Chalk Farm Housing Group

Minutes of Management Committee - Wednesday 15th June 2016

Present

Neil Davies, Sue Board, Henry Hall, Eunice Nunes dos Santos, Roseangelo Romero, George Teo

Councillor Alison Kelly

Apologies

Kim Thompson (LBC)

In attendance

Chris Nsiah, Peter Simonson (Minutes)

Item	Report
Correspondence	None

Minutes from: 18th May 2016 Reported as accurate

Bank Signatory

The committee agreed to allow Chris to be a bank signatory with the caveat that this is solely for information purposes.

Matters Arising:

Distribution of Housing Act Leaflets

It was decided that given the dates on the Housing Act leaflet that Neil would deliver them immediately rather than with the newsletter.

ACTION: Neil to arrange delivery of Housing Act leaflets immediately

Estate Waste and Recycling

- Action still pending on recycling issues and Neil has to speak to resident about taking charge of recycling committee.

Global Street Art

- Chris now has a named contact at the Council to sanction work with Global Street Art - Matthew King.
- Neil attended the recent meeting of Gospel Oak DMC and a number of TA's wanted to get in touch with Global Street Art.

ACTION: Chris to email details to Graeme Beedham and DMC members by next meeting

Letterboxes

- NB as per page 5 of the mutes from 18th May – Chris NOT to send confidential information about tenants to Alison.
- Alison suggested that Chris separate the letterbox issue from the overall spring cleaning of the estate.
- Chris has established that most tenants of properties where letterboxes need replacing are in receipt of housing benefit.

ACTION: 1) Chris to draft letter with Alison asking LBC to replace letterboxes 2) Chris to report on spring cleaning at the next meeting.

Business Plan

- Although it was reported in the last minutes that Eunice had an approximate 50% response to the previous questionnaire this was only for her block – other blocks had a less favourable response.
- Chris told the committee that the owner of the container was still in hospital so no action could currently be taken.
- Chris is still trying to work out who owns which shed.
- Alison suggested that he inform all residents that the sheds would be removed on a particular day.
- Chris stated that the sheds cannot be removed without LBC's approval.
- Henry said that it was LBC's responsibility to empty the sheds.
- Alison suggested that the committee should put pressure on LBC.

ACTION: Chris to put item in the newsletter asking that residents identify which sheds they are renting and also to write a letter to the 15 people renting sheds asking same. To report back at next meeting.

Health and Safety

- Chris stated that the Health & Safety report had still not been completed by the Fire Brigade.

ACTION: Chris to send Alison the name of the Fire Brigade contact and Alison will make a formal enquiry. To report back at next meeting.

- The committee further discussed arrangements for helping vulnerable residents with items that had been left outside doors or on balconies

ACTION: Chris to put item in newsletter informing tenants that they should contact the office if they needed help with removal of items from the home. To be done by the end of the week 20/06/2016.

Estate Parking

- As a result on an ongoing discussion about the need for secure parking on the estate a proposal was put to the estate manager should go ahead and arrange for the purchase of barrier gates. This was voted on and passed unanimously.
- Henry said that this should be monitored and if the committee feel that barriers alone aren't working CFHG will look at enforcement as well.
- However, Henry also noted that under the TMO contract with LBC, LBC are responsible for enforcement and are not fulfilling their obligations.
- Chris informed the committee that the cost of barriers will be £15,500.
- Henry asked to see the design.
- Chris has invited the barrier contractor to the estate and will arrange a walk round with Henry and Neil.
- Henry feels that the laser lights on the estate may dazzle residents.
- The committee also discussed faulty lights on other parts of the estate.
- Henry said that these should be reported so that they can be fixed as they are important for resident safety and also for illuminating areas covered by CCTV.
- Roseangelo said that Beauvale had a lack of lights in the gardens.

- Regarding the laser lights pointed at the trees Chris noted that this effect will diminish in the autumn.
- Henry stated that the laser lights can be repositioned.

ACTION: Chris to contact gate company and arrange a walk round with Neil and Henry. To arrange ASAP and report back to next meeting.

