

MAUNSEL (FOURTH CO OWNERSHIP) HOUSING SOCIETY LTD
Minutes of the meeting of the Management Committee
Held on Monday, 12th September 2016
at 29 Wesley Square at 7:30pm

Present: Ben Gladstone (BG), Cerys Matthews (CM), Jennifer Jeffrey (JJ), Murray John (MJ), John MacArthur (JM), Kirsten Tormod Pedersen (KTP), Denise Heywood (DH).

Guests: Anna Gardiner (AG), Marie Travers (MT), Olivia Cox - Minute Taker

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1	Apologies: Judith Blakeman, Basia Kapp, Kirsty Malcolm, Laurence dorman, Sarah Collinson	
2	Minutes of the last meeting - circulated, read and agreed upon by the committee	
3	Update re: resurfacing of Lancaster Road and church entrance	MT
4	Update on archive storage at Shurgard	MT, JJ, JM
5	AOB	MT, MJ, AG, HA

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

Since the last meeting, LD has approached the companies that previously quoted for re-surfacing, plus one more, called Swift Surfacing. Swift Surfacing was the cheapest. LD has had a site survey and produced visuals and prices. MT is at a point where she can consult with the co-owners and invite them to comment. After 30 days, if there are no objections, MT can instruct Swift to begin work. MT to email all co-owners. It will be explained why the decision was made on the surfacing – this will include the cost and because of the upkeep.

It was agreed that a daylight meeting was a good idea, to discuss practicalities with the parking when LD is back. When this happens, it is a good idea for parking spaces to be empty so the committee can get a feel for whether the parking plans work.

MJ brought up the idea of hooks for motorbikes / mopeds. CM raised whether a covered bicycle area could be discussed. It was noted that this has previously been discussed. It was an expensive option at the time. This to be re-visited at a later date.

The committee wished to minute huge gratitude to LD for spending the time to create the plan.

MJ asked whether anyone has spoken to St Andrews Square. JM reported having difficulty contacting decision makers. It was noted that, when temporary bollards went in, there was some correspondence inviting a compromise. AG suggested that St A may take WS to court, as per 5 years ago.

It was suggested that, to appease the situation, WS to let St A know about plans for work out of courtesy. BG suggested a letter the week before. MT to write. Managing agent is unlikely to respond, or pass onto clients. Someone will have to ensure that any St A cars are removed. Flyer to be put on any remaining cars

4. Update on archive storage at Shurgard

JM explained that WS currently pays £106 per month for this storage facility. Joanna has sorted through various files and the amount in storage has been vastly reduced. Historical docs have been kept to give to individual co-owners. All other files will be shredded. MT has arranged for a shredding company to collect for £65. JJ offered to shred the documents at her work, to avoid £65 cost. JJ and JM to discuss. MT to cancel shredder. Previously agreed to pay Joanna £15 per hour. She has been paid £300.

AOB

- (i) Defibrillator – One date was issued but they cancelled. Re-issued 26th Nov 10am. 4 people want to go. MT is hoping to get the number up to 12. MT to contact all residents. Most likely in the church. AG added to the list.
- (ii) Garden plans – HA said bulbs have all been ordered and will be delivered next week.

- (iii) First Aid Kit for gardeners – AG proposed one to be kept in the shed. AG to look on Amazon and committee to reimburse. MJ noted that there is a duty of care issue. HA to ask gardeners if there is any other protective gear they need.
- (iv) MJ reported that the lights for the circle have arrived. Two discreet spotlights. MJ to be reimbursed. Company used was Lighting Projects. Will be strapped to the trees. MJ to take-over in finding people to provide power cable and supply. MT / JM to pass on Treadline's details and previous quote supplied.
- (v) Carpet cleaning for the entrances to the flats. MT reported last cleaning was 28th May 2015. JM schedules it into budget every 2 years, usually after the winter. It is £520. DH raised whether new stairwell carpets could be fitted since the current ones went down in 2000. Proposed it is discussed after the costs of the resurfacing etc.
- (vi) AG raised issue of tenants above her not placing rugs on floors which have been stripped of their carpet, contrary to the lease. AG to follow-up with MT. MT to make it clear to residents that this is on the lease.
- (vii) Issue about lights going in a communal area. There is a question of responsibility, but since the builders did a bit more than the electricians were going to do, MT to ask for a contribution.
- (viii) Claim for no. 34 for the man-hole cover works. There has been a quote. MJ to produce a report for the next meeting.
- (ix) There has been a graffiti tag on the Lancaster Road entrance following the Carnival. MT has contacted the council to get it removed.
- (x) BG will be away a lot over the next few months and will have some short-term lets. He is using HostMaker, which is a concierge service. They do meeting and greeting and management. They use airbnb to find clients. BG to provide MT with all relevant information.