

Luxborough Tower Residents Association

Annual General Meeting 10th September 2019 6.00pm

Minutes

Present: Mike Kostyn LTRA Chair, Andrew Hughes LTRA Treasurer, Josephina Becci, Maxine Braham, Jill Gatum, Jayma Pau, Brian Tash, Sharon Tash, Zara Tempest, Jennifer Grimshaw, Michael King, Sara Mackay, Alex Reid, Sian Reid, Anthony Styant, Ruth Aboagye WCC, Krupa Pindolia WCC, John Hayden WCC. 15 individual members present. Minimum quorum 12 member flats – meeting quorate at 13.

Apologies: Nick Vinson LTRA Secretary, Denise Atkinson Hines, Alison Dow, Paul Foster, Liz Waine WCC

2. **Approval of minutes** of meeting from 30th April 2019. There had been some email debate about the section on Major Works in these previous minutes. The minutes were agreed with thanks to the secretary. AH offered to change the process and complete and distribute minutes sooner, so that queries could be resolved whilst memories were still fresh

AP: AH to distribute minutes to those present, committee and foyer noticeboard

3. **Election of committee members.** RA (WCC) and KP (WCC) kindly acted as Returning Officers and the following votes were counted. The constitution allows for 10 committee members, so these have been formally elected:

Denise Atkinson Hines	15	Mike Kostyn	15
Josephina Becci	15	Sara Mackay	15
Alison Dow	15	Alex Reid	15
Andrew Hughes	15	Anthony Styant	15
Michael King	15	Nick Vinson	15

Thanks to all those who have spent time serving on the committee in the past, and thanks to the new committee for the work to come.

Normally Officer roles are agreed at the next committee meeting, but AH proposed:

- NV has suggested he would be happy to stop being Secretary. It is a difficult and time-consuming role
- AH to take on the role of Secretary
- Set up a Working Party on Major Works
- NV to be Chair of that Working Party
- NV to be given title of Vice Chair of the Association. Partly to recognise his contribution to the work of the Association. Partly to give him an official presence in discussion with outside bodies

In discussion and done:

- The Meeting thanked NV for his outstanding contribution to the Association.
- Agreed that AH take over as Secretary. To continue as Treasurer as well until someone volunteers for that role

- Discussion as to the powers and personnel of the Working Party. A Working Party is for discussion and sifting of ideas. MK as Chair reassured the AGM that a Working Party must report discussion and progress back to the Association. Any decisions are made by the Committee or the Association. Possibly 4 members, but fluid membership, including co-optees if required, depending on the expertise involved.
- AH has added a brief note about the role of Vice Chair to the Standing Orders, at para 41), viewable on the LTRA website
- NV has since seen and agreed these proposals

**AP: MK and NV to set up Major Works Working Party and write brief notes as to remit AH to set up impersonal email accounts linking in to the website:
membership@luxboroughtower.uk / secretary@luxboroughtower.uk**

4. Major works and Heating Replacement update

What LTRA has done:

- Taken legal advice and employed a specialist solicitor to review the documents. A long letter to Westminster questioning the legal basis for the work they have proposed, based on detailed reading of the different leases in place. Request for a Surveyor to be appointed to review the case: paid for by Westminster but fully independent. Copy of the letter was distributed by NV to committee members but can be obtained from the Secretary

What Westminster has done:

- We don't know. Jonathan Cooper (ex-WCC) prepared a paper suggesting an independent Surveyor to go to the Cabinet Chair for housing but we don't know if it was presented before Jonathan left Westminster. John Hayden (WCC) said that there were multiple changes of personnel and policy across the main directorates and he didn't know where the process had got to. The letter had been received and was being discussed by their legal team. He would ask for one of the Directors to give us an update asap

AP: JH to ask senior staff in Westminster to update LTRA

6. Inter-flat leaks and meeting room leaks update

- Meeting room leaks. JH described the long process to gain access to discover the source of the leak, and then to enforce that the damaged pipe be repaired. If necessary an injunction will be raised. After the repair the cupboard will be cleared out, redecorated and new carpet laid, possibly paid for through an insurance claim
- As the heating is switched on (see 14) below) there can be leaks as the pipework expands. JH (CWH) described the process he would follow to ensure that leaks were caught and dealt with promptly and effectively. He agreed that this would be put in a letter to all flats

