

Board Meeting Minutes

Board Meeting 9th March 2026

Venue 16 Tallow Rd.

Attendees

Board Directors			
Chris Greenwood (Chair)	CG	Ian Parker	IP
Peter Olah	PO	Howard Vander Borcht	HV
Stephen Browne	SB	Nic Cantor	NC
Michael Richards & Co			
Adam Goldwater	AG		

Minutes

	Items	Comments	Owner(s)	Status
1.	Apologies	None		
2.	Minutes	Minutes of Meeting 02/02/26	BLIRA	Approved
3.	Previous / Ongoing			
	Balcony Project / FTT - Decision of UT was to dismiss the Appeal. The Judge confirmed the actions BLIRA had taken and the previous Decisions of the FTT were all correct. The Judge was not able to confirm whether it was reasonable to replace all balcony floors in one scheme regardless of condition, due to lack of up to date evidence. - The Decision was sent to all Lessees and an update will be sent by Board – to be drafted by HV. - It was agreed that work needs to commence on drafting a new 10 year plan and getting all balconies re-inspected to determine current condition. - MR&Co produced 1st working draft of 25 year capital works plan. - Two Teams meetings were held with MR and Directors to discuss draft plan. - Board decided that 25 year plan should not be sent prior to AGM but will be explained first and then distributed. - Building Surveyor or suitably qualified person needs to be appointed to re-inspect all balconies and assess condition. - Board requested initial informal inspection by contractor to give early indication of scale of work – AG to organise. - Independent lift consultant is inspecting all lifts this weekend to produce report to firm up timing and likely cost of lift capital works. 25 year plan draft to be updated once report received from lift consultant.		BLIRA + AG	Ongoing

Board Meeting Minutes

Board Meeting 9th March 2026

4.	Communications to Board		
	- Letter was received from GTC Infrastructure re items being stored in gas meter rooms. - AG to inspect with PO and agree strategy for clearing bikes and other items and providing alternative bike storage. - Meeting took place on 17/10/25. General strategy agreed involving provision of new bike storage, consolidating storage into fewer spaces, disposal of unused items, etc. - Decision required re type of bike storage required – see email attached. - Board approved in principle the Bike Hangar product: https://cyclehoop.com/product/bikehangar/ subject to adequate demand being proven. - AG to draft letter to leaseholders regarding the need to clear bikes from meter cupboards and to announce provision of secure bike store at annual fee of £200 to establish demand. - Innes and Sue Garden want 4 secure spaces. Peter and Amanda Rayner want 2 spaces. Therefore demand for minimum of 6 spaces assured – Board decision required to purchase the bike store unit. - Board decided to go ahead with purchase of bike store unit. Unit has been purchased and installed. - MR to send letter to all re a cull of old bikes and other abandoned items. Board agreed. Add mention that cull is done every few years. Mention ground level hoops too. Put copies of letter on notice boards. Remind all re ban on electric bikes and scooters. - Letter re bike cull was sent and abandoned bikes have been identified. - Abandoned bikes have largely been removed. - New bike store now rented out. - Meter rooms are now clear. - New complaint re parking of commercial vehicle in car park. Board view is that problem is not sufficiently serious to warrant action at this stage.	AG	Completed
5.	Management Report		
	- AGM to be held on April 14th – AG has checked the Mem and Arts – 21 clear days' notice to be served – therefore absolute deadline for serving notices by email is 23rd March. Practical deadline to agree final version of AGM notice and bundle to be sent – Friday 20th March. - Latest maintenance report attached. - AG to send PO copies of latest Black & White reports and quotes. Sent.	AG	Ongoing

Board Meeting Minutes

Board Meeting 9th March 2026

	○ Spec for new lighting project approved. AG and HV to discuss project management and next steps. ○ AG has drafted Stage 1 s.20 Notice for Board approval. Board approved letter. Then tendering to commence. Usual fee for handlings.20 process, all comms and tendering is 5%, but to be discussed and agreed. ○ Stage 1 Notice was served and tendering has commenced. ○ Quotes have been received – HV is reviewing quotes and then AG will serve stage 2 s.20 Notice.	AG and HV	Ongoing.
6.	Reports from Committees / Working Groups		
	Test lightening conductor. Quote obtained and work ordered. Unfortunately, due to defects the system installed is non-compliant to current standards and has therefore received a Failure certificate. Please note that Adams Quarter, Moorings House, Jessops Wharf, Barnes Quarter and Mill House have spikes on the roof, but no lightning protection fitted. I have also attached the specification and quotation for works to be completed for the system to become compliant to current regulations. HV to study the details and revert in due course. Awaiting instructions. AG requested to re-send to HV for review. Sent to HV – being reviewed. HV has raised several queries which have been sent to contractor – ongoing. AG to invite them to meet on site to explain need for work. Contractor has not responded to request and is being chased. Contractor has refused to come back to site but has offered Teams call. Further jobs being organised or quoted for: - Renewing worn road marking eg 'visitor' markings. One quote obtained. One awaited. Two quotes now obtained – see attached – decision required. Board approved the quote from RML for £850+vat. AG to place order. Work completed. Do Board wish to do more signage eg Visitor signs? Board agreed to visitor signs being repainted. Order placed – work due in next 2 weeks. Work completed. - Repainting of railings around northeastern perimeter of the Island by specialist firm. Quote obtained – see attached. Board decided to consider as part of 10 year plan – possibly to do work in spring 2026. Second quote being obtained.	HV and AG AG	Ongoing Completed

