

# Wimbledon Park Co-operative Limited



Board Meeting Wednesday 12<sup>th</sup> June 2019

**Present:** Bernard Koudjo (Chair), Cecilia Barrett Anne Brown, Lizzie Inglis, Linda Stevens, Mary Cunningham, Phyllis Edwards, Susan Lore, Martin Lore, Blase Lambert, Hugo Pastor, Craig Nicol, Shaun Wilcox, Kirsty Corcoran

**Apologies:** Nigel Tabbron, Craig Nicol, Linda Osborne, Sarah Stevens

**Last Minutes:** 1. Grounds Maintenance/Confidentiality: Shaun asked if it had become common knowledge that the contract had moved over to Wandsworth Borough Council (WBC) and whether they could now talk about it without it breaching confidentiality. It was confirmed that it is common knowledge as the WBC contractors (Ground Control) had now started work and Linda confirmed that Ground Control had been seen on the Estate. Clarification was sought as to whether the new contract would cover the same work as the previous contract. Cecilia clarified that the previous contract was above and beyond what could be expected and it was too costly to find a like for like contract. A revised work schedule had been tendered for and if any gaps in the service are noted they should be reported back. 2. Rule Changes: Cecilia advised that a separate, purpose meeting will need to be held for the rule change discussions. Blase advised that a separate meeting was required as it would be a long process and thus, they required a focused meeting. He recommended allocating approximately 2 hours for this working meeting. Blase further advised that firstly all board members were required to read through the old rules (approx. ten pages long) and these should be given to board members prior to the meeting to be read and ready to discuss at the meeting. Once the new rules had been agreed upon in principle by the board they would be presented to all Estate residents and voted on at another separate meeting. Linda asked if the rules were the same as the modular management agreement (MMA) and Blase advised that they were different, the rules are akin to a business constitution. **ACTION REQUIRED:** Copies of the current rules are to be circulated to all board members for their perusal. A date is required for the meeting to discuss the rule changes in depth. Agreed they would set a date and see how many people could attend as it would not be possible to get all members together so would have to make do with as many as possible.

1) Staffing Update and Structure Changes. 1. Staffing Update: Junelle left the team on 06.06.17 and Lizzie Inglis has joined as of 10.06.17. 2. Structure Changes: Cecilia has been investigating the proposal of a possible merger with the Ackroydon East TMO. Blase suggested 2 board members should volunteer to meet with 2 Ackroydon counter parts and discuss this further. Shaun said that the TMO had been through a transition phase and were only now in a period of stability and questioned how stable the other TMO are. Blase advised that Ackroydon are an established TMO who have been around since 1999, they carry out the same job, offer the same services, had same objectives and so on. The TMO's are compatible for a partnership but it is rather a matter of whether the two

organisations want to work together and will be able to work well as people. Blase advised that both TMO's have their continuation ballots taking place in autumn this year and for this reason, whilst both boards should seriously consider the proposal and start to consider the terms they want but the necessary meeting of the representatives should not take place until both TMO's have had continuation confirmed. Several members expressed concerns that they did not know the specifics of what the merger would entail but Blase advised that this is why the meeting as required and it was down to the 2 TMO's to decide what the terms and structure of a merger would be. Shaun suggested that they should have two meetings, one initially to meet the other TMO and learn about them and they could report back to the board as a whole then a second follow up meeting where both sides are able to discuss what they want from the merger. Blase reiterated that in his opinion no more than 2 representatives are required from each TMO and Shaun and Linda volunteered. Shaun and Linda were agreed upon as they represent both tenant and leaseholder interests. ACTION: Set date for first meeting with Ackroydon.

2) Board to Approve Accounts. Cecilia advised that an audit had been carried out weeks a couple of weeks prior but the accounts had not been received yet back so this would need to be discussed at a later date, but still before the AGM. The Chair, Secretary and Accountant have to sign them the accounts and the signed copies need to be distributed to all residents at least a week prior to the AGM. Agreed to meet on Saturday 6<sup>th</sup> July AM to review notes. Shaun, Linda, Bernard and Kirsty confirmed availability to attend. ACTION: Other members to confirm availability for meeting and Cecilia to set deadline to Audit for accounts to be returned before then.

3) Grounds Maintenance and Update. Linda reported that the hedges at Wimbledon Park Court are overgrown and beginning to encroach on the public road. Cecilia advised that this as known and they were due to be cut back prior to Wimbledon beginning. Kirsty raised that a few areas around the estate were overgrown and Cecilia advised that Ground Control were aware and would be attending to however they needed allow certain areas of the Estate to "grow out" so that they could assess what work was required and on what frequency so that the gardening contract reflected this.

4) Signatories. All have signed the forms and they have been returned to Barclays. Currently waiting a response from the bank.

5) Secretary Role. 1. At present there is still no Secretary. It was hoped that Max would take the role but he has since resigned from the board for health reasons. Sue is open to becoming secretary however she is not yet on the board officially and needs to be voted in at the net AGM. Cecilia and Blase advised that the rules actually stat that you can appoint a secretary (or treasurer) that isn't part of the committee. The rules state "you can pay the (acting) person if they are not a committee member" which implies you can also have a non-paid non-committee member act in the position. Kirsty offered to meet with Sue and discuss the role so that she can make an informed decision as to whether she wanted to be secretary but has initially agreed in principle. Cecilia advised that if the minute taking duty was part of Sue's reluctance then it could be agreed that office admin could take the minutes where possible however this needs to be factored into the budget. Bernard agreed that logistically this made sense. Action: Sue and Kirsty to meet and discuss the role.

