

MAUNSEL (FOURTH CO OWNERSHIP) HOUSING SOCIETY LTD

Minutes of the meeting of the Management Committee

Held on Monday 13th April 2015 at 50 Wesley Square at 7:30pm

Present: Hilary Arnold (HA), Judith Blakeman (JB), Sarah Collison (SC), Philippa Collie-Cousins (PC), Laurence Dorman (LD), Murray John (MJ), John MacArthur (JM), Kirsty Malcolm (KM), Kirsten Tormod Pedersen (KTP), Andy Woodford (AW)

In attendance: Marie Travers (MT) JMW Barnards, Olivia Cox - Minute Taker

Guests: Jordan Howell (new gardener), Anna Gardiner (AG)

		ACTION
1	Apologies: Ben Gladstone (BG), Basia Kapp (BK), Denise Heywood (DH), Jennifer Jeffrey (JJ)	
2	Minutes of the last meeting - Agreed with some typing errors amended. Sarah Collinson without the 'n', Lawrence without a 'w'. Also noted that Murray John (MJ) was present.	
3	Update re: resurfacing and church entrance	MT, LD
4	Sub-letting / Buy to let	MT
5	Recent parking & boundary issues	MT
6	Re-Naming of Maunsel (Fourth Co-Ownership) to Wesley Square	PC, MT
7	Layout of steps up to no. 16	

8	Finance	
9	Garden	
10	AOB	

3. Update re: resurfacing of Lancaster Road and church entrance

LD explained to the committee that retractable / sinking bollards are more expensive than the arms option previously discussed. LD proposed a stainless steel rise and fall bollard, which would be 500mm high, and takes 7 seconds to go down and up. It can be remotely controlled from a car. LD confirmed that the result would be exactly the same as an arm but with a different mechanism. COSTING: A barrier arm could be fitted for around £3000 for 2. The retractable bollards are £1600 each and have to fitted independently - LD proposed that the contractors who lay the asphalt can put the fixture in. There will also be a maintenance contract. LD estimates the up and down bollard would cost in the region of £8000-8500 total. LD explained the total costs for the resurfacing options, including levelling, re-setting drains and man-hole cover, lifting pavings, removing cobbles. The cobbles will form a rubble strip across the entrance. The resurfacing company have put them in before but advised against them because of extra cost and extra complication in installation.

The committee asked for clarification as to the working of the arm. LD explained that the arm has an induction loop buried in the ground which means if a car stops on it it won't fall. It is also not heavy enough to hurt a pedestrian walking underneath.

AW suggested the temporary ones be kept to avoid the cost. Objections that they are difficult to operate especially at night. It also remains to be seen whether the temporary bollards have had the desired effect of acting as a deterrent. MT noted that a lease plan has been sent over from a St Andrews resident claiming that the parking space is part of her land. However, LD explained that Wesley Square owns the boundary line. It is only an access point, not a right of way. The committee debated the merits of the arm versus the retractable bollard. Not having the arm would free up some extra space, which could be for a tree. This would create a nice over-hang to the entrance. HA suggested a boarder at the back. It gets a lot of sun and could be very beautiful. Having a tree there would have to be

in agreement with number 1. However, it wouldn't affect their light. LD proposed a tree in the middle of the car park, but HA pointed out that that would vastly affect the light of a house in St Andrews Square. No restriction to pedestrians.

Issue of the St Andrew's footpath: HA suggests Wesley Square pays as a gesture of good will, as will give WS aesthetic control of the whole thing - use the paving from the church. It was agreed that the WS will suggest a 50/50 split initially. If they say no, WS will pay for the lot.

Costs of re-surfacing:

resin bound £12,000

asphalt option is around 33% cheaper

LD needs to get a quote, but estimates that total without bollard would be around £22000. Budget is £30000. If it is a retractable bollard, this would take up pretty much the rest of the budget. LD noted that there is not yet a quote for the fences. LD to gather complete quote to present to the committee. HA stressed she doesn't want the fencing to be higher. PP raised concern that the fencing might look 'toy town'. Committee agreed that the fencing is cosmetic.

