

WATERWAYS MANAGEMENT COMPANY
MANAGEMENT COMMITTEE MEETING NO 40
7.30 pm, Monday 17 September 2012

Present: Miles Thompson (Chairman), Sally Duncan, Richard Doyle, Sally Doyle, Ann Hall, Nicholas Orme, Paula Reynolds, Louise Robertson, Raquel Stremme, Mary Tovey

In attendance: Rebecca Hill (Managing Agent), Richard Dorey (WRA)

Minute taker: Emma Thompson

1. Apologies

1.1 Nick Robinson.

2. Private Business

2.1 None.

3. Minutes

3.1 Approval of the minutes from meeting 39 (23/07/12)

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

4. Matters arising from the minutes from meeting 39

4.1 It was noted that two directors were due to meet with the resident who had been submitting a high volume of reports and complaints.

4.2 A draft letter had been issued to the neighbourhood police for their comment but this had led instead to questions which the WMC did not wish to pursue at this time.

Health and Safety

5.1 Nothing to report.

6. Updates from Managing Agent

6.1 Nothing to report which was not already a substantive item on the agenda.

[Paula Reynolds arrived.]

7 Waterways Residents' Association

- 7.1 It was noted that at an extraordinary meeting held during the Summer Barbeque, residents had voted to merge the Waterways Residents' Association with the Community Interest Company which had been established to run the community meeting room. Directors had been registered with Companies House and the first meeting of the newly constituted Waterways Residents' Association CIC (WRACIC) would be held on 18 September. The main issue would be the co-ordination of the administration of the room.
- 7.2 The directors congratulated the WRA for acquiring the room for residents' use.
- 7.3 The next social event on the development would be the re-run of the successful Christmas party, complete with Santa's grotto.
- 7.4 For the purposes of subsidising the activity of the WRA from the WMC fund, the bank details for the WRACIC would remain the same.

RESOLVED

To note the update.

[Raquel Stremme and Richard Dorey arrived.]

8 Report on the objectives of the year

- 8.1 **Publish minutes of meetings** –progress had been made in so far as the management committee and AGM minutes were now available for posting on the website.

RESOLVED

That by the end of the year the sub-committee minutes, updated M&A, constitution and membership of the management committee would be available.

- 8.2 **Promote awareness and understanding amongst members of the Company and residents on the Waterways of the purpose of the WMC and of how to report maintenance issues and when necessary to complain.**

RESOLVED

To include an article in the winter edition of Waterways World as a reminder to residents.

- 8.3 **Managing Agent review** – the first meeting had taken place and the minutes circulated.

To produce a plan of action to resolve maintenance issues relating to the Frenchay Road culvert and the wildlife corridor watercourse.

- 8.4 It was reported that work on phase 1 of the clearing of the culvert and wildlife corridor had commenced on Frenchay Road. Bioscan had provided evidence that water voles were using the corridor but not as a permanent residence. As a result, a preference had been stated for the entire works (phases 1 and 2) to be completed in October. However, this was recognised as being an ambitious target. Directors were reminded that the outcome of phase 1 would determine the total cost of the project.
- 8.5 It was confirmed that the contractor had provided a copy of its waste management licence/certificate.
- 8.6 Concern was expressed at the limited notice residents had received regarding the contractor's use of the car park adjacent to the culvert. OM reported that it had been envisaged that the contractor would utilise only the visitor spaces at the top of Frenchay Road for its equipment but that it had become apparent only 48 hours prior to the commencement of works that this would be insufficient.
- 8.7 Director reported that Canalside Environment Group had been briefed about the works and had not raised any concerns.

RESOLVED

To draft a letter notifying residents of phase 2 works together, when known.

To prepare a plan of action to prepare for the replacement of lift machinery in the apartment blocks.

- 8.7 No meeting of the ABSC had taken place since the last meeting of the WMC. However, further research had been undertaken to ascertain (a) the likely cost of replacing lift hoists and (b) the potential longevity of the existing machinery.

RESOLVED

To retain the topic as a standing item on Management Committee agendas.

9. Sub Committee news round up

Finance Sub-Committee

- 9.1 The Treasurer had put to OM a list of questions in respect of the forecast and actual budget to which satisfactory responses had been received. The accounts were now ready to be submitted to the auditors.

RESOLVED

OM to circulate the information sheet regarding the relevant bank details to the Treasurer.

To obtain documentation from the WRA detailing activities undertaken during the year in order to provide the annual grant.

OM to re-circulate spreadsheet containing review notes tab document to Chair, if required.

Apartment Block Sub-Committee

9.2 Nothing to report.

Gardening Sub-Committee

9.3 Since the request for the removal of trees on land adjacent to Keble College had been received by a resident residing in 2-32 Elizabeth Jennings Way, the GSC had conducted exploratory discussions with the landscape gardeners in light of the significant growth which had taken place in the interim. A number of options had been considered including:

- Lifting the crown of the hornbeam through pruning
- Removing every other tree to reduce the impact on light and risk of damage.

9.4 It was agreed that it was preferable to retain trees on the development, where possible, but that the original planting had been undertaken for effect during the developers sales period, and careful consideration should be given to any request of this nature. The situation had changed since the request had originally been denied. Consequently the GSC would be contacting the resident again with a potential solution.

RESOLVED

GSC to see that options are submitted to the resident, with advice from our landscape contractors.

9.5 A resident had enquired of the WRA why one of the pathways across the green at the top end of Frenchay Road had been widened. However, it was confirmed no changes to the path had been undertaken.

9.6 It was reported that the crown of the Poplar adjacent to the canal would be reduced, subject to consent from the Council. The work required constitutes good stewardship for the long term health of the tree and manages potential risks to users of the area.

9.7 A request had been received from a resident to install a bench by the lake. Further information has now been provided and in addition to the siting of a bench the request includes for a hard surface base (plinth) and for surrounding vegetation to be removed.

RESOLVED

GSC to review the request for the installation of a bench by the lake.

WRA to advise the resident that no widening of the pathway adjacent to the green has been undertaken by the WMC.

Feedback

9.8 Nothing to report.

10. Any other business

- 10.1 It was reported that a table had been abandoned (up to eight weeks ago) adjacent to the block containing Kids Unlimited. Despite this being within an area for which OCHA retained responsibility, OM agreed to remove the offending item.
- 10.2 An accident at the entrance to Elizabeth Jennings Way had damaged the wall to Woodstock Lodge. This wall is the responsibility of another management company.
- 10.3 A director enquired whether further communication could take place with the owner of a car which continued to park on yellow lines underneath the archway to Complins Close and thereby caused a potential obstruction to emergency and rubbish collection vehicles.
- 10.4 It was reported that cars parking on either side of the road to the entrance of 50-90 Elizabeth Jennings Way had caused an obstruction when ambulance crews had been unable to attend to a flat.

RESOLVED

OM to write to the owner of the vehicle persistently parking on yellow lines in Complins Close.

Director to identify for OM where yellow lines might be appropriate in light of the recent incident relating to 50-90 Elizabeth Jennings Way.

11. Date of next meeting

Monday, 19 November 2012.