



Hebble Wharf Residents and Owners Association

Minutes of Annual General Meeting – 14 September 2022

Present (22 in total):

Committee : Martin Winham (Chair), Howard Dodgson (Vice Chair), Andrew Wright (Treasurer), John Hodgkins (Secretary), Russ Moran, David Roebuck, Elaine Henry, Imran Chouglay

Members : Ann Lea & David Lumb, Patrick Morgan, Maria & Brian Cammack, Ray Monkhouse, Pam Hodgkins, Martyn Kenna, Mandy Wright, Carol & Fergus Dodds

Invitees: Adam Cooper and Peter Lawson (apfm Ltd) and Bill Ossitt (William Ossitt Surveying).

Apologies:

Yvonne Berns, Jaco Schultz, Paul Teasdale, Paul Hope, Oliver Quarmby, Edward Gulc and Freddie Coupe. Gary Rendle and Mark Christie (Plymouth Block Management) were unable to attend.

1 Welcome and introductions

Martin Winham (MW) welcomed everyone to the meeting and introductions were made. In the absence of representatives from Plymouth Block Management, a revised Agenda was agreed.

2 Minutes of last year's Annual General Meeting

John Hodgkins (JCH) advised that the Minutes of the 2021 AGM had been circulated with the Agenda and that most issues were on the agenda for this meeting. There being no questions, the minutes were adopted and can be found on the Association's website at

<https://hebblewharf.files.wordpress.com/2021/11/minutes-agm-nov-2021.pdf>

3 Chair's Report for 2021/22

MW presented the Chair's Report, which can be found in full on the Association's website at <https://hebblewharf.files.wordpress.com/2022/09/hebble-wharf-agm-chairmans-report-2022.pdf>

Discussion on items in the Chair's report took place and is recorded against the relevant agenda item.

4 Treasurer's report

Andrew Wright (AW) reported that the balance in the Association's Bank Account was currently £318.89, before venue costs for the AGM (£46.60) were paid.

Membership of the Association currently stands at 35, representing ownership of 43 qualifying apartments out of a possible 58 (74%). Of the 35 members, 5 members own two apartments and one member owns four.

Subscriptions to the Association were discussed and AW reported that the current bank balance was adequate to meet foreseeable expenditure in the year ahead, and it was agreed that the membership fee for existing members would be waived for a further year. New members would continue to be charged at the current rate of £10 per apartment owned (up to a maximum of £20 for multiple ownership)

5 Election of Committee and Officers

In the Chair's report, MW expressed his thanks to committee members for their support and indicated he would be willing to continue as Chair following the AGM. All other committee members present were willing to continue for the coming year. Yvonne Berns had expressed her wish to stand down from the committee.

JCH invited further members to put their names forward for committee membership; Patrick Morgan and Ray Monkhouse expressed an interest in joining committee and were duly welcomed.

No changes were proposed in the appointment of Officers for the coming year, which (in the absence of any further nominations) was accepted. The new committee is therefore:

Officers:	Committee Members:
Martin Winham (Chair) (MW)	Imran Chouglay (IC)
Howard Dodgson (Vice Chair) (HD)	Russ Moran (RM)
Andrew Wright (Treasurer) (AW)	Paul Hope (PH)
John Hodgkins (Secretary) (JCH)	David Roebuck (DR)
	Patrick Morgan (PM)
	Ray Monkhouse (RM)
	Elaine Henry (EH)
Honorary Member	

6 Updates from Managing Agent – Plymouth Block Management (PBM)

MW explained that Gary Rendle (General Manager) and Mark Christie (Managing Director) had been invited to attend, but that Gary had been exposed to Covid-19 at a recent meeting and had been advised to minimise contact with others. Mark Christie is currently unable to drive following recent surgery. In advance of the meeting, PBM had supplied detailed updates on various matters which are outlined in some of the following items.

