

Woodilee Residents Association

Committee Meeting CM2021-03 – 7pm, 25th Mar 2021 – Online MS Teams Meeting

Minutes

1. Welcome and Apologies

Ewan opened the meeting, welcoming attendees to the meeting.

In attendance were:

- Ewan Miller (EM)
- Paul Ellison (PE)
- Gordon Jahn (GJ)
- MJ Dias (JD)
- Stuart McIntyre (SM)
- Marie MacAuley (MM)
- Shona Angus (SA)
- Neil Logue (NL)
- John Murphy (JM)
- Lisa Pieper (RMG) (LP)
- Melissa Syme (RMG) (MS)

Apologies were received from:

- Graeme Middleton (GM)

2. Approval of Minutes and Matters Arising

a. Last Committee Meeting Minutes

Previous meeting minutes are approved and published at <http://www.woodilee.org.uk/committee-meeting-cm2021-02/>

EM proposed / NL seconded.

b. Matters Arising - Ⓐ items from minutes

Reference	Action	Assignee
AGM2020 – 3.2	Investigate / provide missing accounts information for 2018/19 and 2019/20 periods	PE
Carried forward		
CM2020-12 – 7a	Gordon to reintroduce revised constitution at a future meeting	GJ
Carried forward		
CM2020-12b – 2b-1	Agree process to get regular site debt updates / follow up information	PE
Carried forward		
CM2021-01-7	Recirculate the MUGA Dos and Donts for comments	GJ
Covered under item 6		
CM2020-12b – 5-2	Seek better understanding of the legal position and what the Committee can or cannot do in respect of restricting use of the MUGA should this continue to be an issue	EM
Carried forward		

Reference	Action	Assignee
CM2020-12b – 8	Place a post on the WRA website / Facebook advising of the planning applications in the new year (GJ)	GJ
Carried forward		
CM2020-12b – 10-2	Advice on street lighting (+roads and drains) with contact details to website	GJ
Posted at http://www.woodilee.org.uk/street-lighting-faults/ - Closed		
CM2021-02-2a	Set up MUGA rules sub-group to propose rules	PE/NL/SM
Covered under item 6		
CM2021-02-2b	Ask RMG to focus on high priority items9	EM
Items now in Action Log process – high priority items detailed under item 3.		
CM2021-02-2c	Ewan to pass on list of H&S items to be checked	EM
Carried forward		
CM2021-02-3	Ewan to gather information on asbestos and share	EM
Covered under item 3		
CM2021-02-4	Request information on the wall risks from Osterna / RMG	EM
Carried forward		

3. Update on RMG Performance Review

First meeting since the RMG / RA meeting – will catch up remaining committee after RMG have carried out budget etc.

Drainage: MS presents the discussions with Envirocentre. Envirocentre proposing to project manage, including safety, etc and see this through to conclusion. This is covered in the 18th March Action Log Envirocentre communication. Melissa looking for approval to proceed with discussions with Envirocentre with a view to getting a formal commercial basis for survey, bid management, etc. Committee agree to proceed to negotiate and bring quotes / spec back. SA requests on behalf of committee that Envirocentre/consultant would provide suitable design options to minimise assumptions from contractors. JM argues that the CDM responsibility remains with the consortium and they should be addressing these issues.

Ⓐ **CM2021-03-03a – MS to enter discussions with Envirocentre and provide binding commercial proposal for survey and design works.**

Asbestos: Committee explicitly did not want drip-feed of testing, but we find ourselves in this situation. Testing was carried out, but company recommends more testing at cost of ~£900-£1k (£1,230 previously) and the situation is now where we did not want it to be. MS advised that Heras fencing is being paid for month-to-month but test area is being increased to try and find clean ground as is required by contractors for removal. The Christmas Eve SEPA hack (3 months ago) is apparently still causing issues with comms. Committee agree to continue with the testing. Remedial work not considered until testing is completed. MS proposes a working group on asbestos once the situation is understood.

Ⓐ **CM2021-03-03b – MS to instruct further testing. CM2021-02-3 closed awaiting outcome of further testing.**

Playgrounds: H&S report had lots of things, quotes are provided on repairs. Usually never get tendered out. MS looking for any changes to the current remedial works requested; e.g. changing surfaces, etc. PE proposes to go ahead with medium items at these costs; EM seconded. EM raises request from RMG for a view on the health and safety requirement they flag which requires every playpark/play facility to have a sign indicating the proposed age group its designed for. MS indicates these are mandatory and asks if the committee has any preference. Committee confirm no specific

preferences. EM asks about signposts for ages; MS plan to add signs for playparks, with names and add illustrations for recommended ages, no dogs, etc. If OK, proofs and costs can be provided – cost expected up to £200 per sign to supply and fit.

Ⓐ CM2021-03-03c – MS to instruct playpark repairs.

Ⓐ CM2021-03-03d – MS to provide sign designs / costs for playparks.

