

**MINUTES OF THE ENFIELD ISLAND VILLAGE RESIDENTS ASSOCIATION**  
**DIRECTORS MEETING HELD AT THE COMMUNITY CENTRE,**  
**ENFIELD ISLAND VILLAGE**  
**ON THE 11<sup>th</sup> OCTOBER 2005**

**Present:** Tony Thake (TT) (Chairman)  
Kevin Allanso (KA)  
Sugar Ahmed (SA)  
Steve Grimmer (SG) – London & Quadrant  
Lucy McFarlane (LM)  
Mr Steve Misell (SM)  
Iain Campbell (IC) – CPM Asset Management (Sec)

1. **Introduction**

The Chairman welcomed those attending and offered the post of Chair for the new financial year to other directors. All present voiced their support for the current chairman and asked that he remain in post. Tony Thake kindly agreed to continue as Chairman until further notice.

2. **Apologies for Absence**

Apologise for absence were received from Syeed Hussain.

3. **Approval of Minutes of the Last Meeting**

The minutes of the last meeting held on 6<sup>th</sup> September 2005 were unanimously approved.

4. **Matters Arising from the Previous Meeting**

The Managing Agents has produced a report in the form of an Action List. This also covered matters arising from the previous meeting and actions being taken. A copy is attached at Annex A.

5. **Financial Report**

The Chairman sought approval for an amendment to the draft budget presented at the last meeting. The amendment was in relation to an increase in expenditure for the Community Centre as a more accurate assessment of the costs associated with the running the Community Centre had now been determined. The cost, excluding income from hire charges, was assessed as £9123 per annum. The previous estimated figure was £7500. The net result on the draft budget was an increase of £1.23 per household. The amendment was unanimously approved.

IC stated that, currently, CPM makes no administrative charge for people wishing to pay their Residents' Association(RA) service charge by standing order. This was a concession give by CPM and would continue for this financial year but would need to be reviewed in line with other

**Action**

**All to Note**

costs next year.

A copy of the RA service charge for the year ending 31 August 2006 is at Annex B

Appointment of Finance Director. The Chairman sought a volunteer to take on the role of Finance Director vice Ian Mitchell who had tendered his resignation at the AGM.

Kevin Allanso kindly undertook to act as Finance Director, for now.

KA

Invoices. A Dalemarsh invoice for £3519.13, for gardening services for the month of August was approved. CPM's fees for October amounting to £3,867.54 were also approved.

## 6. Managing Agents Report

Attached at Annex A

## 7. Community Centre

The Chairman announced that Sayeed Hussain had kindly agreed to take the lead in managing the community centre with administrative support being provided by CPM.

SH

Discussion then centred on the need to set a more realistic hire charge to help offset the annual running costs of the centre. The Chairman had done a budget analysis (copy at Annex C) which showed that hire charges, based on an annual usage of 1248 hours, should be in the region of £12 per hour.

Current users of the community centre were paying substantially less than this and would need to be apprised of the move by the RA to increase charges, in order to determine if they had the ability to pay and/or if staged increases could be implemented over a certain transition period. SH in conjunction with IC to action.

SH/IC

## 8. Multi-Sports Court

A decision on the Enfield Island Youth and Community Trust's (EIYCT) proposal to site a multi-sports court on the Island had yet to be made and directors discussed how best to progress the matter on behalf of residents.

It was agreed that further consultation with residents was required by EIYCT. Accordingly, the Chairman undertook to discuss with the EIYCT a methodology to determine what sections and percentage of the community needed to be canvassed further to satisfy the requirements of the residents and, thereafter, what percentage of replies would be needed by the RA to enable them to make a decision 'in principle' on the proposal.

TT

9. **Gardening Contract**

IC confirmed that he had asked contractors tendering for the new gardening contract to submit their prices to him by 1 November 2005, latest. KA declared an interest in bidding for the gardening contract and stated he would be submitting a tender. It was acknowledged that this would preclude him from taking part in the final selection process.

The process for deciding how to select a contractor was then discussed. It was agreed that contractors would be invited to provide details of any sites that they currently manage so that directors could, if necessary, conduct a visit to them. Once tender prices have been received the directors would then conduct a preliminary review to ascertain who will be invited to the next stage of the process; namely, a selection board made up of directors from the RA.