- **Building Safety – Follow up from the EWS1 Inspection and Fire Risk Assessment**

PBM had previously informed the Committee of legislation to protect qualifying leaseholders from exposure to major remediation costs and of government proposals to extend the Building Safety Fund to include buildings between 11m and 18m high. In an update, we were informed that the Fund would open for applications on 1 October 2022 and that PBM were working with others to ensure that they were ready to submit an application on that date. MW has obtained agreement from PBM to provide fortnightly email updates on progress in this regard, which may occasionally be ZOOM meeting should a significant development/milestone arise requiring discussion. *Action : MW*

A discussion took place around items of previous expenditure that could qualify for inclusion in the application to the Building Safety Fund for potential refund to the Service Charge Account. Committee agreed to pursue the relevant items with PBM. *Action : JCH*

In response to questions about the Fire Risk Assessment, Bill Ossitt (WO) reported that an inspection of the Service Ducts had been completed and that a report was being prepared for PBM. An inspection of fire doors in the building was also in hand, and WO explained that this not only covered the fire doors in corridors, but also the apartment front doors, which would require an initial inspection of a sample of doors on each floor to establish whether their installation was compliant.

WO also reported that the insulation material in the garage had been examined following the FRA and he confirmed that it did not comply with Fire Safety Standards and would require remedial action. MW asked if WO could press for this item to be flagged up as a potential defect, to be funded from the Building Safety Fund, to which WO said he would take up with PBM. *Action : WO*

*A full update on Building Safety at Hebble Wharf can be found in the **Leaseholder Newsletter**.*

- **Section 20 Works to address water ingress at the western end of the building.**

PBM has previously updated the Committee on progress with these works, which have required the erection of scaffolding over the western end of the building. WO was overseeing these works on behalf of PBM with apfm Ltd as main contractor. Adam Cooper (**apfm**) advised the meeting of progress towards

completion and WO described (with photographs) the further defects in the building fabric that had been discovered upon investigation. Approval to rectify those other defects while the scaffolding was in place had been given by PBM and it was expected that all works would be completed within approximately 3 weeks.

Members expressed concern at the impact that the works was having on apartment rentals, which were being affected by the long-term presence of scaffolding on the building. Some leaseholders had experienced loss of rental income as a result.

Internal restoration of damage to the affected apartments was almost complete and **apfm** was praised for their approach and the quality of the works carried out.

- **Other Block Maintenance Issues**

MW reported that while the scaffolding was still in place, work to repair the flat roof over the entrance lobby would be carried out and once the water ingress had dried out, walls and woodwork in the entrance lobby would be repaired and redecorated to improve the appearance of the entrance.

Adam Cooper (**apfm**) reported that significant work was being carried out to address electrical safety and a large number of lighting units were requiring replacement with equivalent led units. Electricity consumption was also discussed and members suggested that with the increase in supply prices, some rationalisation of lighting in the common areas should be investigated with a view to reducing consumption. In particular, the question was raised whether the fluorescent lighting in corridors was essential, given that there were led wall lights outside every apartment door. It was reported that all heating in the common areas had already been disconnected. *Action : JCH/HD*

The long-term maintenance plan will proceed as resources and funding permit.

7 **Block Finance**

- **Service Charge Accounts**

JCH gave an overview of the status of the year end accounts that had been circulated recently by PBM with the year end balancing invoices. It was noted that some sub-lessees of Grey GR Partnership have not yet received these invoices and this was being taken up with PBM.

JCH described some of the cost overruns that had contributed to the year end deficit on the Service Charge account and the costs that had been met during the year from the Reserve Funds. These included the replacement of 4th floor balcony handrails, a new smoke detection and alarm system and the cost of the EWS1 External Wall Inspection and Report, totalling approximately £36,000.

Concern was expressed that the balance sheet showed £59,000 in service charge arrears, which PBM advised were higher than normal as they included the Section 20 demand arrears (almost £9k) as well as the year end balance demands (circa £30k) that had just been sent out. It was because of these shortfalls in the Service Charge account that the year-end transfer to the Reserve Account had yet to be paid across.