Stairs: MS to ask LP and Megan to ringfence currently budgeted monies from current year to put towards further funds next year to address stairs around the estate.

Weeds: Current contractor (ClearCut - £3.5k pa) is not adequately controlling invasive weeds. Another company – Wise – looking to address Japanese Knotweed, Himalayan Balsam to try and get under control. Initial survey would be £5k / £5.80 per owner. JM not understanding why an additional survey is required – current contractor must have this information. Take this away to review at next meeting – no understanding of approaches.

Action CM2021-02-2b (requesting RMG focus on High Priority Items) closed as now part of the Action Log process.

4. Budget Review

GJ: Introduction that this meeting was put back from 16th March for RMG to have the draft budget available for the coming year

MS: No budget was shared – her objective for this meeting was to look at the previous years budget and agree principles for the coming year and direct on target areas for spend / focus, mainly in the general estate repairs and maintenance.

The Stair Repairs for the 2020/21 budget (£12k) have not currently been instructed, but intention to carry out in the coming months with money held over to contribute towards expanded work during 2021/22. EM reiterates committee message added to Action Tracker that they have not given permission for RMG to progress with the quotes provided and have requested these works are put back out to tender with a number of quotes sought. To be discussed in future meetings.

Committee asked on priorities – keeping the level under £200, allowing an increase. Due to lack of knowledge on what this would contribute towards, MS requested to provide an estimate / update of what's needed in each area, with perhaps an idea of what £200, £210, £215 etc would mean for funding maintenance and repairs.

Ⓐ CM2021-03-04 – MS to provide proposals for where additional monies may be useful / how it could improve the maintenance plans

5. Update on Asbestos situation

This update has been provided in the Action Log Review.

6. MUGA Update

a. See files from Neil Logue:

<https://drive.google.com/drive/folders/18miwKXDSEkAIYzSqxeQpYtW4ZGyWm70?usp=sharing>

NL took the lead on the MUGA proposals, supported by SM.

Various proposed documents presented – clear that most responding wanted some form of commercial use allowed, many did not want any, so the opinion was to allow but aim to restrict the maximum time per organisation, to only use one court (1/3), and on specific days to reserve time in

evenings and weekends for children to be able to use the equipment. SM adds that if there is a booking facility, who'd be running that, etc.

LP feels uncomfortable with asking people to sign a form or charging for this – donation may be a better approach. EM classification is as common land / communal owned area. GJ has concern over some aspects, such as checking insurance documents, etc. but PE supports the proposal. MS income difficult to do anything with.

EM asking for advice – doing nothing means people can lay siege and run classes, Ewan has several parties attempting to use this. Do's and Don't definitely agreed, but question whether going further.

MS suggesting positive spin – if companies looking to use the facility, can offer them the ability to use, but cannot restrict others from using it. Could post ads in the notice board.

EM – where's the line of levels – dos and don'ts, then booking, then charging.

PE – problem currently, may need to revisit to go with proposal as stands.

EM – next step – dos and don'ts, use booking form and use the rules as proposed. If it becomes a problem, we review – committee plan to trial this approach.

Outcome of discussion is that the rules will be implemented as proposed on a trial basis; commercial use of a maximum of one court at a time will be sanctioned by the Woodilee Residents Association with companies asked to request time slots via a form in a bid to prevent clashes. To balance community desires, available times are restricted to maintain access for residents and (commercial) users are asked to limit their maximum use (in hours per week, currently 6) with a total cap on number of hours sanctioned by the association also capped (currently 20).

Request in the action log on art item – considered to be different to a business, this is a community event and acceptable.

Committee will trial use of Booking Form and rules as proposed. Agenda item kept for review purposes but no further actions at this time. Close actions CM2021-01-7 and CM2021-02-2a. CM2020-12b – 5-2 (legal situation around MUGA) kept open / under review.

7. Council Liaison Update

Carried forward

8. AOCB

Nothing further brought up at this meeting

9. Agreement of Future Meeting Dates

Next meeting was arranged for 13th April 2021

10. Close

Summary of Outstanding Actions After Meeting

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CM2020-12b – 5-2	Seek better understanding of the legal position and what the Committee can or cannot do in respect of restricting use of the MUGA should this continue to be an issue	EM
CM2020-12b – 8	Place a post on the WRA website / Facebook advising of the planning applications in the new year (GJ)	GJ
CM2021-02-2c	Ewan to pass on list of H&S items to be checked	EM
CM2021-02-4	Request information on the wall risks from Osterna / RMG	EM
CM2021-03-03a	Enter discussions with Envirocentre and provide binding commercial proposal for survey and design works	MS
CM2021-03-03b	Instruct further asbestos testing	MS
CM2021-03-03c	Instruct playpark repairs as agreed/presented in Action Log	MS
CM2021-03-03d	Provide sign designs / costs for playparks	MS
CM2021-03-04	Provide proposals for where additional monies may be useful / how it could improve the maintenance plans	MS