

**Maunsel (Fourth Co-Ownership) Housing Society Ltd.
Committee Meeting held on Monday 14th November 2022 @ 7.30pm
In 50 Wesley Square**

Present: Bella Murray (BM), Judith Blakeman (JB), Robert Larkin (RL), Dominique Van Roey (DVR), George Tormod Little (GTL), Billie Dainton (BD), Murray John (MJ), Phillipa Collie-Cousins (PCC), Jennifer Jeffrey (JJ)

Guests: Olivia Cox - Minute Taker, Marie Travers (MT), Russell Mulchansingh

1	Apologies - Charles Samuels (CS), Ben Lamb (BL) Michael Lynas (ML), Ben Gladstone (BG), Rick Fisher (RF), Denise Heywood (DH)	
2	Minutes of the last meeting	MT
3	Update of fencing project	
4	Financial statement	BM, MT
5	Asbestos found in soffits	MT
6	AOB (i) Entrances & gates to the square (ii) Recent fly tipping (iii) Car parking permits (iv) Christmas tree (v) Defibrillator	MT, GTL, BM

2. Minutes of the last meeting:

JJ mentioned that she was missed off the previous minutes but was in-fact in attendance. RL wished to note that it had been minuted that he said he was not bothered by flies in relation to the compost bin. He wishes to amend that, and it should now read that he wasn't aware that anyone else who was closer to the compost bin had complained about the flies. RL also wished to amend the last paragraph, as he is prepared to offer his services as committee chair.

3. Update of fencing project:

On behalf of CS who sent his apologies, MT told the Committee that further to site inspection, the following update is available:-

- The works commenced on 1st November
- Site set-up 95% complete and on-going
- Compound to be secured to prevent un-authorised access
- 75% of materials have been purchased
- Front: 10 number gates sourced and ordered
- Urgent works to gates and posts to numbers 5, 20, 26, 28, 43, 46, 50 - commenced last Friday and should be complete by end of the 26th November.
- Due to nature of work contractor will be working on all blocks at the same time
- Valuation weekend 18th November
- Full financial statement will be provided. Costs to date are well within budget
- Saturday work if necessary between guidelines of RBK&C
- Labour: at present there are 2 workmen on site. 3 from 16th November. Contractors report work progressing well. Couple of days delay due to rain but nothing too substantial. On track to complete before 23rd December
- Contractor would like guidance on how to cut back plants and shrubs interwoven with the fences. Can creepers be cut back without damage?
- Should a new gate be purchased for 31?

MT to update all co-owners.

RL asked if they are sitting the posts in plastic bags as per previous repairs during re-decs. It is believed that this is the case.

4. Financial statement:

BM presented a financial update to the Committee and explained that she is still waiting for feedback from Ray re his budget. BM explained that WS is well within budget even with the re-decs. BM asked if all the roof maintenance that was budgeted for had been completed. MT to double-check. There was £250,000 in the budget to do re-decs and roof. It came in at £239,000. MT explained that this may go up due to retention and CS's fee. The gardening and landscaping is over budget as last year there were still the West London Gardens workers as well as Stephen, and the tree surgeons. The hope is that this will come back down now that it is just Ray. BM asked how the budget can be increased as she has looked back historically and amounts haven't changed. MT and

BM to discuss. In general, WS is well under budget. The budget was £375,000. Came in at £337,000. There is still a sale on-going for Ben, which will give claw-back. There was another survey done which delayed exchanging.

The Committee discussed future needs for re-decs, and the roof was discussed. There is a change of building regs changing requiring insulation in the roof. MJ told the Committee that outside of this, the key indicator for knowing that a roof needs upgrading is leaks, and that preparing in advance is essential. Suggestion to ask CS for a projected cost. BM asked what the process would be for adding this into the budget to build up the necessary money if this was needed in the future. MT explained there are different ways of doing this. One is to gradually increase service charge to build up funds. Other is to build up the reserve and send a demand for everyone to pay once it is necessary. In order to raise service charge, this would have to be agreed upon - BM asked whether this is a Committee decision or whether this needs to go to AGM. The last service charge increase was five years ago. MT to speak to CS to get a forecast as a first step.

BM to input Ray's figures and then circulate financial statement to the Committee. This can then be discussed at the Jan meeting.

It was asked whether there are any contingencies in the budget. It was confirmed that there are.