If invited to the second stage contractors would be asked to prepare and deliver a short presentation to the board on their proposals for managing gardening on the Island.

It was envisaged that directors would reach a decision based on pre-established criteria and on the strength of presentations given by contractors.

KA agreed to provide a suitable template setting out certain selection criteria to IC. Members invited to serve on the board, subject to them declaring no conflict of interest, were: IC, SM,SG,SA, LC and Mr David Field. The selection board would be convened on Monday 21<sup>st</sup> November commencing at 1700hrs in the CPM office, 39 Island Centre Way.

KA, IC,  
SM,SG,  
SA, LC

IC was to notify contractors of the selection process and make the necessary administrative arrangements.

IC

A general discussion then ensued on how best to manage and utilise the POS, including one suggestion that a city farm should be established. The need for adequate lighting at night was considered to be essential. IC stated the lights on the POS were not yet working but had been reported to Fairview to fix. The possibility of employing security guards and/or surveillance cameras to police the area on a permanent or ad hoc basis was also voiced, with SM agreeing to look into the feasibility of the latter.

SM

10. **AGM Issues**

IC stated that AGM issues concerning the multi-sports court, trees surrounding Soper Mews, and houses built by Ward Homes on Government Row were being addressed. He also confirmed that the results of the Island Survey conducted by CPM in July were being collated. The outcome and the draw to determine the winner of the £200 worth of IKEA vouchers would be made known before Christmas.

IC

The Chairman raised a general query in respect of tenants and whether they were being adequately represented at AGM meetings. The matter would require further investigation/thought.

IC undertook to clarify what constituted a quorum necessary to conduct AGM business.

IC

It was agreed that next year's AGM should be held in the Community Centre.

11. **ENVIROS Clay Cap Inspection**

IC confirmed that he was arranging for ENVIROS to do an inspection of the clay cap before the end of the year. The date of the actual inspection had yet to be decided.

IC

12. **Any Other Business**

Workshop Meeting - Joan Ryan MP. The Chairman confirmed he would contact Joan Ryan's office to confirm the arrangement for the workshop meeting to be held in the Community Centre on Saturday 26<sup>th</sup> November 2005.

TT

AGM Raffle. SA stated that the Metropolitan Police had raised £100 from the raffle conducted at the AGM.

Business Link for London. SA was nominated to attend a course which would teach her how to apply for funding and grants in general, with the aim of improving the RA's chances of securing extra funds for Island projects and activities. The cost of the course was £1057.50 but was, effectively, at no cost to the RA as fees could be claimed back. SA was to confirm in writing that that this would indeed be the case. Invoice would be paid on receipt of confirmation.

SA

Canal Arm and Basin Survey. Authority was given to approve expenditure up to £2500+VAT to cover the cost of a joint survey being conducted by Fairview and the Residents' Association to determine if the Canal Arm and Basin has been built in accordance with the original design/specification.

IC

13. **Date of Next Meeting**

The date of the next meeting was agreed for Tuesday 6 December at 1930hrs.

There being no further business to discuss the meeting closed at 2200hrs.

**ANNEX A**

**Managing Agent's Report – October 2005**

**EIVRAL – ACTION ITEMS**

Serial No. (a)	Date (b)	Item (c)	Action/Steps Required/Taken (d)	Status (e)
14.	1 Aug 05	Management Agreement	Paul Ingram working on it	CPM is drawing up management contracts for all of its clients. A pilot scheme is currently under way providing 3 levels of service; Value, Middle and Full. Enfield Island Village has not been included in the pilot as it does not currently conform to the CPM 'norm'. CPM is also providing other ancillary services to clients which are also being trialled. I will keep directors informed on progress of the pilot scheme.
15.	1 Aug 05	Reduce Accounts 6 to 4	NM confirmed to the meeting that this had been done and a confirmation letter would follow	Accounts department investigating – have chased up.
16.	1 Aug 05	Draft Budget	Rent Charge to be sent out.	Budget signed off on 4 October. Slight amendment made – changes need ratified.
17.	1 Aug 05	Parking Notices	Being prepared.	Actioned. Item closed.
18.	1 Aug 05	Bollards	Fairview has agreed to erect bollards to deter illegal parking on POS	Fairview has <u>never</u> agreed to and will not. Cost to fall to RA.
19.	1 Aug 05	Covenants	Database now been set up and that any breaches were being picked up at the point of sale after inspection.  No papers had been forthcoming for the last two months from the legal department at CPM for signature by the Directors in the form of Deeds of Covenant. CPM will investigate this matter and report back to the directors.	Solicitor's enquiry department are reinstating the system whereby the Chairman is advised of sales/transfers. Details to follow.
20.	1 Aug 05	Presentation Housing	Invite Joe Ukpabi to attend EIVRAL meeting in	Joe failed to attend directors meeting on 6

