

Minutes of the meeting of the  
Twyford Mill Management Company

**Held 11am Saturday 27<sup>th</sup> September 2008**

Present: L Dooley (Flat 7)  
J Patrick (Flat 2)  
N Patrick (Flat 2)  
A Foulkes (Flat 8)  
I Staines (Flat 5)  
L White (Flat 3)

Apologies were received from Steve Ash (Flat 1)  
LD agreed to take the Chair. LW agreed to take minutes.

**1. Minutes of last meeting (held 30<sup>th</sup> October 2007)**

The minutes of the last meeting were agreed following discussion on the items below:

*i. Window Cleaning*

Following the last meeting SWA had been asked to convey to the window cleaner that we would like him to ring the bell to No.8 when visiting (or to leave a note for no.8 if no answer) so that we would know when he had been and therefore have a record of the regularity of his visits. AF said that they had not received contact from him. The window cleaner was also supposed to ring so that he could gain access to the inside of the porch to clean the windows there.

ACTION: LW to contact SWA again concerning window cleaner's visits.

*ii. Shed*

As previously discussed, it was agreed that the shed was unsightly and needed replacing if a good price could be found.

ACTION: JP to get some quotes for new shed

*iii. Front door lock (communal entrance flats 5-8)*

It was agreed that although we did not wish to get the lock changed at the price quoted by SWA it would need replacing soon. IS said that he could do this for a better price and would then get keys for those that needed them.

ACTION: IS to replace lock and issue keys to flats 6, 7 and 8 plus one to JP (flat 1).

*iii Trees*

LW confirmed that the trees discussed at the previous meeting had been dealt with. She mentioned what the tree surgeon had said concerning the paving stones by the washing lines. These could be re-laid without being replaced to even out any shifting caused by tree roots.

JP pointed out that this was important as the uneven paving stones are hazardous for those using the area around the washing lines. She thought that S Parkes had laid the original stones so we could approach him for a quote to relay.

ACTION: LW to speak to S Parkes to get a quote for relaying paving stones.

**2. Accounts**

The two items within the accounts which were discussed were those of gardening and electrics.

*Gardening* - it was agreed that it would be useful to obtain a breakdown of what the gardening costs pertain to, particularly as the Mill area seemed to have less attention than previously and the clearance of weeds, etc around the Mill and in the car park seemed to be sporadic or non-existent.  
ACTION: LW to ask SWA if they can give more detail of gardening costs.

*Electrics* - S Ash had circulated two documents prior to the meeting, both of which had some information on electrics. AF said that she and Robert have an electrician coming soon so will be able to let us know if anything hazardous comes to light. It was agreed that it may be necessary to fit an emergency light in the internal staircase.

It was agreed that the car port lights and two lights near car park gate need fixing. It would also be useful to obtain a breakdown of costs for electrics from SWA.

ACTION: IS confirmed he would look at lights in car port. LW to ask SWA to arrange for lights in car park to be fixed and for more detail of costs listed for electrics.

### **3. Auditors**

In his one of his documents S Ash had proposed that we revert to administering our accounts internally to save funds. He suggested that this could be done on a rota system. After discussion all agreed that we should remain with SWA.

### **4. Any other business.**

#### *i. Arrears*

It was agreed that it was necessary to obtain more specific information about the arrears.

ACTION: LD and AF to investigate arrears further via SWA.

#### *ii. Work at no.8*

AF wanted to let us know that work would be undertaken at No.8 to reposition the front door. She thought that the work might bring to light possible issues with health and safety in relation to the building, e.g. lack of ventilation on the stair well in case of fire. She will advise on anything that comes to light when work is underway.

#### *iii. Dustbins*

One of the dustbins has no lid on it and it was agreed that we should seek a replacement.

ACTION: LD to write to the Council to request a new bin.

#### *iv. Painting of internal area (internal stairs/porch)*

IS said that Robert (who did external painting) had been looking at the area to prepare a quote for this work, but since then nothing had happened. It was agreed that we should also get quotes for cleaning the inside of the car port and clearance and repair of guttering.

ACTION: LW to ask SWA to approach Robert for a quote for painting, car port cleaning and clearance and repair of guttering.

#### *v. Parking*

S Ash had submitted a document relating to problems in the car park and also a memo from him to C Cunningham from 2000 concerning issues of car park security. He had also produced a DVD with his suggestions for dealing with the security problems which was discussed at the previous meeting (see minutes 30<sup>th</sup> October 2007).

The memo from 2000 shows that this problem has been a long- running one and that the situation is not improving.

LD said that he had drafted a letter to residents following the last meeting concerning parking on the pavement. However this had not been circulated, as at this time there had been another spate of crime in the car park. It was agreed that until security is sorted out people will continue to park on the road.

A number of approaches which in combination could solve the security problem were identified both in SA's documents and DVD and in discussion:

#### Lighting

The lighting needs to be repaired as discussed earlier in meeting.

#### Gate

The coded security gate which was installed some years ago by Twyford House is now broken. It was agreed that we approach them to ask how we could go about getting it repaired.

ACTION: LD to contact Pamella Ring at Twyford House.

#### Security cameras

It was suggested that security cameras, whether all live or one live and some dummy, may be a deterrent.

ACTION: LD and IS to get quote for security cameras.

#### Posts on grass

Posts on the grass around the car park where people have been driving would be effective if combined with the other measures.

ACTION: IS to get quote for posts.

It was agreed that when we have information and quotes for these items we can approach Little Court residents about getting these measures in place.

ACTION: to be discussed at our next meeting.

#### Register or Cars

AF is compiling a register of cars which should help ease the problem of people getting blocked in around car port area. AF would assume responsibility for updating this

#### vi. Water flow under mill

It was noted that since John Lacey's departure no one has been clearing the weeds, etc which impede the flow of water going under the mill.

ACTION: IS said he would have a look to see if this is something he can deal with.

#### vii Date of next meeting.

**The next meeting will be on  
Sunday, 26<sup>th</sup> October at 11am at 8 Twyford Mill.  
Further formal notice will not be given**