Chalk Farm Housing Group

Minutes of Management Committee - Wednesday 21st September 2016

Present

Sue Board (SB), Valerie Iskander (VI), Henry Hall (HH), Neil Davies ND), George Teo, Roseangelo Romero, Kathleen Hirrell, Elizabeth Arimoro, Juan Blacio, Angela Ferraro, Eunice Nunes dos Santos, Councillor Alison Kelly (LBC Co-Opted Member)

Apologies

Kim Thompson (LBC),

In attendance

Chris Nsiah (Housing Manager), Stephen Jones (Auditor), Peter Simonson (Minutes)

Item	Report
Correspondence	Letter from City Storage

Budget

- Alison expressed her dismay at receiving the financial statements on the day of the meeting
- Stephen Jones stated that he had received the statements later than usual.
- Chris said that part of delay was due to the organisation of the AGM which had to be held by the end of September.
- Alison thought it would be better to change the date of the agenda.
- Henry mentioned that over the previous 2 years they hadn't been able to sign off the accounts on time. He also stated he would be happy to postpone the AGM.
- Alison suggested having the AGM excluding the accounts and have a full AGM in 2 months to sign of the budget and accounts. It could be a community meeting rather than an AGM. She asked Stephen Jones (Auditor) when he would need the accounts by next year.
- Stephen said he would need them by mid June.
- Stephen presented an overview of the accounts to the committee and stated that he is happy to respond to any queries from the committee which should be passed to Chris. He further stated that the audit had gone smoothly, the accounts were in good order and that CFHG had a clean bill of health. He is

happy to answer any queries.

ACTION: Committee to send any queries in the accounts to Chris who will forward them to Stephen Jones

When: Queries to be sent to Chris by 1st October 2016.

Minutes and Matters Arising:

- Alison noted that the grid on actions not added to previous minutes..
- **Pram Sheds:** Chris stated that 60+ sheds had been identified as surplus. However, CFHG don't hold the keys and they would have to purchase them from the council.
- Alison asked why keys need to be purchased if they are void
- Chris said as we don't know what the sheds contain.
- Alison stated that if residents had been given notice of the removal of sheds and not replied why do we need to keep whatever is in the sheds.
- Chris stated that legally the sheds belong to the council and CFHG have no knowledge of the contents.
- Henry asked what the next move was.
- Chris said that the locks should be changed and then clear the sheds.
- Alison said that it was a waste of money paying for locks for sheds that were not being used,
- Henry stated that if LBC responsible for revenues and CFHG have identified that they're not being used then is it not LBC's responsibility?
- Alison said that tenants who want sheds need to be moved into the ones that are going to be kept.
- Neil stated that the sheds still need to be secure.
- Henry said that there would be a nominated area for sheds.
- Val stated that the only ones ready are inside the estate blocks. She suggested that notes be sent out to residents to contact the office if you have a pram shed.
- Chris said that strategically they should start with Broomfield where plans are

already in process.

- Alison stated that need to be clear on where the sheds are going to be relocated.

- Henry stated that there were clear plans on community gardens. The re-design of the estate supercedes the single issue of shed occupation as it is only 5%.

- Alison said that residents need to agree what are the next lot of sheds to be knocked down.

- Henry said that Broomfield and Tottenhall will be first.

- Sue asked about kid's play area.

- Chris said that CFHG needs to agree on works if they are to go ahead. Camden will pay for changing locks and moving rubbish.

ACTION: Chris to contact residents in Broomfield before vacating the sheds. Beforehand the 6 Pram Sheds that can be used should be in the least likely place to be knocked down.

When: To be finished by 1st January 2017

Painting of Harmood Street Mural: Permission to paint has been given and it will be completed by October 11th.

Pension Liability: Alison is still chasing LBC**.**

Letterboxes

- Alison stated the council have agreed to replace the letterboxes but they haven't contacted Chris.

ACTION: Chris to email LBC cc'ing Alison

When: By 26th September 2016

- **Balcony Safety Requirements.** Alison reiterated that leaving items on the balcony area was in contravention of Health and Safety and would negate insurance.

- Henry said they have sent a first letter and they will now target those who have not responded..

- Sue mentioned that her daughter left her bike on the balcony and had a

notice put on it.

- Alison said that this is what will happen. Bikes can be moved to bike racks on the estate.
- Chris stated that he'll need 8 weeks to individually contact non-responders to the initial letter.
- Alison said that the two stages of initially labeling items and then removing them should be completed by 1/02/17
- Chris agreed.
- Neil mentioned that the entrance blocks need to be repainted and have security doors fitted.
- Chris said that Alison and Kim Thompson had agreed to contact major works at LBC.

ACTION: Chris to email Major Works

When: By 1st October 2016

- Neil mentioned that he tried to get a Debit Account for CFHG from Lloyds Bank and when going through security was asked about an overdraft and as CFHG has no overdraft he was told that he had failed security.

