



Powderhall Village Owners Association
(www.powderhallvillage.org.uk)

Minutes of the 2010 Annual General Meeting **held in Broughton Primary School Hall** **at 7:00pm on Wednesday 23 March 2011**

Agenda

- Apologies and Welcome by Chairman
- Formal approval of Minutes of 2009 AGM
- Water of Leith Flood Prevention Scheme and other local issues
 - Councillor Louise Lang
 - Alastair Lewis (Lagan Construction)
- Parking and Road Adoption Update
- Factoring Issues – Sarah Wilson
- Approval of Accounts
- Election of Committee for 2011
- AOB

Apologies and Welcome by Chairman

Apologies were received from William Mackie, Frans Kooy, John Riley, and Sylvia and Tom Whiskerd. Councillors Brock, Chapman and Blacklock had been invited to the meeting but had other engagements.

The chairman, Roddy Martine, opened the meeting by welcoming the 30 or so Powderhall residents to the meeting, and also extended a warm welcome to Councillor Louise Lang (Lib. Dem.), our Factor, Sarah Wilson, Head of Managed Development Property Manager Services at Charles White, and to Alastair Lewis of Lagan Construction, the firm awarded the contract by Edinburgh City Council for the Water of Leith Flood Prevention work between Bonnington and Stockbridge.

Roddy summarised some of the activities in the development during the past year. He emphasised that the committee's priority in difficult financial times has been to keep maintenance and management costs to a minimum. In August, Kathryn Tomlinson organised a Sunday afternoon get-together at the Elbow Bar and Kitchen for Powderhall residents, and the committee was delighted by the turnout on this occasion, and it is hoped to repeat such an occasion later this year.

The particularly bad weather in November and December highlighted the need to ensure that the grit bins remain full at all times. Arrangements are now in place for the gardening contractor, Brian Hunter, to

monitor the state of grit bins and refill as necessary, and two additional grit bins (one, beside 1-2 Rigg, on the ramp up to 3-5 Rigg, and the other near the footbridge) will be installed.

Other issues of interest will be dealt with in the relevant Agenda item.

Formal approval of Minutes of 2009 AGM

The meeting was asked to confirm that the Minutes of the 2009 AGM were an accurate record of that meeting. This was proposed by Susan Corbett, seconded by Andrew Nesbit and approved unanimously.

Water of Leith Flood Prevention Scheme and other local issues

Alastair Lewis, the Lagan Construction Deputy Project Manager for the flood prevention work from Bonnington (Newhaven Road) to Stockbridge (Pizza Express) described the work that would be done on the riverbank at Powderhall. The stretch of river concerned is only between the road bridge and the footbridge, and will comprise the insertion of pre-cast concrete L-shaped blocks, 1.4m high, into the top of the river bank. Only about 30cm of the block will be above ground level, and the wooden fence will be replaced on the Powderhall Village side of the concrete and will therefore have minimum visible impact from the development. The work at Powderhall is scheduled to begin in May, and there will be some disruption in Powderhall Brae for a few weeks due to the presence of contractors' vehicles.

In reply to questions, Alastair Lewis stated that any damage to lawns, flowerbeds, roads and parking bays would be made good. He was reminded that the parking bays were built to a much lower standard than the roads (brick blocks on a sand base) and intended for cars only. Any heavy vehicle using the bays to turn would be very likely to cause damage. Dust should not be a problem with the work at Powderhall, and the only noise will be from contractors' vehicles and equipment – unlike other stretches of the river, there will be no pile driving necessary at Powderhall.

Outside the development, Warriston Road (from Boat Green to the Lady Haig Poppy Factory) will be closed to both traffic and pedestrians from April to January.

In closing, Alastair Lewis said that Lagan Holdings planned to hold a public consultation meeting before the work starts to give another opportunity for questions and concerns to be raised, and that a Lagan Construction Customer hotline (0333 2020 121) has been set up also for such a purpose.

The Chairman thanked Alastair for making the time to attend and give this presentation, and asked the meeting to show their appreciation in the usual way.

Louise Lang said that she had little to add to the comprehensive information given and confirmed that the City Council had stipulated that any area disturbed or damaged during the work would be restored to its original state. There are strict limits on vibration levels close to existing buildings, but this is primarily a concern for buildings close to the river where pile driving is required.

Other local issues

As regards parking (where an update from Roddy will be given in Agenda item 4), Louise reiterated the promise given by Councillors that Powderhall will not be incorporated into the Controlled Parking Zone (CPZ) in Edinburgh without first consulting the Owners Association.

Improvements in working practices at the Waste Processing Depot close to the Powderhall site seem to have resulted in a marked decrease in complaints about the smell and the noise from the plant. The smell has always been much less of a problem during the winter, so it will be interesting to see if complaints increase during the summer.

Louise said the City Council was running a trial scheme in South Edinburgh (covering both single houses and blocks of flats) where residents separate food waste for frequent collection, allowing collections of other general waste to be less frequent than they are at present. We will be made aware of the results of the trial when available.