Serial No. (a)	Date (b)	Item (c)	Action/Steps Required/Taken (d)	Status (e)
			October.	September. 4 October - Joe confirmed he will attend meeting on the 11 <sup>th</sup> . Have asked him verbally meanwhile to remove satellite dishes from his blocks.
21.	1 Aug 05	Christian Housing	Contact property manager to establish precise details of prospective tenants	Ongoing. Letter sent to Chief Executive Christian Action Housing on 10 October.
22.	1 Aug 05	Finance	CPM reported to the meeting that the Facilities Management Department (FMD) at CPM is preparing a report regarding long term objectives for any expenditure incurred.	Will arrange what is required within the next 3 months - or so! Ongoing.
23.	1 Aug 05	Redecoration	Webley, Peabody and Morris court to be redecorated externally	Currently awaiting quotations from contractors. Surveyors visited Island and met with IC on 8 Sept. Outcome of visit emailed to directors on 9 <sup>th</sup> . – Ongoing.
24.	1 Aug 05	POS	Contractors, Shires, dumping material on island	Actioned. Area is to be landscaped by Fairview. Item closed.
25.	1 Aug 05	Canal Basin	Chase up Ian Miller Flyght Pumps – put work on hold subject to outcome of discussions with Haggerston from Fairview.	Still waiting to contact Ian Miller!
26.	1 Aug 05	Ward Homes	Chase up progress	Letter sent to Mr Howitt, Commercial Director, David Wilson Homes on 30 September. Replied received from Mr Howitt and Planning Department LBE. Matters being progressed. Awaiting further details
27.	1 Aug 05	Community Notice board	Erect board near/in Community Centre	Ongoing.
28.	1 Aug 05	Pigeons	Support Greener Courts efforts to eradicate pigeons.	Council have eradicated pigeon from one third of bridge only. Will chase them up to determine if/when they will do the remainder  Russel Hart and Terry Ransome LBE have convening a meeting at my behest on 18 October at 1530. Any directors interested in attending to advise IC.

Serial No. (a)	Date (b)	Item (c)	Action/Steps Required/Taken (d)	Status (e)
29.	1 Aug	Canal	Respond to Fairview's letter from John Haggston asking if they will accept there is a problem and/or share expenses to investigate	Actioned. Letter sent to Haggston.  D Jones confirms he is arranging/pricing the cost of a joint survey to be funded by both Fairview and RA. Ongoing.
30.	6 Sep	Cost of maintaining the POS.	IC to confirm with Fairview if they would abide by the undertaken they gave to the RA on 22 March 2005, to reimburse the RA the cost of maintaining the POS - from the time the landscaping was completed to the time Fairview handed over freehold of the land to the RA. This was estimated to be approximately one year after completion of the works.	Letter sent to David Jones 8 Sep 05 – Reply attached. No firm commitment on funding yet. Also, actual date for RA to take on responsibility for POS to be finalised/determined.  Tony entering discussions with Fairview and will progress?  Lights on POS reported to D Jones as not working. He will arrange to fix.  Fairview's Management Plan for POS obtained. Copy attached.
31.	6 Sep	Police Building	As a first step IC was to ascertain who the actual owner of the building was.	PC Street put in contact with Phil Baron to broker a deal. Item closed
32.	6 Sep	Waste/Dog Bins	The Council had advised, now that the roads had been adopted, that they would be siting additional litter and dog waste bins on the Island. They also gave an indication of where. IC undertook to reply on behalf of the RA and to ascertain if the Council had any plans to site dog waste bins near to the Public Open Space.	Actioned. Email sent to council on 8 September and copied to directors. Also asked if council have plans to site dog waste bins near to POS. No reply to date.  Will bring it up at meeting with Terry Ransome.
33.	6 Sep	Gardening tenders	<u>Gardening</u> . To date, three contractors had been invited to tender for the Enfield Island Village gardening contract. DF wished an invite to go out to Platinum Gardeners. IC advised he would do so subject to receiving	Five companies asked to tender so far. Originally asked for tender prices by 11 <sup>th</sup> October. Date for tender prices extended to 1 November.