2. Linda reminded the group that at the upcoming AGM the three longest standing board members had to stand down. Blase clarified that longest standing did not mean those who had been on the board the longest but rather those who had been in term for the longest.

6) Continuation Ballot. 1. Cecilia advised that the continuation ballot would be required to take place in November this year and suggest the board form a sub-committee to carry out work such as creating flyers or door knocking to encourage residents to vote. Sub-committee of Hugo, Martin, Sue, Bernard and Kirsty appointed. Cecilia advised that the board as a whole need to agree on a strong message for the Co-operative all members need to be untied and aware of what message they're selling to Estate residents. Shawn suggested a written update should be sent to the away leaseholders reminding them vote and Cecilia offered to facilitate sending these to away leaseholder addresses provided the board create the notices. It was agreed these should be sent within 2 months of the November vote. Blase advised that Ackroydon East were carrying out a satisfaction survey at the moment in advance of their September vote to see what residents wanted from the co-operative and allow the board to subsequently offer what people want and suggested the Wimbledon Park board consider a similar exercise. Shawn suggested using "Mail Chimp" to carry out this survey as they allow for both paper and online surveys so would reach a wide range of residents. A deadline was set for the survey to be completed by the end of August. Blase agreed to liaise with Cecilia to provide some example survey questions. Blase advised that it may be worth the sub-committee targeting specific properties for example assess which properties were sub-lets or board members properties and focussing on the other properties. Advised it would be important to assess who the swing voters are. Action: Sub-committee to meet and survey to be undertaken.

2. Sue asked who carried out the balloting process and Cecilia advised that an external third-party company is employed to eliminate bias. The board decide on the wording for the ballot themselves and a possible suggestion was put forward by Blase - "Do you want the Wimbledon Park Co-operative to continue to manage the Wimble Park Estate for the next five years?"

3. Linda advised that she thought there was supposed to be a bi-annual satisfaction for all residents and questioned when this had last taken place. Bernard confirmed one had been undertaken in 2017 prior to Shae leaving the team. Another one would happen this year as per previous discussion.

7) A.O.B. 1. Dogs: Linda reported a problem with dogs on the estate and stated that dog owners (both residents and visitors to the estate) are frequently not picking up after their dogs. Dogs are frequently being exercised on the estate and allowed to foul the communal areas. Linda asked how it could be arranged for dog wardens to visit the estate. Anne advised that she believed that the Estate was covered by the Borough dog by-laws but would need to confirm. If the estate is confirmed as covered by the by-laws then wardens would be asked to regularly patrol the area. All in attendance agreed on need for Animal Welfare wardens to attend. Linda advised of other issues with dogs including the noise from dogs within flats and dogs running on balconies. Anne advised that any noise related issues are to be reported directly to Wandsworth Emergency Control and issues with dogs fouling or exercising in any communal areas were to be reported to Animal Welfare (previously Dog Control). Cecilia advised that a notice could be put in the next newsletter both warning residents against this behaviour but also to advise residents of how to report these issues. Anne confirmed that all dogs in Wandsworth had to be registered with the Council. Anne confirmed that whilst the behaviour would constitute a breach of tenancy/lease it was unlikely to get to that point as it is very difficult to obtain sufficient evidence. The first course would always be to report the matter to Animal Welfare and hopefully it can be resolved in the first instance. Linda asked why there were no dog bins in the area and Blase advised that it was because it would be in contradiction to the dog by-laws and would encourage dogs to be there to begin with.

2. ASB: Mary raised concerns over noise from other residents. She advised that noise from neighbours and noise transmission was an issue and that it was a concern that residents

weren't aware of the rules of the as, for several reasons, they had never been advised of the rules. Mary advised that historically a rule sheet was regularly distributed to all residents advising of rules such as DIY times, flooring requirements and so on, however this has not been sent out for a long time. She suggested this should be re-introduced and sent out approximately every six months and this would take away the excuse of not knowing they were breaking the rules. Martin suggested a specific welcome back should be given to all new residents. Cecilia advised that new tenants and leaseholders are issued with a copy of the tenancy/leasehold conditions and Anne confirmed that sub-tenants were the only group who are not specifically given notice of Estate rules and lettings agents would benefit from receiving the information to pass onto their tenants. Mary clarified that what she was referring to was not a scolding letter but purely a fact sheet for residents. Cecilia commented that whilst several board members were mentioning noise nuisance they were experiencing, she was not receiving any official noise complaints and therefore was unaware of this. Shaun argued that this was because it is very difficult to get through to WEC and make the reports. Martin was nominated to create a rule sheet for distribution, and he agreed. All present agreed the rule sheet should be in a friendly tone. Bernard and Martin are to meet and discuss how to proceed with the rule sheet and agree on specifics such as how it would be distributed and its format.

3. Kirsty asked whether there was an option to start composting on the estate and could they apply for a free communal compost bin to trial this. Cecilia advised she would speak to Ian Harrison (Horticultural Manager) to see if any other estates had implemented this or if he could offer any further advise on the matter. Bernard agreed with the proposal for communal composting. Linda expressed concerns over implementing this.
4. Sue asked whether parking permits were checked regularly as she had noticed people parking without displaying a permit. Shaun advised that the Saturday before he had seen a parking warden around issuing tickets. Board members were advised that if they see a car parked without a permit to photograph the vehicle and email it to parking enforcement. The same applied to vehicles with valid permits but parking on doubler yellow lines.
5. Linda asked for clarification on where the funding for the new office had come from and Cecilia confirmed that she had received a grant specifically for the works. The new office is universally accessible.

Next meeting: AGM to take place on 13<sup>th</sup> July 2019.