AW suggests WS invites St A to a meeting. JM will brief Catherine from St A after the meeting. MJ suggests a mutual place to meet. They have a managing agent called Boward. He doesn't appear to know who to deal with there. Anna suggests emailing Boward laying out the plan. Suggesting St A contribute, but saying if not prepared to, WS will go ahead as want it to look nice.

Action: Get final costing. LD estimates could have this within 8 weeks. MT will send out the notice of intention with what is planned, giving a chance for everyone's views to be heard. MT could get the costings for Laurence. 30 days later MT will send out the estimates and costings. MJ suggested inviting St A to come to next meeting on 8th June. MT will find out who the director is through company house. MT to contact both this person and the managing agent (Boward).

Fence - there will need to be a pedestrian gate so people can go through. MJ asked about disabled access. It was agreed that there must be sensitivity regarding this issue.

MT and Laurence to liaise to take some of the burden off Lawrence.

Anna raised that JJ (absent) is concerned about a number of things, including the cost. It's around £700 per household, and it is already in the kitty.

Explanation to co-owners to include that the new entrance will be inviting and welcoming. It's money worth spending. Important to stress that it's a good asset to the square. Also stress that the WS garden starts at the kerbside, not at the gate. No money has ever been spent on the gardens in 30 years.

4. Sub-letting / Buy to let

MT said there's been an enquiry. MT has sent out the instruction for procedure.

MT reported there have been no issues with tenants, e.g. disposing of rubbish

HA reported 2 women have moved into no. 21 (G. Seligman). MT to email and get details.

MJ summarised that the procedure in place seems to be working. SC said she is still not clear as to the procedure. What's the minimum time a place can be rented for? JB says it depends on the lease. RBKC is considering reducing the minimum rental period from 3 to 1 month. SC spoke for several owners who may like to sub-let for shorter periods than 3 months, eg 2 months or even 1 month, but does not want for less eg Air b n b, which can be for a day or so at a time.

AW suggested the lease needs to be clarified. Duplicitous due to confusion.

MT to send out email to all co-owners saying that at the moment it is 3 months minimum rental, and RBKC reduce it to 1 month. But reinforce that there may be legal repercussions for non-compliance.

MT to look up Wesley Square on onefinestay website and see who is using it.

Committee agreed that the admin fee should stay the same as it takes MT the same amount of time. Need contact details if there's a leak / fire etc.

5. Recent parking & boundary issues

AG got a parking ticket a number of weeks ago. MT is going back and forward with the parking company who work for St A. AG has instructed Ron Hogan, a solicitor, to send a letter to the parking company. MT is trying to resolve this. Parking company has agreed that the car was on WS land. But still waiting for a response. Jennifer Jeffrey went through this last year for 8 months.

HA suggests suing. AW suggests taking them to the small claims court.

PC suggests contacting an MP or drawing them up to trading standards.

HA argued that the signs are illegal - there isn't even space on their land to park a car. MT to speak to St Andrews parking people and demand signs come down as they refer to a footpath. They are entitled to prevent people from parking on their 1.8m strip of land, but Anna's car was not on that strip.

MT actions: call them every day and write a letter.

JM noted that he has keys for the temporary bollards and has given them to several car owners. There are 15 keys left.

6. Re-Naming of Maunsel (Fourth Co-Ownership) to Wesley Square

The issue was discussed, and it was pointed out that the legal name would remain even if the trading name was changed. This came out of the AGM 2014 where it was popular with some of the co-owners to reflect their purchase of freehold in 1991.

Easiest was to adopt this is just renaming ourselves by leaving Maunsel as the registered name or we could change the name legally.

