

**MCCARTHY COURT MANAGEMENT ORGANISATION  
MINUTES OF GENERAL MEETING  
AT MCMO OFFICE  
Wednesday 9th March 2016 7PM**

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## 1. Attendees:

Ida Cohen - (IC) 64 (Chair)  
Bea Ziegler (BZ) - 37 (Treasurer)  
June Barrett (JB) - 38 (Board Member)  
Emilie Nicholas (EN) - 62 (Board Member)  
Nicolas Salmon (NS) - 62  
Marie Martin (MM) - 45  
Svetlana Petkovic (SPE) - 49  
Nick Coombe (NC) - 66  
Liu Wang (LW) - 66

Steve Plumb (SP) - 46  
Lauren Roots (LR) - 78  
Sarah Bradford (SB) - 77  
Raymond Ho (RH) - 13  
Sherwin Palarca (SPA) - 50  
Rachid Bellili (RB) - MCMO Manager  
Kamila Klidzia (KK) - MCMO Staff  
Maxwell Adutwum-Takyi (MAT) - MCMO Staff  
Foday Kamara (FK) - WBC RPO

## 2 .Apologies

Sue Twining  
Alison Forbes  
Gary Gallard  
Pauline Smith

## 3/4 .Minutes of last meeting/Matters Arising

The Chair opened the meeting and explained that due to a clerical error, the minutes of the last meeting were not delivered to all residents ahead of this meeting. A vote was held to decide whether to proceed or postpone the meeting until appropriate notice was given. The residents present voted to continue 9-0.

NC requested that an amendment be made to the minutes of the meeting dated 23.09.2015 as follows:  
'NC said that the communal extractor fans have not worked for 16 years and that during this period there were no condensation issues, prior to the change in heating from communal to individual boilers.  
NC's opinion is that the condensation is caused by the walls being solid and the fact that WBC proceeded with a scheme for a heating system that is inappropriate for the design of McCarthy Court (solid, uninsulated walls)

NC also states that the works to repair the fans and clear the ducts will not help with the condensation issues and will in fact remove warmth from the flats as the fans are run continuously and are also causing mould spores to migrate around the flat'

Additionally, the following amendments will be made to the minutes of the meeting held on 09.12.2015:  
LR gave permission to include her statement that her daughter is staying with her grandmother at this time as she has a medical condition which required her to frequently sleep in her mother's bedroom in which there is an issue of damp. LR considers the damp and condensation issue in this bedroom to be detrimental to her daughters health.

Other residents (Including AF and SP) made representations about the issue of damp and condensation inside their properties.

A discussion was held to confirm what exactly is to be recorded in the minutes following a request from NC to include statements from residents about the damp and condensation issues in their individual properties.

The meeting agreed that any residents who have declarations they wish to ensure are minuted, they are to approach the minute taker (currently Kamila) at the end of the meeting.

The minutes of the meeting held on 09.12.2015 were accepted as a true record, they were proposed by JB and seconded by SB subject to the above amendments.

### **5. Draft Budget**

The draft budget for 2016/2017 was approved by the Committee and is brought to the GM for information. There is a forecast increase of £6000 for the year which is based on information from WBC that the allowances will increase by 1.47%.

There will be small increases in tenant costs, staff costs (due to the pension scheme and a staff salary increase of 2% in line with WBC), admin and service costs and block costs.

The allowances are due for their 5 year review shortly so there may end up being an adjustment mid-year following negotiations.

There is still a predicted surplus of £1477 for the year.

Full documents are available from the office.

The staff and committee are looking at possible cost saving areas such as installing LED lighting in the communal landings and reconfiguring the office space to minimise rental fees - office space is currently charges on a sqm basis even though we do not use the whole space as an office.

### **6. Improvements**

The small improvement bid for the conversion of the boiler room has been accepted and works have begun. The works are due to complete in the next two weeks after which all residents will be invited to look at the space and vote on what they wish for it to be used as.

At the moment, the most feasible option is to install secure bike storage, possibly in the form of individual lockers. TFL will be contacted for funding if the residents wish to proceed with this.

The replacement flooring for the communal areas will commence in April.

A discussion was held around installing additional storerooms in the ground floor hallway of block 43-78 similar to those in block 1-43 as there is still a high demand for storage space on the estate. This will be looked into further and a consultation will be held with the residents on this landing.

### **7. Neighbourhood Watch**

BZ attended Boscoe College on the Surrey Lane and was given a tour of the new building.

There is now a ward panel report being produced - copies can be obtained from the office.

The main article in the report is regarding some burglars who were caught at the Salesian college.

A crime report is also available on request with further information about reported incidents in the ward.

The next meeting will be held on the 3rd May - residents can contact Maxwell in the office for information on location and the agenda etc.

### **8. AOB**

SPE stated that the standard of cleaning is not good enough for the amount spent which is partly recharged to leaseholders. Gave an example of rubbish being left in communal areas for up to a week.