Louise also informed us that the first stage of the public consultation exercise over the proposed very large Biomass Plant in Leith Docks has now taken place. After listening to the concerns of her Leith constituents, she has decided to reflect the views expressed to her and oppose the development.

Regarding recent reports in the Edinburgh local press, Louise said that the article saying that there would be 12 more Councillors in Edinburgh and that all Councillors would be paid more was completely false. The creation of a new Gaelic Education Centre in Edinburgh is being considered, and re-opening Bonnington school for such a purpose is a possible option. Regarding the Edinburgh Trams saga, Louise reported that the mediation process has now been amicably completed, and after a period for considering options, the parties have agreed to meet again to discuss the best way forward.

The Chairman thanked Louise for finding the time from a busy schedule to attend the meeting and update us on local issues, and asked the meeting to show their appreciation in the usual way.

Parking and Road Adoption Update

The chairman reported that after numerous meetings with Council, we had reached a stage where we could only refute the City Council's claim that it was obliged to adopt the parking spaces indicated on the plan accompanying the Road Construction Consent (RCC) application by getting an independent legal opinion of our own on this matter. This has now been done, and Brodies LLP forwarded the opinion two days before this meeting. This opinion has been circulated to committee members but there has been no time to discuss it in detail. The likely next step is to meet again with the City Council's Convener of Transport and present him with a copy of our legal opinion, and the hope is that this matter can be resolved once and for all to our satisfaction in the near future.

Owners will be kept informed via the website and notice boards, and if a referendum is required to choose between various options, this will be done. For the time being, we are doing everything in our power to retain all the parking spaces for Powderhall residents and their visitors.

Summary of Factoring Issues – Sarah Wilson

Sarah summarised the main issues that she, as our Factor, has had to deal with during the year. They included:

The problem of large items of rubbish being dumped on bin store floors is a common occurrence. The Council bin men will not take such items, and residents should either take such items to the Communal Waste Depot at Seafield or arrange for the Council to make a special collection, although there is a charge for such a service. If Sarah can trace the resident who has deposited such an item, Sarah will organise a collection and that person will be billed for the cost.

Sarah also mentioned the provision of additional grit bins at Powderhall and the arrangements for ensuring that they remain full already covered by the Chairman in his Introduction.

Sarah conducts an on-site inspection at Powderhall every 6 weeks and will bring to Brian Hunter's attention any areas of gardening that need attention.

During the bad weather in November and December that caused disruption to the collection of rubbish, the bin stores were particularly messy and Annfield Cleaning had to spend a lot more time cleaning out the stores. Sarah was particularly pleased to receive comments from the committee about how well Annfield Cleaning Services was performing, and had passed the comments on to the firm.

Sarah also reminded the meeting that she had successfully negotiated a reduction (over £1000 per annum) in the cost of the Gold Maintenance Contract for lifts.

There was some good news (too recent for it to have forwarded yet to the committee) that there could be a decrease in the annual buildings insurance premiums in 2011 of around 18.5% for the Brae and the Rigg because of the reduced number of claims in 2010. More details will appear in the Minutes of a future committee meeting,

To reduce the costs for communal electricity, the supplier has been changed from Scottish Power to Utility Warehouse.

Sarah reminded us that the communal areas in the Road are due for repainting this year, with the Brae in 2012 and the Rigg in 2013.

Finally, Sarah stated that given new management responsibilities, Charles White is trying to recruit a new, experienced property manager who will work in Sarah's team and be the Factor for Powderhall Village.

Questions for Sarah were then invited. It was stated that an old shower unit has been dumped in the bin store at 6 Brae. Sarah said that she was aware and that it would be removed this week. It was also mentioned that the Council bin men don't always replace empty bins directly under the chute, causing spillage that Annfield Cleaning then have to tidy up. Sarah said that she would contact the Council about this. Sarah's attention was also drawn to an old bed and tabletop dumped in the bin store at 1 Brae.

Sarah was made aware of bicycles left in the first floor communal area in 9 Rigg and will deal with this. Owners and residents are reminded that in blocks of flats, fire regulations stipulate that communal areas must be kept clear at all times. A number of complaints about faulty light switches in bin stores and bike stores were noted. Sarah repeated the policy that when timed switches become faulty, they will be replaced by ordinary toggle switches. However, it was requested that all new light switches should be re-located close to entrance doors.

A number of leaks occurred during the very cold weather in November and December, resulting in two problems – how to cut off the mains water supply to the flat above if the leak originated there, and how to contact an emergency plumber quickly. Most flats have a visible valve in the communal area outside the flat that turns off the mains water supply, but a special key is required. It was suggested that such a key, clearly labelled, be attached to the notice boards in each block. Also, In addition to emergency contact numbers being available on the Charles White telephone answering service, Sarah was reminded that she has an outstanding action point to provide a laminated sheet with this information also for attachment to notice boards.

