

WATERWAYS MANAGEMENT COMPANY
MANAGEMENT COMMITTEE MEETING NO 60

7.30 pm, Tuesday 12 January 2016

Present: Adrian Olsen (Chair), Greg Barnes, Sally Duncan, Ann Hall, Imogen Olsen, Nicholas Orme, Paula Reynolds, Louise Robertson, Hilary Sorensen, Raquel Stremme

In attendance: Rebecca Burt (née Hill), FirstPort Property Services

Minute taker: Imogen Olsen

1 Apologies for absence

1.1 Tao Tao Chou, Adrian Mourby, Sowon Park, Mary Tovey

2 Minutes

Approval of the minutes from meeting 58, 6 October 2015, and meeting 59, 17 November 2015

2.1 The minutes were approved as an accurate record.

3 Matters arising from the minutes

- 3.1 Ratification of recommended actions made at meeting 59 which was not quorate:
- (i) Pending: FirstPort (RB) will clarify whether a second opinion is necessary on the problematic lift at Complins Close;
 - (ii) Ratified: Approval was given for the continued unavailability at meetings of a Director on personal grounds.

4 New arrangements with FirstPort for property managers

4.1 Several Directors had met Rebecca Burt and Rachel Dolacinski on 5 January 2016 to discuss the new arrangements. There will now be two property managers for The Waterways. RB will be the main contact point and attend meetings, while RD will deal with day-to-day queries and site inspections. There will be regular update meetings between RB and RD. Emails should be sent to RB and copied to RD. This new system will be monitored before being further discussed at the WMC meeting in July.

FirstPort have also introduced a new system for dealing with customer complaints. There is now one co-ordinator with a small group of advisers specifically allocated to The Waterways.

5 Welcome to The Waterways booklet

5.1 A draft is expected by the end of January, when it will be circulated among Directors. A Director is to produce a map of the estate. FirstPort will print the booklet.

6 Railway line developments

- 6.1 Further to the discharge of condition 19 for section I/1, the City Council's West Area Planning Committee are meeting on 9 February 2016 and may discuss Network Rail's noise and vibration mitigation proposals then. The deadline for comments about noise was 7 January, and forty comments appeared on the council website. St John's College (which owns three houses on the estate) have submitted a technical report from an independent company. The deadline for comments about vibration is 21 January.

A Director will chase up our MP Nicola Blackwood regarding the discussion she planned to have with Claire Perry.

7 Health and safety

- 7.1 The two-yearly health and safety/fire risk assessment will be carried out on 29 July 2016 by Quantum Risk Management.

8 Sub-committee news round-up

8.1 Finance Sub-Committee

- 8.1.1 It was confirmed that in future FirstPort would be preparing figures on a quarterly basis for internal administrative purposes and this should make the production of the annual accounts easier and quicker.

8.2 Apartment Blocks Sub-Committee

- 8.2.1 There were no further developments to report on short-term lettings of apartments.
- 8.2.2 The roof of 115-141 Frenchay Road has developed a new leak. This will be dealt with separately from the Section 20 flat roof replacement at the same block.
- 8.2.3 Plans are now going ahead for three blocks in Frenchay Road to have replacement carpets, probably in March 2016.
- 8.2.4 Nothing more has been heard from Estates & Management regarding a possible loft conversion at 131 Frenchay Road. The matter is therefore closed unless there are further developments.

8.3 Gardening Sub-Committee

- 8.3.1 There had been no further response from Thames Water regarding the pollution incidents and the subsequent meeting with them in October. A Director would follow this up.
- 8.3.2 Silt clearance was completed by Aquatic Solutions in early December from the T-junction to the Trap Grounds. It now seems that the watercourse may be blocked further down, by Navigation Way or beyond, as the water level in the wildlife corridor and the Trap Grounds is high. We will investigate with the Trap Grounds representatives and Waterside residents the need for further silt clearance in these areas. The Trap Grounds are using Aquatic Solutions for silt clearance on 25 January.

A report on silt and water testing is expected from Curt Lamberth by the end of January. The Chair will chase this up if necessary.

FirstPort (RB) will chase up Paul at Metrorod regarding the proposed survey of the underground section of the swale.

The Canal & River Trust licence was terminated on 15 January and payments stopped after a satisfactory inspection of the blocked-up overflow into the canal.

The swale behind Clearwater Place needs to be levelled as water is pooling and not draining quickly. It was agreed that Metrorod would compare the current profile of the swale with the original design, and that it should be professionally reconfigured if necessary. FirstPort (RB) would ask Evergreen to clear blockages by the grille at the entrance to the Bainton Road cycle path culvert.

8.3.3 Progress has been made on the idea of painting murals under the canal bridges. The Canal & River Trust are keen to promote the plan with a competition for designs, to be judged at the Canal Festival on 25 June. They have submitted a sponsorship bid to Tesco for several thousand pounds. A Director has organised a meeting to be held on 22 January which will be attended by the Canal & River Trust, WMC Directors, Cllr Liz Wade, Cllr John Howson, the local community police officer, a representative from the Trap Grounds, and a member of the boating community.

8.3.4 Extensive tree works were carried out on 12 January, including cutting back the alders on Frenchay Road. FirstPort (RB) will chase up the residents who own the remaining alders to get permission to cut those back too. There is a problem concerning one tree by the balancing pond, which FirstPort (RB) will contact Evergreen about.

Tree works behind Stone Meadow and Cox's Ground have been held up by the lack of response from Network Rail. The Chair contacted Network Rail and as a result MBS were due to meet a representative onsite just before Christmas. FirstPort (RB) will chase up MBS for an update.

8.3.5 The latest bike cull will be carried out on 25 January. There has been no response from GreenSquare regarding the offer to remove bikes from their areas.

8.3.6 There was a good response from residents to the County Council's informal consultation on parking proposals for Elizabeth Jennings Way and Frenchay Road, with a large majority in favour. Once the formal consultation is announced, the Chair will reply formally on behalf of the Committee, confirming approval of the plans.

FirstPort (RB) will chase up the proposed double yellow lines at the entrance to Clearwater Place and re-marking the parking bays at 1-25 Stone Meadow.

It was noted that only one cone remains of the three provided by the police in Elizabeth Jennings Way. A Director will request replacement cones from the community police officer.

8.3.7 Two residents had requested the installation of after-dark lights in the area of the lower bridge and also mentioned the danger of bikes speeding round the corner by 41

Frenchay Road. The Chair had replied rejecting the request for more lights in this area but said that the committee would consider installing a sign warning cyclists to slow down. After some discussion it was decided that a sign would be ineffective as many cyclists would ignore it.

8.3.8 Grass cuttings had still not been removed in the swale between Cox's Ground and Complins Close. FirstPort (RB) will chase up Evergreen.

8.3.9 It was noted that someone had reduced the height of a section of saplings and undergrowth by the lake, opposite the houses in Elizabeth Jennings Way, leaving an unsightly gap. This was without authority and was presumably to create a better view of the lake from some of these houses. It was decided not to write to all the Crescent residents, pointing out that this work went against a decision at an AGM to preserve the line and thickness of this vegetation for safety reasons, as it will grow back eventually, even if untidily. The height of the vegetation screening the lake will be considered at the next GSC walk-around.

8.4 Scrutiny Sub-Committee

8.4.1 A response from FirstPort is still awaited on the WMC amendments to the new management agreement with FirstPort:

9 Feedback

9.1 Several responses were received to the new parking proposals, all but three in favour.

10 WRACIC

10.1 A list of costs for 2015 had been received and the requested grant of £1500 was agreed.

10.2 A Director stated that WRACIC hoped to put on more events this year, for example to coincide with the Canal Festival in June. There is currently no date for the next issue of Waterways World.

11 Managing agent

11.1 The inspection for the access ramp proposals behind the Crescent is to take place on 27 January. FirstPort (RB) will ask the inspector to report on health and safety issues by the lakeside at the same time. Directors were invited to attend this meeting.

12 Any other business

12.1 Complaints had been received about the difficulty in identifying blocks of apartments from the street. New signage was discussed, and FirstPort (RB) agreed to investigate the possibility of using larger signs, perhaps made of clear glass. Also Directors were asked to think about ways in which such signage could be improved.

12.2 It was agreed that FirstPort (RB) would ask the residents in the apartment block in Stone Meadow which had changed to weekly cleaning if they wished to revert to fortnightly cleaning at the end of the current contract in April.

12.3 Condolences were extended by the committee to a Director who had recently been bereaved.

12.4 The committee expressed their thanks to Miles and Emma Thompson for all their hard work and dedication to the WMC over the years, and wished them good luck for the future.

13 Date, time and location of future meetings

13.1 The next committee meeting will be on 15 March 2016 at 7.30 pm in the Community Room.

13.2 The Baptist Church has now been booked for the AGM on 21 April 2016. FirstPort (RB) will ask the Company Secretary to start organising the necessary documents. The Chair will start to prepare a draft agenda.