RH added that he had seen a video of the caretaker dumping rubbish outside the estate and MAT responded that the video showed the caretaker moving items from one part of the estate to another to avoid a potential trip hazard. MAT added that there are bulk rubbish items dumped on and around the estate regularly and when this happens, the caretaker has to move it to our collection point rather than leaving it where it is as this can sometimes encourage further dumping.

KK confirmed that the caretaker is directly employed by the MCMO for five hours per day Monday-Friday and two hours per day Saturday-Sunday.

KK confirmed that a review of the caretakers duties will be carried out and the issues raised will be fully investigated with the help of the MCMO's HR advisors, Peninsula.

SPE advised that the windows at the end of the communal landings do not stay open - MAT to investigate and rectify.

SPE requested an update on an issue where smoke bombs were let off inside block 43-78 recently.

IC advised that she did call the fire brigade at the time and they sent the Police to investigate.

MAT had obtained CCTV footage from WBC's camera's and it is ready for collection by the Police when they are ready. The Police will then carry out their own investigation into who was responsible.

KK confirmed that neither she nor MAT were able to identify any residents from the footage.

LR asked about someone sleeping in the communal hallway of block 1-42 and MAT advised that this was a one-off incident following a domestic incident in a property and the resident concerned has been spoken to and advised that this will not happen again.

KK provided an update on the issues with damp and condensation within the estate:

50 flats have been accessed to check/clear the communal extractor ducts and with the exception of whose ducts were blocked off or disconnected, all flats recorded high flow rate indicating that the extraction is not a contributing factor to the damp and condensation issues.

There are now 26 properties who have reported issues since the winter of 2014.

There has been an analysis carried out to determine if there are any patterns to the problems and there do not appear to be any - of the 20 corner flats, three have reported issues

Of the 16 flats with walls adjoining the bin chambers (considered similar to external walls) three have reported issues.

There have also only been two electric extractor fans located and these do not appear to be affecting the flow rates for theirs or other properties connected to the same duct.

A full report containing this and additional information and analysis is in the final stages and will be sent to WBC shortly for their comments and suggestions on how to proceed.

NC asked why investigations have been going on for over a year while it appears that nothing is being undertaken to rectify the problem.

KK advised that the works carried out to the communal extraction system is what is currently being undertaken in an attempt to alleviate the issues suffered by these properties. These works are required by WBC before they will carry out any further investigations in to the structure/external walls of the building.

NC advised that the fans are now working in his property yet there is no detectable reduction in mould growth.

NC advised that the duct clearance contractor attended his property following the last meeting and confirmed to him that the extractor fans are not a contributing factor to the damp and condensation issues and NC states that it is clear that the working order of the fans has never affected the current issues.

IC responded that the MCMO were required to carry out these works by WBC to eliminate the possibility that the fans were the cause or contributing factor, in order for WBC to then investigate other possibilities.

NC asked for information on FK's role and was advised that FK is a liaison officer. FK does not attend meetings as an advisor or representative of WBC in a wider position but does take back any issues raised and bring them to the attention of the relevant officer/department in order to provide correct feedback and answers.

NC asked if WBC has told the MCMO of their intentions moving forward and IC advised that the information the MCMO has is provided at meetings and through the surveys etc carried out with residents.

SP queried works carried out in two properties and the costs involved:

First property had some repointing carried out to the external brickwork. KK explained that whenever damp and/or condensation issues are reported to the office inspections are undertaken to see if there is anything that can be done immediately to minimise the issues internally, part of these inspections is to check the external wall and carry out repairs as required. In this case, it was discovered that there were gaps in the pointing which were allowing water to ingress into the wall and potentially exacerbate the existing damp in the property and as such the repairs were carried out to prevent any further water ingress.

Works of this nature are included in the block maintenance costs and are carried out as and when required throughout the estate. These works are service chargeable.

The works carried out in the second property discussed was internal insulation on two walls in one bedroom. This type of work is not unusual for the coop to carry out in tenanted properties and has been completed in other properties. The property discussed is on the top floor in the corner of the estate and is considered to be more vulnerable to damp and condensation issues.

Works to tenanted properties are carried out within the allowances provided and are not service chargeable.

NS raised an issue with his windows which are letting in a draught.

KK advised that there have been a small number of reported issues with the windows in the last two weeks and the MCMO is now planning to survey all residents to see if this is a wider issue. Issues reported include draughts from the seals of opening windows and also from underneath window sills, and mould growth on the window frames and surrounds.

KK advised that the MCMO will investigate the issues and first ascertain whether there are any faults with the windows manufacture or the installations. MCMO will request assistance from WBC on this as the contract was let and managed by them when the windows were replaced in 2012.

NC advised that these issues could be as a result of the change in heating and requested that this possibility also be looked into.

NC stated that removing the communal heating system was the wrong decision.

Meeting closed at 20.45