ACTION: Neil to write a complaint

When: By 1st October 2016

- Val mentioned that there were notices about rubbish and bulk furniture by the lifts.
- Chris said he'll write to residents about waste storage and tenancy conditions.
- Alison mentioned that CFHG had been visited by LBC's recycling team about converting the block chutes.
- Chris said he has heard nothing back and no action is planned.
- Alison suggested that it be on the agenda for the next meeting. She has sent photo's to LBC. She also asked why removal of bulk items isn't CFHG's remit.

- Chris said it is but staff are often not sure whether the items are rubbish.
- Henry said that getting the message to residents about rubbish and leaving items on balconies is a constant battle.
- Val mentioned that perhaps leaseholders didn't know their responsibilities are the same as tenants and suggested sending letters to leaseholders.
- Eunice said a notice should be put in the next newsletter.
- Alison asked if Chris could bring a plan of action to the next meeting.
- Chris said that he will put all the issues in one document.
- Alison asked that Chris ensure that CFHG staff remove all rubbish and we'll discuss at the next meeting.
- Juan stated that caretakers often turn a blind eye to rubbish/bulk items and that the issue has previously been brought to the committee.
- Henry said that if caretakers believe an item left on the balconies is a health and safety risk they should then remove them. Chris should stipulate to caretakers under what circumstances they should remove waste.
- Neil said a standard letter should be sent to the resident stating it is in contravention of the tenancy agreement.
- Henry said that know one knows what the system is; residents need to be continuously reminded.
- Val mentioned that the threat of a fine may help.
- Chris said that the committee should be prepared to back caretakers if there were any disputes. Goods that are left inside a flat are legally meant to be stored for 6 months.
- Henry stated that Alison should be given the letter to proof read prior to it being sent.
- Kathleen said it should include a time limit in which the items are to be removed.

ACTION: Letter to be composed about dumping of bulk rubbish to be given to Caretakers.

When: Urgently – as soon as Alison has proof read and returned to Chris

- Alison said that caretakers role in relation to estate cleaning should be given to residents.
- Henry mentioned that some residents clean outside their homes others don't.
- Juan mentioned that cleaners need to know what their duties are and this should be addressed by Chris. The message needed to be spread across the estate.
- Val asked if the cleaner who mops outside the left area could also mop the doors.

Estate Improvements – Gates

- Henry has received correspondence from City Storage. CFHG are going ahead with putting the gates up.
- Chris said they will be put up in 6 weeks. Keys will be issued to residents and signed for. If keys are lost there is a £50 replacement charge.
- Alison asked if parking was going to be available in Beauvale where the container was removed from?
- Henry stated no because there is no parking on that site.
- Alison said that residents of Harmood needed to be informed that they are getting a gate.
- Angelo felt that the estate would feel like a prison.
- Henry stated that CFHG is attempting to gentrify the estate.
- Alison informed the committee that the parking enforcement would also be aided by an enforcement company.

Ferdinand Place Proposal

- Henry stated that Alison, Chris and Neil are due to have a meeting with Levertons. They have drawings with some minor alterations to the previous plans. At the moment they are not sure whether security and lighting is going to be discussed.
- Neil said that the Table Tennis area will be moved.
- Alison said that the rationale behind this was that Levertons were renovating

the funeral parlour and she suggested that LBC remove the barrier to the dead end at not cost to CFHG.

- Juan asked about the placing of chairs.
- Alison said the sheds needed to be removed first.
- Henry said that he didn't want an argument about the sheds slowing down the redevelopment of the whole estate. He asked if the committee are clear about the reconfigured plans.
- Alison said they just needed to be informed of the proposed time scale.
- Neil also mentioned that Kentish Town City Farm wanted to establish a gardening club on the estate.
- Henry agreed on the need of a time scale and also security and lighting.
- Alison said that they need to ensure that the needs of CFHG are met.

Office Report/AGM

- Henry suggested that some items on the office report be discussed in depth at the next meeting. Neil agreed.
- Val said that the committee is getting more efficient and happier.

AOB

- Alison mentioned the accuracy of the previous minutes – there are so many people away in August would it not be sensible to postpone the August committee meeting?
- Alison also mentioned that Chris needs to send AGM papers to her as a matter of urgency.
- Chris mentioned that a bid for £2,250 had been put to the DMC.
- Angela said that they needed a plan of works for the estate.
- Alison said this was a good point as the committee had said they were going to deliver a plan. Alison also stated that the Business Plan should go to the AGM.
- Angela asked if the wall tiles are going to be replaced.
- Henry said that at present they were competing for funds with other estates

so couldn't confirm that this would happen.

- The committee discussed the involvement of Kim Thompson, the TMO Engagement Officer at the London Borough of Camden.
- Neil made the following proposal:

    1. Kim gets minutes earlier.
    2. Raises issues with Chris at regular meetings.
    3. Provide a short report to the committee on major issues from the council.
    4. Invited on special occasions to committee meetings.

  The committee unanimously with agreed with the proposal with one abstention from Henry Hall.

Annual General Meeting Wednesday 28th September 7pm

Next Committee Meeting Wednesday 19th October 7pm

Signed: _____
Position:

Signed: _____
Position: