

**WATERWAYS MANAGEMENT COMPANY**  
**MANAGEMENT COMMITTEE MEETING NO 61**

**Minutes of the meeting held on Tuesday 15 March 2016 at 7.30pm**

**Present:** Adrian Olsen (Chair), Tao Tao Chou, Sally Duncan, Ann Hall, Imogen Olsen, Paula Reynolds, Louise Robertson, Hilary Sorensen, Raquel Stremme

**In attendance:** Rebecca Burt and Rachel Dolacinski, FirstPort Property Services

**Minute taker:** Imogen Olsen

<b>1</b>	<b>Apologies for absence</b>
1.1	Greg Barnes, Adrian Mourby, Nicholas Orme, Sowon Park, Mary Tovey
<b>2</b>	<b>Minutes Approval of the minutes from meeting 60, 12 January 2016</b>
2.1	The minutes were approved as an accurate record.
<b>3</b>	<b>Matters arising from the minutes</b>
3.1	The Apartment Blocks Sub-Committee is still considering whether to seek a second opinion survey on the problematic lift in Complins Close.
<b>4</b>	<b>Welcome to The Waterways booklet</b>
4.1	The draft has been delayed but is now expected by the end of March.
<b>5</b>	<b>Railway line developments</b>
5.1	The City Council's West Area Planning Committee met on 9 February 2016 and accepted all conditions and mitigation measures (including acoustic glazing) put forward by Network Rail for section I/1. The Chair made a presentation to the Committee expressing residents' concerns over excessive noise, vibration and diesel fumes pollution. The Committee imposed noise and vibration testing measures, which will take place over a number of years, and gave Network Rail three months to report on how noise mitigation at source (in effect Tata's silent track) could be implemented or give reasons why not. These are the same conditions previously imposed on Network Rail for section H (Wolvercote). Network Rail therefore now has approval to start work. The Tata silent track will be tested in the Wolvercote section, although the residents there are expressing great concern over how this will be done and the timescale.
<b>6</b>	<b>Sub-committee news round-up</b>
<b>6.1</b>	<b>Finance Sub-Committee</b>
6.1.1	The new budget being imminent, the Chair agreed to ask a director whether she was now able to return to help with this. If so, FirstPort would liaise with the director. The deadline is in late April.

<b>6.2</b>	<b>Apartment Blocks Sub-Committee</b>
6.2.1	Section 20 consultation notices have gone out regarding the replacement carpets for three blocks in Frenchay Road. First notices were due to go out regarding redecoration within the next two weeks.
6.2.2	There have been no further problems with the lift at Complins Close. The Kone contract is due to expire soon, and the Apartments Block Sub-Committee will discuss whether to renew it or change to another supplier.
6.2.3	<p>There are now several leaks in apartment block roofs. Some have been repaired, but all contractors approached have recommended that the flat roofs now be replaced as patch repairs are unsatisfactory and short-term. A survey of all 19 blocks is to be carried out at a cost of £1500. A plan of action can then be drawn up, giving priority to the most urgently required replacements. It is hoped that a programme of works can be started this summer.</p> <p>It was suggested that an asset management fund would help with planning for large-scale expenditure. This would have to be agreed at an AGM.</p>
6.2.4	A director had met a resident from 2-32 Elizabeth Jennings Way to discuss mail box thefts in that block. As a result, FirstPort have changed the locks on the boxes and adjusted the trade bell. There has been another request for the installation of CCTV, which the Apartment Blocks Sub-Committee will consider.
6.2.5	There has been some progress on the problem of short-term lets, in that we now have two specific addresses in Complins Close and Elizabeth Jennings Way. The owner of one of these apartments has said she was not aware of what was going on, has apologised and agreed to ensure it doesn't happen again. The other address will be monitored and the relevant lettings agency, Penny & Sinclair, will also be monitored by FirstPort for advertising short-term lets.
6.2.6	The question of new signage for blocks around the estate will be discussed at the next Apartment Blocks Sub-Committee meeting. A walk-around may be necessary to work out what signs need to go where. It has already been agreed that the style to be used will be the latest used on the GreenSquare blocks.
<b>6.3</b>	<b>Gardening Sub-Committee</b>
6.3.1	Lanes for Drains, on behalf of Thames Water, spent three days removing silt from the balancing pond next to the canal. There is still a lot of silt in the wildlife corridor. Curt Lamberth has suggested that the Thames Water silt trap might be full. The Chair will press Mark Taylor at Thames Water for a reply to his earlier email on the subject, subject to Curt Lamberth's findings.
6.3.2	<p>Curt Lamberth is still awaiting the final lab analysis and will present his report by the end of March.</p> <p>FirstPort have chased Metrorod regarding the survey of the underground section of the swale and the report on the levelling of the swale, neither of which has yet been done.</p>

	<p>A director will contact the Oxford Conservation Volunteers and book them up for another visit this summer.</p> <p>A director suggested that it was now time to start working with, rather than against, Thames Water in finding solutions to the watercourse problems. This was agreed.</p>
6.3.3	<p>There has been great progress with the project to paint murals underneath the two canal bridges. Tesco have awarded a grant of £8000 to the Canal and River Trust, Councillor Liz Wade has given £300, and thirteen people have applied for the position of project manager. A meeting of the committee is to be held on 18 March where among other things a shortlist will be drawn up, and interviews will subsequently be held.</p>
6.3.4	<p>Tree works behind Cox's Ground and Stone Meadow have been stalled by Network Rail, who have now told MBS that the main line will have to be closed in order to carry out the work. This would cost us upwards of £100,000 and in addition one or two banksmen would be required at a cost of £1500-2000 per day. As this is clearly ridiculous, it was decided to take the matter to a higher level at Network Rail. FirstPort will find out who to contact. Meanwhile, it seems unlikely that these trees will be thinned this winter.</p>
6.3.5	<p>Another successful bike cull in January resulted in the removal of more bicycles. The racks are now quite clear and the next cull will probably be done at the end of the year.</p>
6.3.6	<p>It was agreed that paths are probably necessary in muddy areas by the steps to the lake, on the green by the canal, and across the green at the bottom of Frenchay Road. Details will be discussed at the next meeting of the Gardening Sub-Committee.</p>
<b>6.4</b>	<b>Scrutiny Sub-Committee</b>
6.4.1	<p>A response is still awaited from the FirstPort legal department to the WMC mark-up on the new draft management agreement.</p>
<b>6.5</b>	<b>Feedback</b>
6.5.1	<p>There had been no messages to Feedback since the last committee meeting.</p>
<b>7</b>	<b>WRACIC</b>
7.1	<p>FirstPort will check that the WMC grant to WRACIC has been paid.</p> <p>A director is organising an Easter treasure hunt, a newsletter is due to go out just before Easter, and a summer event is planned for 10 September.</p>
<b>8</b>	<b>Managing agent</b>
8.1	<p>The Health and Safety expert found no reason against installing a ramp at the back of the Crescent. Evergreen will provide a quote for the work, which should include a rail and a non-slip surface. If Evergreen can't so the work, another contractor will be asked.</p>
<b>9</b>	<b>AGM arrangements</b>
9.1	<p>Two directors are to stand down at the AGM. Two new possible directors have been</p>

	found, so it was decided not to circulate a letter asking for volunteers. FirstPort will produce a draft agenda and a schedule. The Chair will produce the Chair's report, the Chair and a director the financial report, the Chair and a director the Gardening report, two directors the Apartments report, and the Chair the Scrutiny report. The Woodstock Road Baptist Church has been booked.
<b>10</b>	<b>Any other business</b>
10.1	None. There have been no recent planning applications.
<b>11</b>	<b>Date, time and location of future meetings</b>
11.1	The following dates were agreed: 10 May, 12 July, 4 October, 29 November (2016), 17 January, 14 March (2017) – all Tuesdays, at 7.30 pm in the Community Room.