Board Meeting Minutes

Board Meeting 9th March 2026

	Second quote received – both attached. Board decision required. Work should be done in Spring – not risking summer heat which affects paintwork. Board approved quote and AG to instruct contractor. - Tom Boswell accepted responsibility for damaged tree and offered plan of replacement – awaiting Board decision via Nigel. Decision made and to be sent to AG by SB. - Tree has been replaced. - Some high level maintenance jobs identified – ROACC abseilers being arranged to inspect. Also to take photos of any lightening protection equipment whilst they are up there. - Inspection has taken place – report awaited.	AG AG	Completed Completed
7.	AOB		
	• Toll-house Island s/c dispute – MR requested correct demand from KFH to enable payment. No response received – MR to chase. KFH have been requested again to send correct up to date demand. Further chasing email sent – demand received for c.£80k but STILL addressed incorrectly to Charles Church. AG to request latest accounts from KFH so Board can examine expenditure. 2022 accounts received – see attached. AG to request KFH confirm who appoints/instructs them and to try to convene meeting to discuss the whole set-up. Meeting held on Teams 3/12/25 at 2pm – notes attached. AG to chase KFH re setting up meeting with Brentford Lock Management Co directors. AG has chased twice and still awaiting date for meeting. Meeting now confirmed for Wednesday 4th Feb – KFH to send link. Meeting was held – agreement to obtain further documents – KFH to request that BLM directors attend next meeting person – since meeting, CG has successfully contacted BLM director who has agreed to attend a meeting in person – date to be confirmed. Board needs to make decision re any interim payment of s/c arrears. • Board wish to consider employing a part-time multi-trades person. AG to place advert on Indeed to find candidates. Advert was placed and first round interview carried out. Two shortlisted candidates for Board to consider – see CVs attached. AG to find more candidates. Additional candidate interviewed – two on shortlist – attached. AG to line up second round interviews with Directors on site and if none deemed suitable, to engage recruitment agency. No progress – candidates were not up to standard – SB is placing ads on local groups and websites.	Board SB	Ongoing Ongoing

Board Meeting Minutes

Board Meeting **9th March 2026**

	No candidates sourced yet – SB still searching. Application received from Island resident – to be followed up. • Estate water charges to be investigated by PO. • Some reservations were expressed regarding the standard of the gardening. Board decided to leave current arrangements in place. AG held meeting on site with Gardener to emphasise need for weekly report on work completed to be shared with MR. Gardener is now supplying weekly reports with invoices. AG and SB held meeting with Gardener re various issues. Agreement reached re need for him to sign in every visit in order to justify payment, plus need to focus on gardening rather than maintenance, plus need to work more collaboratively. SB put Gardener on 3 month notice to improve on this matters or service will no longer be required. • Lift call button back plates – AG got Kone to half the cost of the work. Board approved work to proceed. • Kone have started the work and are due to attend again on 31st Jan to complete it. Further visit required to complete work. • Kone failed again to complete work – further formal complaint made and being chased. Kone have promised again to return and complete job. • Salary reviews – annual review due next month so need to decide now – details attached – we recommend 5% increase to each to keep with market rates and to reflect good standard of work. Board approved. • Rogue white line to front drive – instructed by resident, not by us – Board insist it must be removed – AG to obtain quote and request resident to pay. • Board formally approved both s/c and company accounts which will all be distributed by AG with AGM papers. • AG to request that owners of a residence on Tallow road do not park cars sticking out onto Tallow Road. • SB was concerned at quality of vacuuming of common parts – AG to raise complaint with cleaner. • Concierges requested fire extinguishers for various locations – AG to discuss with them and arrange as needed.	PO	Ongoing
8.	Date of Next Board Meeting		
	Monday 13 th April 6pm 2026 – Venue TBC.		