A point was raised that immediately after cleaning, ground floors in the Brae and 7-11 Rigg are wet and can be slippy, and it was asked whether the cleaners could put a warning notice on the floor until nearly dry.

Action: Sarah to deal with all the points that have been raised.

Approval of Accounts

Copies of the Association Accounts for 2010, prepared by the Treasurer William Mackie, were available at the meeting, and a copy is appended to these Minutes. The meeting was asked to approve the accounts. This was proposed by Gordon Chrumka, seconded by Andrew Nesbit and approved unanimously.

Sarah also left copies of a summary of the Charles White Income and Expenditure Account for Powderhall Village in 2010, and again, a copy is attached to these Minutes.

Election of Committee for 2011

Roddy told the meeting that Ian was resigning from the committee after serving for the last six years, and as Secretary for most of that time. Roddy asked the meeting to thank Ian for his work during this time.

All other committee members have expressed their willingness to continue, and Roddy asked the meeting to approve the composition of the committee for the current year. This was given unanimously.

Roddy said that Ian's resignation leaves a significant vacancy, and there is an urgent need for a volunteer to join the committee as Secretary and record the Minutes of meetings and e-mail them to Stair Reps. for display on notice boards. Roddy urges anyone willing to help the work of the committee in this way to contact him directly, and Ian offered to spend some time with any new Secretary to hand over recent relevant documents and computer files. Anyone willing to join the committee as a regular member would be most welcome

It was noted that 6 Rigg and 12 Road don't currently have a Stair Rep., and that the Stair Rep. for 14 Road doesn't have access to e-mail. Anyone at these addresses willing to receive, print and display notices on their boards should contact Roddy or any other committee member, either directly or via the website.

AOB

Roddy reminded the meeting of the existence of the Gardening Club at Powderhall and invited anyone interested in suggestions to improve the flower beds and grassed areas to contact him directly or via the website.

Roddy asked the meeting to approve a continuation of the £3 levy per property to the Powderhall Village Account to cover items of expenditure incurred by the committee without involving Charles White, and to approve a further levy of £2 without seeking further approval of the owners, but only to be implemented if there is an exceptional need. This proposal was approved unanimously.

Susan Corbett said that untidy parking was effectively reducing the number of parking bays at Powderhall and suggested that the two light-grey tiles that identify each of the bays should be painted white to make them more visible. There was general support for this proposal, but it was suggested that this work should wait until after Powderhall parking has been resolved with the City Council.

There being no further questions, the meeting closed at 9:00pm.

Powderhall Village Owners' Association

Statement of Accounts for the year to 24th February 2011

INCOME & EXPENDITURE STATEMENT

	2010/2011	2009
Income:	£	£
Residents Fees	1005.00	0.00
Replacement Parking Permits	0.00	0.00
Bank Interest	0.56	0.50
	<u>1005.56</u>	<u>0.50</u>
 Expenditure:		
Website annual hosting fee	80.90	105.58
Secretary's honorarium	0.00	0.00
Social event Elbow	300.00	0.00
Grit/sand	42.00	0.00
	<u>422.90</u>	<u>105.58</u>
 Deficit/Surplus for period:	<u>582.66</u>	<u>-105.08</u>

CASH FLOW STATEMENT

Opening Balance at 1 January 2010 (2009)	693.63	798.71
Deficit/Surplus for the year	582.66	-105.08
Closing balance at 24 th February 2011(2009)	<u>1276.29</u>	<u>693.63</u>

This Statement of Accounts for the period to 24th February 2011 was approved by the Committee of the Powderhall Village Owners' Association at a meeting on 24th February 2011.

Roddy Martine, Chairman

W. Mackie, Treasurer

Powderhall Village Income & Expenditure Account
for the year ended 31st December 2010

2010

<u>Jan-01 Opening bank overdraft</u>	-12912.31
<u>Income</u>	
Factoring and insurance fees	271878.68
Interest	11.96
	<hr/> 258978.33
<u>Expenditure</u>	
Able Security - repairs	-1056.00
Debt fees	-2214.18
Annfield - stair cleaning	-27741.04
Burns & Watson	-5324.53
BLC - repairs	-141.00
British Telecom - lift telephone charges	-5318.93
Deacon Insurance	-86943.69
Dirty Works Clearance	-562.95
Room hire for Association meeting	-50.00
G Blair	-913.89
GF1 Active Play	-141.00
GP Electrical	-934.28
Hunters- gardening services	-22448.96
Management fees	-41596.09
Menco	-503.37
Owners Association	-1005.00
Peter Young flooring	-1328.84
Insurance claims	-5500.00
Schindler - lift maintenance	-42096.50
Communal electricity	-29101.90
Sequel - repairs	-241.95
Frontier Forestry	-528.75
24 Roofing	-152.75
<u>2010</u>	
<u>Dec-31 Closing bank overdraft</u>	<hr/> <hr/> -16867.27