5. Asbestos found in soffits:

MJ circulated a note regarding this to the Committee prior to the meeting. Asbestos was found in Chris Bushall's soffits, which is a little area just outside the house. MJ explained that there are floorboards and a piece of plywood separating outside from inside, which can make them very cold. It was suggested to issue a warning to flat owners as the lining only becomes a hazard when it is broken. Therefore, co-owners should be careful when putting fixings into the ceilings, e.g. light fittings. MJ suggested writing a letter to everyone in the Square. Agreed. RF also sent an email thanking MJ, and agreeing the issue should be handled by Maunsel but that the cost of insulation installation should be the responsibility of individual co-owners. RL asked if historically asbestos works have been picked up by Maunsel. BK paid for her own, but MT clarified that this was internal which falls under the responsibility of the individual. MT suggested an asbestos survey just on the low level soffits. MJ told the Committee that CS wrote to him with a quote from an asbestos specialist. CS recommends obtaining quotes for an asbestos survey as a first step. CS's quote for the removal of one soffit timber and AIB is £1295 + vat. This doesn't include re-insulating. MT re-iterated that any asbestos is fine where it is

since it has been there for such a long time - the only issue is if anyone drills into it etc. First step agreed to inform all co-owners, and obtain survey quotes.

6. AOB

(i) Entrances & gates to the square - BM suggested having automatic closures on the gates to make it clearer to people that it is a private square. BM suggested button ones but if there is an issue with electricity MJ suggested a spring. BM further suggested trimming back the plants that are growing around the "private square" signs.

BM told the Committee that the Vice Principle of the school has contacted the Square to ask if there is any CCTV footage of the children who are regularly coming into the square. RM can access this if given the time frames.

(ii) Recent fly tipping

MT reported that a large amount was dumped in the Bartle Road again. David Kitchen has mentioned whether there could be bollards like St Andrews Square on the parking spaces. He also asked who would be cleaning the areas. MJ reported he and Chris often go out and put the rubbish in bags. RM suggested changing the angle of some of the CCTV cameras in order to capture people's license number. At the moment, one of the camera angles requires an area to be blacked out as it slightly overlooks a garden. MT told the Committee that she has a handy-man available to move any items dumped. MT to feed-back to David that the Committee are looking into two additional CCTV cameras to be put up. MJ added to the issue of bollards that if these were put down, it would require the area to be leveled and re-surfaced. This is costly, and the ones at St Andrews Square got broken fairly quickly.

(iii) Car-parking permits: MT told the Committee that a tenant asked if he could have a car parking permit. MT informed them they don't issue permanent permits for tenants, but that their landlord could be issued with a visitor permit or contractors' permit for a short period. RL told the committee that one of the problems that the tenant experiences is that his landlord is reluctant to give him official recognition as a tenant. JB told the Committee that tenants can apply for an RBK&C parking permit for road parking, which is inexpensive. MT has suggested this to the tenant, but he wishes to take the matter further. MT added that there is a problem with precedent since previously a tenant got hold of a visitors permit and passed it on to someone she was sub-letting to. The permit was subsequently abused. PCC told the Committee that legally the permit probably comes with the property. Of the 22 spaces that are non-officially allocated, only around 60% are occupied. It was suggested that the Committee consider allocation to tenants

on a case by case basis when there isn't a full requirement of parking for co-owners. MT said that the issue with this is that when a tenancy ends, there is no relationship between JMW Barnard and the tenant, so they could in theory continue to park there. DVR is supportive of the idea of tenants being able to apply for a parking permit, since they are part of the community.

(iv) Christmas tree in Square

The Committee is happy to have a christmas tree again with lights and decorations. GTL is happy to help with the installation. BM to assist.

(v) Defibrillator

MT received an email saying the defib had been used. It had not, and the email then pressured for a service. MT spoke to the original trainer, who confirmed that there is no need for a service unless it has been used. MT to look into this. GTL and BK have spoken about potentially fitting the defib in a more centralised location, e.g. underneath the noticeboard. GTL is suggesting a tiny waterproof lean-to shed with a clear sign. At the moment the location is unclear and has obstacles (e.g. plant pots). The defib is a public resource set up by a charity called the national defib network. This is in the process of being digitised, which is what prompted the beginning of the emails.

(vi) David Barrable

David Barrable asked DVR to share on his behalf. This is regarding an eviction (Charlotte) which hasn't happened because of legalities. The co-owner hasn't paid service charge because they haven't received rent for such a long time. MT continues to chase this lack of payment. If no response, this goes to David Flemming. The worst case scenario is that they would forfeit the lease. RL wants to know that the situation is to get some clarity on what will happen moving forward. MT doesn't get involved between landlord and tenant. BM noted that missed service charge will have to be back-dated. MT to take to the next step.