MT pointed out it is an easy task to re-name through the FCA. Just a case of filling out a form. MT has contacted auditor. Solicitor says it's fine. MT needs further clarification from the auditor. There would be a lot of admin side - changing stamps / re-issuing shares,

informing supplier, bank accounts etc.

MJ concerned that this is confusing things.

AW says if it's going to get changed, do it all in one go. Call it Wesley Square Co-Owners

AW conducted a straw poll. Only two votes in favour for changing the name so suggests dropping it.

PC and MT to look into logistics and propose names, and bring it up at next AGM. This is to include committee recommendation and any costs involved.

7 Layout of steps up to no. 16

AG wants to create more room outside her front door to make access easier so wants to take out one of the paving stones. Currently she has 6 1/2 paving stones. She will have the same but eliminating the edges. Would use the same brick to create a second wall. Committee's full support was granted for this.

8. Finance update

JM informed the committee that on the 10th Dec, £50,000 transferred to MT to pay for re-decs after JM emailed a scan of the signed letter.

16th March, an email from Metro Bank saying thank you for your instruction to pay £42,000 was sent to MT. The original email including the scan had been hacked and duplicated from someone's email account. JM has put safeguards in place now. Follow up is that they will only ever transfer from the Maunsel Fourth account to JMW Barnard's account at Barclays Bank. They will also confirm with JM by telephone.

JM has reported this to the police and obtained a crime number.

9. Garden

Very soon after next committee meeting, HA would like to send out email to the square explaining it'll be open to the public for the Open Squares.

HA is thinking of paintings of the square made into postcards. HA will show everyone before they get done. These can be sold.

HA estimates there will be between 200-600 visitors, although there is no real way of knowing since it will be the first time WS has been opened to the public.

HA will ask for volunteers of people to help.

Green bags to go back as RBKC still collecting every 2 weeks. Needs to tell the square. HA asked MT to tell residents.

10. AOB

Spring carpet clean & de-mothing of nos. 10/11, 14/15, 36/37 & 44/45: there is £1,100 in the budget for steam cleaning the carpets. MT got 2 quotes last year.

AW asked why only these are being de-mothed. Explained these are the ones with reported moth problems.

Summer party date: JB suggested 5th Sept for summer party. JB can't do the 12th. People with school kids will be possibly travelling back on the weekend of the 5th as then schools go back on the Monday. JB suggested Sunday 13th. Agreed.

Church nursery: JB informed the committee that Reverend Eric of the Methodist Church wants to open nursery in basement. Wants car park to turn into playground.

Church parking: SC noted that the parking is a disgrace. Entrance to the square and turning circle for ambulance is completely blocked. Sometimes three in a row. Between Ceris' house and the church. It was agreed that the committee will not send new parking permits ones in August.

Visitors permits: Ex-number 1 resident is still parking on a visitor permit. MT has emailed her. There are other cars parked on visitors permits. HA pointed out to be fair need to follow up on all. MT to follow up in writing.

MT reported that Rick's van is gone.

Drip: SC asked about the drip. There have been complications. They tried to fix it but seems to not have worked. MJ to follow this up.

MT reported that Denise has a leak but she's away at the moment.

JM raised that this is a wider issue as WS no longer has a building surveyor. MJ said residents can't expect contractors under their contract to keep coming back whenever the roof leaks etc. MJ to go and have a look at the leak. MT has a contractor who will give free advice. MJ to liaise with MT if necessary.

Next meeting date: 8th June.

Reg's replacement: HA explained that there were many applicants for the role, and two were interviewed. Reg was very happy for Jordan to take the role. Reg is training Jordan. Reg will stay for a few months. HA suggested the committee have the opportunity to ask Jordan any questions. Jordan hopes to go to uni in September but understands that there will be commitments at Wesley Square. The role is starting off on a three month trial. Hours will vary. MT to provide Jordan with a time sheet. So far he has been doing 5 hours a day, 2 days a week.

HA proposed Reg's farewell / celebration could be at a party after the Open Square. There will be an open door policy for Reg to the square after this.