

WATERWAYS MANAGEMENT COMPANY
MANAGEMENT COMMITTEE MEETING NO 42
7.30 pm, Monday 28 January 2013

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

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

Minute taker: Emma Thompson

1. Apologies

1.1 Nick Robinson, Louise Robertson.

2. Private Business

2.1 None.

3. Minutes

3.1 Approval of the minutes from meeting 41 (19/11/12)

The minutes of the meeting were approved as a correct record, subject to a minor correction in 9.3.1.

4. Matters arising from the minutes from meeting 41

4.1.1 It was noted that the Chairman was proposing to include reference to the maintenance of the Frenchay Road culvert in his report rather than treat the matter as a separate item at the next WMC AGM. The reasons cited for this decision were that property owners were not being asked to make a decision and, as a matter to report, it was more appropriate to appear in the Chairman's Report rather than the Treasurer's Report.

RESOLVED

4.1.2 That the resolution in the minutes of the meeting on 19th November 2012 be revised to read that 'a report on the drainage issues be included in the Chair's report at the next AGM'.

4.2 It was reported that the GSC had decided to remove the notice entirely from the gate between Lark Hill and Elizabeth Jennings Way.

4.3.1 Whilst OM had written to the owner of the vehicle who persistently parked on yellow lines under the archway in Complins Close, no answer had been forthcoming.

RESOLVED

- 4.3.2 Managing Agent to continue to follow up with the owner of the vehicle.

Health and Safety

- 5.1 Nothing to report.

6. Updates from Managing Agent

- 6.1 A request for CCTV in Clearwater Place had been received due to vandalism. The Managing Agent was not aware that there was a persistent pattern of such behaviour as no other reports had been received. The area concerned also included OCHA properties and therefore involved dual responsibility and ownership.

RESOLVED

- 6.1.1 OM to establish from police whether any other reports of criminal activity had been made which should be taken into account.
- 6.1.2 GSC to review decision taken previously on CCTV to ensure consistency in response and that the conclusion previously made would still be appropriate.
- 6.1.3 Consideration to be given to whether OCHA should contribute to the cost of any installed security measures, if such action should be deemed appropriate.

7 Waterways Residents' Association CIC

- 7.1 The next edition of the Waterways World would be issued shortly and any contributions, such as the notice of the WMC AGM, would need to be with the editor as soon as possible.
- 7.2 It was reported that a cross-development residents' group had been established to put pressure on the relevant authorities associated with the National Rail strategic plan, to include noise mitigation and vibration reduction measures as part of any implementation, for benefit of those residents who lived adjacent to the railway line.

RESOLVED

- 7.2.1 To submit a notice of the AGM to the Waterways World Editor.
- 7.2.2 To forward any comments to the WRA regarding preferred noise and vibration mitigation measures.

8 Report on the objectives of the year

- 8.1 **Publish minutes of meetings** — the key papers were now available on the website and access to these documents for those without a Google account was now possible.

RESOLVED

- 8.1.2 Directors to check content of website and let Chairman know of any errors, including any shortcomings in the hypertext links.

- 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** – no update required, feedback items refers.

- 8.3 **Managing Agent review** – the minutes from the last meeting had been circulated to directors. It was noted that the next meeting was due to take place on 12 February.

RESOLVED

- 8.3.1 That the draft specification / criteria should be circulated to directors, for comment.

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

- 8.4.1 It was noted that no further invoices were anticipated for the planned clearance of the balancing pond and wildlife corridor, however, invoices were still due for the emergency flooding / drainage works. A discussion ensued as to whether the full cost of all these works should be added to next year's service charge or whether to use some of the reserves to reduce the per-unit cost to owners. Consideration was also given to the other increases likely to be seen by apartment block owners for lift maintenance and freehold insurance costs.

RESOLVED

- 8.4.2 That £7,500 of reserves should be used to reduce the overall cost of planned works (6 in favour, 1 against).

- 8.4.3 It was confirmed that Oxfordshire Conservation Volunteers had expressed an interest to help with the digging out of the remaining sediment from the water corridors across the development in return for a nominal administration fee. The upcast would be placed on the bank rather than removed off-site. It was requested that further discussion should take place with Metro Rod concerning the water table and its impact on Clearwater Place before any work commenced on raising the banks in this section of the development.

- 8.4.4 In respect of the unplanned works, the culvert under Bainton Road would be investigated for clearance once the water table had reduced to a sufficient level. Directors were reminded that three weeks remained on the licence before the channel to the canal had to close.

- 8.4.5 Thames Water had yet to assess the condition of the culvert accessing Phoebe Court but the company was confident that the siphon was working correctly.

RESOLVED

- 8.4.6 That OM continues to press Thames Water to investigate the final section of the culvert and, if necessary, contact the CEO, if no response is forthcoming.

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

- 8.5.1 Nothing further to report to minute 8.5.1 of meeting 41.

9. Sub Committee news round up

9.1 Finance Sub-Committee

- 9.1.1 The WRA CIC representative confirmed that the funding support had been received and thanked the WMC.

- 9.1.2 The proposed wording for the AGM resolution regarding the provision of the annual grant to the WRA CIC was tabled for consideration.

RESOLVED

- 9.1.3 That the resolution be approved, subject to reference to the correct name for the WRA and the inclusion of 'end of its financial year' in the final sentence.

- 9.1.4 The Treasurer presented a list of five auditors, including the current incumbent, that were being recommended to submit an expression of interest to tender for the audit of the Management Company's accounts. A full briefing would need to be provided alongside the proposed letter inviting the companies to provide a quotation.

- 9.1.5 It was recognised that in order to meet the deadline for the submission of information in advance of the AGM on proxy forms, the appointment of auditors would have to be completed before 5th March 2013.

RESOLVED

- 9.1.6 To write to the companies recommended by the Treasurer.

9.2 Apartment Block Sub-Committee

- 9.2.1 Nothing to report.

9.3 Gardening Sub-Committee

- 9.3.1 Concerns were raised at the dangers posed to residents during the winter when, as a result of snow and ice, the pavements had become so treacherous that people had been forced to walk on the roads. A number of options were considered.

RESOLVED

- 9.3.2 To purchase another grit bin, which would be situated by the roundabout on Elizabeth Jennings Way on the lakeside, adjacent to the pumping station. The cost for purchasing the bin would be reimbursed by OM unless alternative sources of income could be found from, for example, Green Square or Shout.
- 9.3.4 That both City and County Councillors should be contacted to establish whether the pavements could be cleared due to the particularly acute conditions which arose within the development as a result of the micro-climate generated by the variety of water bodies (lake and canal).

9.4 Feedback

- 9.4.1 A resident had complained about the quality of a replacement light fitting. The supplier concerned had recognised that the part had been sub-standard and had subsequently replaced the fitting without charge. However, the resident remained unhappy. It was becoming harder to find manufacturers which continued to place the green light power indicator within the diffuser rather than outside the main light fitting, which was the resident's main concern.

RESOLVED

OM to issue a letter stating that the light would not be changed at the moment but that the ABSC would undertake an audit of lighting across the apartment blocks and, at such time that sufficient replacement lights were required within the communal areas, a replacement would be purchased.

- 9.4.2 A query had also been raised regarding the role of WMC in determining consent for alterations within apartment blocks.

RESOLVED

OM to review clause 6.9 of the standard leasehold agreement, which should also be circulated to directors.

- 9.4.3 A complaint had been received that due to the deactivation of the trades button on certain apartment blocks which had been targeted for identity theft, the WMC was now interrupting the delivery of the post.

RESOLVED

ABSC to review the complaint and discuss options with the resident concerned.

- 9.4.4 Tenants within a particular apartment block had failed to comply with the lease agreement which stated that noise should be kept to a minimum after 11.00 pm on several occasions. The estate agent had been notified and the owner had confirmed

that the tenants would be asked to leave if the agreement was exceeded one more time.

RESOLVED

In the event of further breaches, OM to be notified so that a letter can be issued to the tenants advising them of the infringement.

9.5 Annual General Meeting – 23 April 2013

RESOLVED

9.5.1 Directors to send any comments, and content for inclusion in the Chairman's Report, by 8th February 2013.

9.5.2 Specific insert on drainage to be prepared for Chairman's Report.

10. Any other business

10.1 The Chairman gave notice that he will stand down from this role at the next AGM. He will remain on the Committee as a Director.

10.2 A resident had asked that the Managing Agent check the timings for the trades' entrance for the first apartment block on Frenchay Road.

RESOLVED

OM to check entry times, as requested, to ensure times consistent with other blocks.

11. Date of next meeting

Monday, 11 March 2013.