**AP: Fixing meeting room leak
 Redecoration of space
 JH to send heating switch on letter**

7. Re-landscaping and New Flats – Planning Permission. Copies of the official letters were included in the papers for the meeting. AH asked that everyone should respond on the Westminster website asap. SR re-enforced this from her own experience on planning committees: in your own words, as short and positive as you can make it

AP: Everyone to send responses to Westminster

8. AirBnB in Luxborough Tower. RA (WCC) described the convoluted process following up illegal sub-letting. However, she asked that such sub-letting, whether AirBnB or other, should be

reported. Don't approach people, don't try to get names or phone numbers, but send what you do know to the Estate Office, who will pass it on to leasehold services. SR and others asked for more and better feedback from Westminster on progress with chasing up such lets. There have been high-profile prosecutions recently, but feedback at the local legal always appreciated

**AP: Report illegal sub-letting to Estate Office
Westminster to improve feedback to us**

9. Maintenance

- Lift L247 had been out for over a week, with no explanation of what had gone wrong. JH (WCC) apologised for the delay – a problem that will require scaffolding to fix. Work promised for 11th September. Again, the meeting lamented the lack of information, feedback, simple customer care
- Next Estate Inspection Tues 15th Oct at 10am – anybody welcome

**AP: L247 to be fixed the next day (it wasn't)
Westminster to improve feedback to us**

10. **Carpark.** AR raised the issue of the changes to parking arrangements around Westminster and in the grounds of Luxborough Tower. KP (WCC) explained that the detail had not been fully worked out yet, and there would be a letter explaining it all shortly. However, there would be little change for existing users. They will have to re-register, which will weed out a number of applications. Then registered cars, with the necessary key fob will have access to parking at the base of the tower, but will not be able to claim a specific numbered slot.

Other discussion about visitor parking, scratch cards, Westminster ticketing for incorrect parking ... also a query about electric car charging points. KP (WCC) to follow up.

AP: KP (WCC) to send letter explaining new system

11. **Treasurer report.** Current accounts on paper in the pack for the meeting. Main WCC account about £1,000. Expenditure remains printing, website and Professional Indemnity insurance. LTRA account about £6,500. Main expenditure legal advice. Meanwhile thanks to JG for her exhaustive trawl through the Westminster service charge accounts for the block. She thinks there are £2,000 worth of savings.

AP: Anyone want to take over as Treasurer?

12. **Proposed changes to the constitution.** Taken under 3) above

13. **Membership campaign.** Under the terms of the Westminster scheme official membership lasts for three years, from October 2019 to October 2022. AH asked everyone to re-join. AH will follow up with an email membership form (example in the pack), using such email addresses as he has. He will then ask for a membership drive to collect as many other members as possible.

**AP: In Oct AH will start membership campaign with a new email membership form
Then ask for help for a membership campaign**

14. Any other business

- Heating switch on. See 6) above. This raised the issue of the temporary boiler. MK reminded JH (WCC) that WCC had promised to move the temporary boiler. The meeting discussed the difficulties in finding anywhere else to put it, and the likelihood of a delay. JH wants to use the boiler in situ as is: existing, safe, reliable, no extra expense. The meeting agreed but expressed

its regret that a promise had not been honoured. It was agreed by WCC that would pay for planting to disguise the structure.

- Communal Window cleaning. Westminster are apparently reverting to cleaning the communal windows only once a year. Not good enough. The meeting asked the Estate Office to look into this.
- Pressure hosing the pathways. JG asked for increased frequency of hosing the estate pathways to clear bird muck and moss. To be picked up at the next Estate Inspection

**AP: WCC to provide plants to cover the temporary heating plant
EO to follow up inadequate cleaning of communal windows / look at path cleaning at next Estate Inspection**

15. Next meetings

The Major Works working party can be flexible in the way it calls meetings. The Association needs a more organised structure of meetings, with a minimum of 4 per year. AH proposed the following for the next year – **please note these have changed since the meeting:**

Weds 20 th November 2019	committee 6:15pm
Weds 29 th January 2020	General Meeting 6pm
Weds 8 th April 2020	committee 6:15pm
Weds 24 rd June 2020	AGM 6pm
Weds 16 th September	committee 6:15pm