Serial No. (a)	Date (b)	Item (c)	Action/Steps Required/Taken (d)	Status (e)
			contact details from DF. IC reiterated that the date for the new contract being in place had been set for 1 January 2006. The new contract was being driven by the RA but IC had asked contractors to provide separate quotations for the 9 Block Management Companies also.	
34.	6 Sep	Bus Shelter	Advertise number to ring in respect of vandalised bus shelters on website	Actioned. Numbers are 0800 731 3899 or 020 8896 8900
35.	6 Sep	Structure	Ascertain nature and function of structure built from breeze blocks at turn off of Thorneycroft and George Lovell Drive	Connections for electricity meters serving Fairview sales cabin. Should have been taken down in March. D Jones to chase up. Item closed.

**Enfield Island Village Residents' Association****Estimate of Annual Charges to 31.08.06****GENERAL SERVICES**

	£	Cost Per Unit
Abandoned vehicles	<b>200</b>	0.15
Bank Interest & Charges	200	0.15
Canal Arm & Basin Maintenance	<b>4000</b>	3.04
Canal Arm & Basin Pump	560	0.43
Community Centre	<b>9123</b>	6.94
Companies House Registration	<b>30</b>	0.02
Directors Indemnity Insurance	1600	1.22
Drain Pumps & Repairs	plus £2k cleaning bill <b>16011</b>	12.18
Gas	<b>500</b>	0.38
Electricity - Communal	<b>9000</b>	6.85
General Repairs/Maintenance	<b>10000</b>	7.61
Insurance:		
	no tax	5%tax
Barge		280
3xChildren Play Areas	<b>1300</b>	<b>1365</b> Actual FY04
Single Lane Bridge	<b>977</b>	<b>1026</b> Actual FY04
Water Tower	<b>1551</b>	<b>1629</b> Actual FY04
Planter	<b>25</b>	<b>26</b> Actual FY04
Public Liability	<b>1675</b>	<b>1759</b> Actual FY04
Metal Bridge	<b>977</b>	<b>1026</b> Actual FY04
Community Hall	<b>598</b>	<b>627</b> Actual FY04
		7737
Landscaping	<b>100000</b>	5.89
Litter	<b>7700</b>	76.10
Legal Costs	<b>6000</b>	5.86
Life Savers	70	4.57
Pest Control	150	0.05
Room Hire - AGM Costs	<b>50</b>	0.11
Water Rates	<b>5000</b>	0.04
Miscellaneous	<b>700</b>	3.81
	<b>178631</b>	0.53
		<b>135.94</b>
Apportionment per dwelling - 1/1314		<b>135.94</b>
Audit Fee per unit (inc VAT) pa	Point 13	<b>10425</b>
Managing Agent's fee per unit (inc VAT) pa	Point 12	<b>46410</b>
Clay Cap Inspection per unit		<b>7500</b>
Reserve Fund re: medium/long term expenditure	52560	See Point 25
Telephone postage & printing per unit		See Point 21
		40.00
		5.50
Annual Estimated charge per unit		<b>230.41</b>
Half-yearly charge per Unit in advance		115.20

## ANNEX C

Community hall basic costs before events. This includes cleaning, but excludes any management costs.

				annual
capital	£125,000.00 over	50	years	£2,500.00
refurb	£2,000.00 every	3	years	£666.67
running	£9,723.00 every	1	year	£9,723.00
other	£2,000.00 every	1	year	2,000.00

Basic cost recovery: £14,889.67

Annual usage = 1248 hours per year

Therefore hourly rate for breakeven =  $\frac{£14,889.67}{1248} = £11.93$