisations to use the logos.

OM Property Management to confirm whether any additional charges would be forthcoming as a result of issuing this document. It had been anticipated that this would be incorporated with their existing 'pack' for new residents and would, therefore, not incur any fee.

11 Any other business

The Chair reported that they had been contacted by the Oxford Mail to comment on the community facility. She had felt uneasy having such a conversation because she had not been directly involved. As the director who had been directly responsible had also been contacted it was agreed that any discussion should be held between them and the Oxford Mail and not the Chair.

12 Next Meeting

Wednesday 12th January, 8.00 pm, The Conservatory at The Anchor PH.