Chalk Farm Housing Group

Minutes of Management Committee - Wednesday 20th July 2016

Present

Sue Board, Valerie Iskander, Henry Hall, Jamie Weight , Rosangela Romero, Elizabeth Arimoro, Kathleen Hirrell

Councillor Alison Kelly

Apologies

Kim Thompson (LBC), Eunice Nunes dos Santos

In attendance

Donna Turnbull (VAC), Chris Nsiah, Berny (Bookkeeper), Peter Simonson (Minutes)

Item	Report
Correspondence	None

Minutes from: 15th June 2016 Reported as accurate

Donna Turnbull – Voluntary Action Camden – Increasing Participation

- DT discussed increasing participation in CFHG.
- Participation should build a sense of ownership in the local community
- Should be more than just housing issues although housing may be the issue which first engages residents.
- 1 to 1 discussions with residents around 3 questions; What do you enjoy doing? What else do you do on the estate? What would you like to do in future?
- AK mentioned that this has been done with a list delivered to all residents along with the newsletter. However, only 15 responses had been received from 273 newsletters delivered three weeks previously.
- CN stated he was planning to follow up non-respondents when he returns from annual leave.
- It was mentioned that CFHG hopes to promote further participation at the summer festival in August.

- AK stated that the committee was over represented by residents from particular blocks. VI said that there were historical issues with CFHG which prevents people from participating. SB said that people were scared of putting their toes in the water. VI felt that meetings were seen to discuss the "same old same old" and that nothing was seen to be done. JW thought that there was little conversation between residents.

- DT said that peers and familiar faces needed to get involved.

- SB said that pictures of staff should be displayed on the estate.

- AK mentioned the turnover of residents in privately rented flats which resulted in a lack of engagement. 60 properties on CFHG are currently leasehold.

- DT asked what the benefits were for residents who engaged with CFHG. There needs to be something tangible on offer. VAC could provide lists of free training that residents could access.

- HH stated that the offer of free training could be a gateway to involvement.

- AK also mentioned setting up a library and having coffee mornings

- RR suggested facilitated gardening sessions.

- VI & HH wanted CFHG to look at play spaces for children as there was no play area on one part of the estate.

- HH stated that this would be looked at with the redesign of the estate. CFHG has had to prioritise work such as security and they were now getting around to softer work – art, lighting etc.

- DT said that residents needed to be involved at the earliest stage possible. It should be bottom up and peer led. To build momentum you needed to get 10% of residents engaged. At CFHG this would mean 25 people.

Donna will email recommendations to CFHG for further discussion

<u>Budget with Bernie</u>

- Bernie visited to discuss the layout of the budget.

- The committee had previously discussed making the budget reports easier to read so that reserves could be clearly identified. Bernie stated that CFHG used to have budget reports showing money that could be allocated to capital spending.

- **ACTION: Bernie to look at ways to present the budget that clearly**

showed what monies are held in reserve. Due Date: Next Meeting

Pension Fund

- AK making members enquiry regarding LBC's commitment to the TMO staff pension fund. Requires precise wording from CN and KT (LBC) will follow up.
- AK further asked about the audit reports for 2015/16.
- CN said that he has received these. The accountants have visited and he was now awaiting the full audit report. Previously CFHG had the same company undertaking the accounting and auditing.

ACTION: CN to send wording to AK. Due Date: When CN back from annual leave.

Minutes and Matters Arising:

- AK specified that clarity was needed on the actions and due dates. She has sent a pro forma to CN which will be completed and distributed to committee members prior to committee meetings.

Estate Waste and Recycling/Health and Safety

- CN mentioned that there was an outstanding issue about the use of chutes for recycling only.
- HH stated that we needed to wait for a report from ND at the next meeting.
- KH mentioned that there was more rubbish on the landings and that this has resulted in mice infestation.
- AK had sent an email to CN but had no response. It was imperative that balconies were cleared and kept clear at all times. Housing officer must keep records of inspections otherwise they may face prosecution,
- HH said that letters needed to be sent to residents.
- KH said that this had been done before but was not followed up by CN.
- JW said that if bikes are left on balconies they should be removed to the bike park.
- HH said that the area couldn't be monitored 24/7 but that evidence needs to be sent to the Fire Brigade as CFHG needed to follow through on their H&S requirements.

- CN said that warnings should be issued to residents and if no action taken the warnings should be followed through.

- HH said that keeping communal areas free of infestation is a condition of tenancy

- AK said that she was not prepared to stay on CFHG unless action was taken. Also if this is not actioned LBC may take away TMO status from CFHG.

- AK further mentioned that she will enquire about action that can be taken on residents who do not comply with the waste aspect of their tenancy

- AK received the following email from Paul Leavey at LBC:

  "It is imperative that the balconies are cleared and are kept clear at all times. If this is not done and the LFB re-inspect, or a fire incident (however minor) occurs, a Deficiency or Enforcement Notice will be served and a prosecution could follow. The Housing Officer will need to keep records of the actions taken including any Legal action that may be necessary to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005."

ACTION: CN to write to all residents about waste, storage and tenancy requirements. Wording needs to be looked at. Due Date: Upon return from annual leave.

Estate Improvements

- AK asked about the identification of shed renters.

- CN told the committee that of 80 sheds on the estate 13 were occupied.

- AK asked if CFHG wanted to get rid of 60 sheds.

- HH stated that this was an issue for LBC.

ACTION: AK to write to London Borough of Camden about the removal of 60 sheds. Due Date: To report back at next meeting.

- AK further asked about the container.

- CN notified the committee that the owner has died so the container can be removed.

ACTION: CN to give owners representative until the end of August 2016 to remove the container. If not done by this date CFHG will arrange removal.

- RR expressed concern that some of the laser lights may affect residents and suggest buying solar lights from Argos.
- CN stated that solar lights are easily stolen – issue will be discussed at the September AGM.

Estate Parking

- HH stated that planning permission for the gates had been applied for. Camden Storage have written to CFHG proposing a different layout.
- SB stated that LBC own the land therefore Camden Storage have no say in the matter.
- HH said that Camden Storage could claim that the proposed layout restricts business. He will discuss further.
- AK also asked about the enforcement company.
- HH reiterated previous comments that enforcement should be undertaken by LBC. He has thus far not received any clarification on enforcement from LBC.
- AK has written to Andy Foster Parking and Lettings Manager at LBC and thus far nothing has been responded to.
- AK restated the point that some things are worth fighting for but this particular issue was not one of them

ACTION: AK writing to London Borough of Camden on their parking enforcement standards and whether they are working to any particular standard. Email sent during meeting.

Estate Festival

- HH is awaiting quotes on hiring a PA.

Office Report

- No comments were added.

AOB

New Member

- Jamie Weight was voted in unanimously as a member. He purchased a £1 share in CFHG and now has voting rights on the committee.

Pay Rise

- CN presented a recommendation for a 1% staff pay rise in alignment with the NJC.
- AK noted that it would be helpful if the committee saw what the performance requirements were. They needed to be made explicit.
- HH agreed that pay rise should be linked to roles and responsibilities.
- The committee was asked to vote in favour of 1% rise, backdated to April 2016 and that the rise would be performance related. The committee would also have to look at the impact of the rise on the TMO budget.

The Committee voted unanimously in favour of the rise in principle as long as the conditions were met.

Next Meeting Wednesday 17th August 2016 @ 7pm

Signed: _____
Eunice Nunes dos Santos - Secretary

Signed: _____
Henry Hall - Chair of the Committee