- **Reserve Accounts**

At the end of the 2021/22 financial year, the combined balance in the Reserve Account (including the Section 20 contributions) appears in the accounts as £182,310, yet the cash balance in the bank account was £142,983. This was explained by PBM with reference to the £30k transfer into Reserves having been delayed and outstanding payments against the Section 20 demand. Out of the £149,299 demanded, £140,667 has so far been received and approximately £100,000 of that has already been spent. The current Reserve Fund balance is reported to be £68,444.

JCH expressed disappointment that the transfers from the Service Charge account into the Reserve Account were not being paid quarterly (as service charge payments are received) as this would accelerate the pace at which maintenance works could be commissioned. This had been requested by the Association a year ago but not taken up.

It was also felt that the Section 20 funds should have been banked and accounted for separately from the maintenance reserves in order to improve transparency of the accounts.

8 Current Concerns

- **Car Parking**

Members reported that the almost total absence of surface markings in the garage was leading to frequent problems for new residents unable to identify parking bays and for residents with allocated spaces being unable to ensure access to them when other vehicles were being parked across more than one bay. A recent incident involving a representative of Reeds Rains (letting agent) was cited. JCH reported that he had initiated dialogue with PBM on the matter and following further discussion it was agreed to ask PBM to obtain comparative prices for new floor marking, wall markings, or a combination of both. *Action : JCH*

It was also reported that the garage was experiencing flooding once more with rainwater flowing in down the ramp. This was discussed further under Estate Matters (below)

- **Estate Matters**

MW reported that he was in discussion with the Estates Manager on seeking a resolution to the rainwater flooding problem which is caused by excess flows of rainwater runoff from the cobbled area outside Hebble Wharf cascading over the drain at the top of the garage ramp and down into the building. It appeared that this drain is either not of sufficient size to capture the runoff, or is again blocked. The Estate is understood to now be looking at the possibility of installing another surface drain to capture the runoff before it reaches the drainage grid. It is anticipated this will be achieved within existing budgets. *Action : MW*

The Association has been asked to liaise with the Estate Manager to explore the possibility of reinstating the facility for residents (or their visitors) to be able to utilise the business parking bays on Navigation Walk out of office hours, when the spaces are usually vacated and parking enforcement does not normally take place. MW will pursue this with the Estates Manager at his next meeting. If the outcome is favourable, the Association will offer to assist with distribution of Resident Permits. *Action : MW*

It was noted that parts of Navigation Walk will be restricted during October while demolition of the redbrick building on the Rutland Mills site takes place. This may involve one or more weekend closure and residents have been asked to follow on-site directions during this process.

With the installation of removable bollards between Hebble Wharf and the Navigation Warehouse, the Association has been provided with a set of keys to assist residents with removals etc, but there have been other requests (including from Linley & Simpson) for contractors to be able to use this space for parking. This has been referred back to PBM and the Estate Manager for consideration. *Action : JCH*

- **Access to Garage**

In front of the bollards is a setback to allow delivery vans etc to stop for short periods without obstructing traffic flow in or out of the Hebble Wharf garage. Access to the setback area is however hindered by the pavement in front of Navigation Warehouse ending with a square corner, which needs to be angled to enable vehicles to make routine use of this bay. There have been several occasions recently when delivery drivers have parked in front of the garage door, blocking access to the garage. MW to take this up with the Estates Manager. *Action : MW*

- **Any other business**

Several residents have reported smokers spreading cigarette butts over neighbouring balconies and, more recently, outside the front door of Hebble Wharf. It was agreed that PBM should be asked to place a cigarette bin on the wall between the Hebble Wharf entrance and the door to the vacant commercial unit to encourage smokers to dispose of their cigarette butts appropriately. The Association will write to all residents asking for their co-operation in keeping the area clear of smoking debris. *Action : JCH*

There being no further business, the Chairman thanked everyone for attending and closed the meeting.