

**Maunsel (Fourth Co-Ownership) Housing Society Ltd.
Management Committee Meeting held on
Wednesday 8th September 2021 via Zoom at 7.30pm**

Present: Judith Blakeman (JB), Rachael Vick (RV), Murray John (MJ), Denise Heywood (DH), Robert Larkin (RL), Basia Kapp (BK), Bella Murray (BM), Ben Gladstone (BG), Sarah Collinson (SC), Murray John (MJ) Jen Jeffrey (JJ).

Guests: Olivia Cox - Minute Taker, Marie Travers (MT), Charles Samuels (CS) Russell Mulchansingh (RM)

1	Apologies - Cerys Matthews (CM), Ben Lamb (BL), Bella Murray (BM) Philippa Collie Cousins (PCC)	
2	Minutes of the last meeting - agreed upon.	
3	Flood risk survey - Charles Samuels	MT, CS
4	Window & exterior update	MT
5	Fencing	CS
6	Garden sub committee report back	RL
7	The Living In Wesley Square Booklet	MT, JB, DH, RV

3. Flood risk survey - Charles Samuels: CS has forwarded details with some prices for potential surveys from three companies who will provide flood risk assessment reports. Two will provide only desktop surveys, which will not include going to site. These would be based on current data and ariel photographs. One of the companies would visit. Charles recommended looking at a desktop survey first. There has been a recent drainage inspection and cleaning carried out in the middle of August, all was good. Charles also recommended speaking to Thames Water initially since it is their responsibility to take care of the main sewer. On a wider basis, CS then recommends looking at the rest of the site for a more comprehensive inspection. MT to send details of the three different companies with an example report attached. MT recommended being pro-active because of the recent rain. There are two properties particularly concerned by the rain. SC added that most of the side she is on is concerned and is keen for someone to visit and give advice. RV asked if he could advice either way. Charles recommended an initial desktop survey. SC added that Chris was present when the drains people came, and they only check the

communal drains. He found that there are a lot of fat bergs from kitchen drainage. SC proposed suggesting a company that comes on a certain day and everyone can choose to opt in to get their individual drain done. MJ called drain people in because of a blockage. It was found that they had previously missed a blockage between JB and SC. MJ recommended the drain people coming fairly regularly. MT confirmed that the current strategy is getting a company in around once a year, but it is the individual's responsibility to clear kitchen drains etc. Flat drains come down the middle from the maisonettes above. Everyone in the maisonettes have a rodding eye in their living rooms. Rainwater is independent of the drains. MT to speak to drainage company and find out how much an individual drain clean might be. MT to send round an email to everyone with general household advice to prevent drainage issues. RL added that an issue contributing to the problem is the drains backing up and water coming from drain covers. The storm drains along Kingsdown Close don't seem to have been cleaned in a very long time. This is the responsibility of Thames Water. MT to speak to Chris Bushall. JB has previously raised the issue with Thames Water as the same issue happened in 2007.

4. Window and re-dec update: CS reported that he and MJ carried out inspections and surveys. Originally, there were around 15 requests for replacement windows from Natural Windows. This has reduced to around 13. There is also a request for conversion from single to double glazing. CS obtained quotes for 12 units wholesale replacement from Natural Windows. They have now confirmed that 5 people who would want replacements this side of Christmas have confirmed individually. There are 5 still to confirm. There are a couple who are trying to obtain quotes from elsewhere. CS has pointed out to these people that the original process was going out to three companies, of which Natural Windows was the most competitive option, even before the 7% discount that they have offered. The next thing will be the external decorations. DH asked the approximate price of the new windows for the front and the back windows in flats. CS confirmed that external decs are likely to commence April 2022. This gives people time to change their minds if they do want to go ahead with replacement windows. There is approximately a three month lead time. MT suggested writing to people with poor condition windows and confirm with them that there is only so much to be done in the next external decs and that the windows may have come to the end of their life. Maunsell takes no responsibility for window replacements. DH reported that she has been trying to ascertain since April whether or not her windows are alright. MT replied that there is a brief email report that has already been sent regarding her windows. CS believes DH's windows are in reasonable condition. They may need a few repairs and then painting. The main question regarding DH's windows is whether she might want to change from single to double glazing. DH to contact MT direct to discuss this outside of the committee meeting. RL asked whether roof repairs are part of CS's report. CS confirmed that yes this is the case. The areas which are affected are around the outlets and vents. The roof tiles themselves are ok. CS to complete an overall specification by the next committee meeting (Nov). By that time there will be a clearer idea of who is replacing what in terms of windows. MJ has had a look at the structural integrity of the walls and there are a few movement cracks. MT suggested issuing a draft specification just prior to going to tender. This will give everyone a chance to look at it and make any comments. Ideally WS will be able to go out to tender by the end of the year. MT will then issue the statement of estimates with 30 days for co-owners to comment. MJ asked there to be a

deadline in place for people to decide whether they are ordering new windows or not. If people are still making decisions in January this could end up crashing into the external re-decs.