Budget

- Chris has distributed Sage printouts.
- Alison questioned the spend which averages £23k pcm.
- Chris confirmed that this was the case.
- Alison suggested that after consultation with residents that £100K is put aside for estate improvements and development.
- Henry stated that he was conscious of the TMO's obligations and responsibilities but questioned whether LBC were fulfilling their obligations under the contract. He didn't want the TMO to set a precedent and pay for something that was the responsibility of LBC.
- Alison further stated that £100K be put aside for capital improvements following consultation with residents. The committee was in agreement.
- Alison stated that she was expecting the corrected figures from the last meeting rather than just an added Sage printout.
- Henry said that Bernie was due to attend the meeting but could not.
- Chris said there was a misunderstanding about what the budget represented.
- Henry stated that there were differing ways of receiving budgetary information and these are produced at different times of the month so may be out of sync with one another.
- Alison stated that she was interested in expected budget, the actual and the variance.

Estate Improvements

- Neil mentioned that the operative who was undertaking the painting had had a close bereavement.
- Chris will send a condolence card.
- Neil suggested that Chris discuss the outstanding painting with the

contractor.

ACTION: Chris to speak to painting contractor and report back at the next meeting.

Estate Festival

- George is a professional musician and can provide a band for the day playing 60's/70's pop hits.
- Henry proposed they look at costs of John Henry Stage Hire.
- Peter suggested contacting Piers Miller a local PA hirer.
- Neil suggested that a sub-committee be formed to cover the estate festival.
- Henry said that guidance is needed regarding health and safety.
- Chris will contact the local police.
- Neil suggested a 6 week window for organisation and that he would need to involve other residents.
- Henry suggested bringing in the Village Café to provide food and also suggested that the festival may be a way of getting residents involved with CFHG.

ACTIONS: Alison to write to LBC to get information about what the legal requirements are for holding an estate festival. Alison also to check if any money is still available for festivals at LBC. Neil and George to discuss further with Chris. Chris to put item in newsletter asking for volunteers to help out with planning and on the day. To report back at next meeting.

Office Report

- No comments were added.

AOB

Newsletter

- The committee agreed that the points raised about the sheds and the festival should be added to the current newsletter.
- Chris should draft the tenant's questionnaire with no more than 5 questions.
- Questions should be geared toward priority areas.
- Eunice said that residents should understand the scale of what CFHG can

and cannot do.

- Alison asked that the newsletter should report that Savills/Levertons have agreed to pay for landscaping with the new residents at the proposed site being allowed to use the facilities gaining access with a key fob. Savills are looking to meet with CFHG.

ACTION: Neil to draft newsletter and send to Chris. To go to the printers by 20/06/2016.

Estate Cleaning

- George mentioned that the cleaners only seemed to clean the ground floor lobby areas.
- Chris said that the contract entails that the ground floor lobby areas are cleaned daily and the other floors weekly.

Anti-Social Behaviour

- Eunice reported a problem with anti- social behaviour particularly with the children of some residents having friends over and hanging outside other residents properties. Eunice also expressed concern at the length of time it takes for the police to respond.
- Chris advised that residents should not confront those engaging in anti-social behaviour, they should call the police. Local police have key fobs to enter the estate. He also advised that after initially calling the police it is important to also get another resident to contact them.
- Henry stated that CFHG need to get proper security systems in place and ensure that CCTV equipment is repaired urgently.
- Neil stated that professional drug dealers had started occupying the car park at the weekend.
- Henry stated that CFHG needs to be more forceful in protecting the community and reinforce this through the newsletter.
- George said that it was possible that a lack of activities was a causal factor in some instances.

Outstanding AOB From 18th May

Speed Bumps

Chris to report back at next meeting.

Barbecue Pit

Neil to report back at next meeting.

Underwriting of Pension Scheme

Kim to report back at next meeting.

Next Meeting 20th July 2016

Signed: _____
Eunice Nunes dos Santos - Secretary

Signed: _____
Henry Hall - Chair of the Committee