

WATERWAYS MANAGEMENT COMPANY
MANAGEMENT COMMITTEE MEETING NO.32
7.30 PM ON WEDNESDAY 23 MAY 2011

MINUTES

Present: Miles Thompson (Chairman), Mirielle Levy, Paula Reynolds, Nicholas Orme, Sally and Richard Doyle, Martin French.

In attendance: Rebecca Hill (Managing Agent)

Minute taker: Emma Thompson

1. Apologies

Louise Robertson, Raquel Stremme, Derek Summers, Nick Robinson, Richard Dorey.

2. Private Business

None.

3. Approval of minutes from meeting 31 (30/3/11)

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

4. Matters arising

4.1 Progress on Welcome to the Waterways booklet

The Director responsible for taking forward the action was not present to provide an update. However, it was noted that at the AGM a request had been made to ensure sufficient information relating to recycling and wildlife within the development should be included.

RESOLVED

Chairman to invite the Director with an involvement with the Canalside Environment Group to review the current draft content.

4.2 Update on Directors' responsibilities

A revised matrix outlining respective responsibilities was received and approved.

4.3 Parking of Streetcar in Complins Close

It was reported that Streetcar had agreed in principle to signage denoting the correct parking space and penalties for those who failed to return the car to the correct parking space.

However, Streetcar was reported as currently no longer using Complins Close.

RESOLVED

To remind Streetcar when it is operating from the development again.

4.3 My Property article

OM reported that a piece had been sent to the WRA Chairman for insertion in the next edition of Waterways World.

RESOLVED

Chairman to provide OM with details of the editor's email.

5. **Health and Safety**

It was confirmed that the Chairman had received the report from OM and all actions required by the health and safety risk assessment had been resolved with the exception of the inclusion of a paragraph in the Welcome to the Waterways booklet on taking care near water.

RESOLVED

To include suitable paragraph regarding safety near the lake and other water courses within the development.

The Chairman reported that OM held the original health and safety report on file but the he had a copy should Directors wish to refer to the document.

It was noted that the next health and safety assessment was due in September 2011. The contract had been re-tendered and a new supplier had been engaged which had resulted in savings to the residents.

It was noted that a significant number of lead thefts had been reported by the police since the beginning of March in the North Oxford area.

RESOLVED

Chairman to compile an article for the newsletter.

6. **Update from Managing Agent**

6.1 Update on fire extinguishers

OM reported that it had responded to residents' concerns explaining the rationale for the decision. No further correspondence had been received and the matter was now considered closed.

6.2 Identity theft

Six cases of identity theft had now been confirmed due to criminals intercepting post. The police had been asked to confirm what suitable procedure residents could follow to minimise the risk. A response had not yet been received. OM had issued a letter to owners and residents within those blocks which had been affected offering an upgrade to existing mailboxes as an option.

RESOLVED

OM to write to Thames Valley Police enquiring whether there might be a suitable solution to the problem. A deadline for receipt of a response to be given of two weeks.

As a result of this criminal activity, the WMC had once again been asked to consider the introduction of CCTV. The reasons for previous refusal remained in force.

RESOLVED

OM to draft a letter stating that the Management Committee was currently seeking advice from the police authority and this issue was being taken seriously but that CCTV would not be introduced. Draft to be issued to Chairman for approval.

7 Items from WRA

- 7.1 The WRA had not met since the last meeting of the WMC. Negotiations, however, were ongoing with the freeholder of the community room over the terms of its use and the lease. A newsletter would be going out soon.

RESOLVED

The WRA to provide the required annual summary of how the budget for 2010 had been spent.

The Chairman of the WRA to request payment from the WMC in order to cover the costs of the newsletter once the above summary had been received.

8 Finance

Feedback on 'my property' section of OM website

- 8.1 The Chairman reported that he had reviewed the access rights made available to Directors of the WMC and felt that the information was extremely valuable.
- 8.2 It was noted that the Directors' liability insurance had been renewed.

Apartment SubCommittee

- 8.3 The Directors received a paper on Right to Manage and agreed that further information was required before any discussion could take place on this topic.

RESOLVED

OM to provide the WMC with additional background information on the advantages, disadvantages and risks of such an approach on the Waterways.

Complaints

- 8.4. Nothing to report.

Garden SubCommittee

8.5 Update on the culvert maintenance

Aquaclear had been engaged by OM as a known contractor with experience in this field as neither the Environment Agency nor British Waterways would provide a list of suppliers with the appropriate waste disposal licence. Aquaclear was currently awaiting notification from the Environment Agency on the best method to dispose of the waste before proceeding and providing a quotation.

8.6 OM had also followed up the ownership issue of the culvert with Berkeley Homes who stated that the County Council had adopted the culvert which was contrary to what the WMC had been led to believe. OM was due to hear whether this was indeed the case from the Council by the end of the week. This would inevitably move the responsibility of managing the culvert to the local authority.

RESOLVED

OM to follow up with their solicitors on the matter of legal responsibilities relating to the culvert if necessary upon receipt of the response from the Council.

Maintenance of ground adjacent to new property by the lake

8.7 The Chairman declared a private but not prejudicial interest and refrained from entering into the discussion.

8.8 It was reported that the owner of the property had been asked to wait until the Autumn to re-seed the area as it would be unlikely to take at this time of year. The owner had refused. Despite a number of letters being issued to gain assurance that they would re-seed the area at their expense in the Autumn if the planting failed, no written confirmation had been received.

RESOLVED

Registered letter to be sent stating that if no reply received from the owner it would be assumed that they would pay for the re-seeding of the area in the Autumn if the current planting did not grow.

Parking and Traffic Sub Committee

8.9 It was reported that a curb stone had become loose on the rumble strip just beyond the small roundabout by the lake.

RESOLVED

OM to inform the County Council so that the damage can be repaired.

AGM Sub Committee

8.10 It was noted that the resolutions passed at the AGM had been notified to Companies House.

RESOLVED

The draft minutes of the last AGM were approved subject to the addition of the word 'for' at item 4.1.

To upload the draft minutes on to the Waterways website, once amended, which would be approved at the next AGM.

To replace the current draft minutes on the Waterways website for the AGM held in 2009 with the final minutes as approved at the AGM held in 2011.

9 AOB

9.1 It was noted that the sinking fund for the redecoration of apartment blocks would be revisited once the relevant contract had been re-tendered.

10 Date of next meeting

10.1 Wednesday, 6 July, Anchor, 7.30 pm