5. Fencing: CS has arranged for a gardener / fencer to come and have a look at all the fences. He has the specification drawn up by MJ. He will give CS a costing based on the specification. He is a local tradesman from Shepard's Bush so is familiar with the Square. JB wished to add that she has a recent problem with her back gate. RL raised that he thought the fencing and re-decs would be done at the same time. MT noted that this could end up causing delays next spring. Also, a contractor would potentially sub-contract the fencing anyway. A specialised fencing person is therefore probably a better idea. Fencing is a specialist job. Russell added that there is quite significant deterioration in some of the porches. He feels this should be a priority before separating fences. MJ added the hand rails to this, he believes they have wet rot. The hand rails have a curved top with a smooth surface. The committee thanked CS.

6. Garden Sub-committee report back: RL reported that the garden committee hasn't had a huge amount of activity due to people being away. Quotes received so far (Harry Ellis and Charles Wood) have been circulated, and there will be another one sent out tomorrow. The committee requested that this be re-sent. At this point, the hope is that the companies can at that point visit the garden. Sarah Gill has also registered interest but she is a sole trader so RL's feeling is that she wouldn't be the right choice. Beck is also probably not an option. Ray will produce a quote. West London Gardens have also registered a quote. This is Tom, and he is very keen to continue. Harry is a one man band and self-employed which means his quote does not include VAT, and is very similar to Tom's quote. Both 18000 per year. Charles has come in at 1000 per month, but HA had a look at his summation and she felt that he was not allocating enough hours. HA has offered to look at the proposals from people to see whether she feels the hours they're suggesting is appropriate. SC asked the committee if they were happy for HA to be involved in this. RL raised that if HA is stepping back then she should remain stepped back rather than staying on. RV countered that no-one on the gardens sub-committee has the expertise or experience that HA has. DH reminded the committee that HA originally offered to help the committee until the end of the year. BK agreed that with such a new gardens sub-committee, it is wise to have her support. MT told the committee that in her experience there are a lot of extra costs that crop up - bulbs at certain times of the year, garden waste, materials, etc. Typically a person without the sort of experience that HA has might not have the knowledge to adequately stay on top of this. SC confirmed that some of the quotes from garden contractors include things like waste. RV summarised that all she is suggesting is that HA glances over the quotes. West London Gardens finish in November (on November 10th), so there needs to be action taken to tide over into the new year. RV asked the gardens sub-committee to bring a solution for the committee to vote on. RL raised that bulb planting is coming up fast, so suggested buying bulbs and holding a bulb planting party. Sub-committee to come up with a date and emails will be circulated.

7. Living In Wesley Square Booklet: RV explained that she and MT spoke about this and the idea of 15 committee members editing one document wouldn't really work, so she asked for 2-3 volunteers to work on the document with her one evening. This would be circulated as a draft

ahead of the next committee meeting. Joanna worked on the previous one with John, and much of the information is factual and will stay the same. DH and JB volunteered.

AOB

Garden Visitor: JB had an email from the local police sergeant. They are going to send someone early in the morning. It seems he is using the square to store some belongings. MJ spoke to him previously. His name is Ben and he uses the space out the back of the bike shed to store his duvet. SC told the committee that when the police came they left a note for him. When she went back later the belongings and note were gone. MT's concern is that he could over-load the circuit that he is using for his kettle and to charge his phone and cause damage to himself. This has been going on for a couple of weeks so RV has reached out to a homeless charity. They have come down three times but he wasn't there. RV to stay on top of this to get him support and help. MT to be kept updated as to whether he has moved on. In the meantime she will get her electrician out to ensure it is safe and potentially put a lock on it.

Gazebo - RL asked whether it is time to purchase another gazebo or not. MT believes the previous one may have been donated. The frame is sound but the roof is ripped and not in good condition. It seems that the cover can be replaced for £99. A new one is about £300. MJ suggested waiting until it is needed. Committee to re-visit this at the beginning of next summer.

Church - BM asked whether WS would be willing to make a small donation to the church to thank them for lending the trestle tables. Agreed. The amount agreed upon is £75.

Ana's resignation - RV reported that from the rules, Ana cannot nominate someone to take her place. This means Ana would no longer be a co-owner, so would be resigned from the committee. Ana has emailed the committee but has not included MT. MT told the committee that potential new people would be nominated just before the AGM. But currently there are enough people on the committee. Agreed that the position will be left vacant until the next AGM

Rumoured dog - Apparently Andy has a dog. With him returning to the house he would need to get permission from the committee. MT will need to explain to him if this is the case that this would be very difficult since the committee only very recently refused permission. It is believed that Ana and Andy had a dog in the past. BG reported that the dog was ancient several years ago, and that was the basis for it being allowed into the square. MT to speak with Ana to remind her of the rules.