

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 26 April 2016, at Roupell Park Community Centre**

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|  |  | Action |
| **1** | **Present**  Oni Idigu (OI), Treasurer & Acting Chair; Marcia Jones (MJ) Secretary; Chris Weathers (CW), Member; Molly Sinclair(MS2), Member; & Sandra Yamoah, Member  **Apologies**  Janet Nicholson, Member  Tom Parker, Member  Alieu Corneh, Member  Alex Tsergas, Member  Alex Ekumah, Member  Mary Simpson, Chair  **Staff in Attendance**  Simon Oelman, Estate Director  **In Attendance**  Matthew Wyatt, Lambeth  Cllr Adrian Garden, Lambeth, Brixton Hill Ward.  In the absence of the Chair, Mary Simpson, Oni Idigu as Acting Chair welcomed all to the meeting. |  |
| **2**  **2.1**  **2.2**  **2.3**  **2.4**  **2.5**  **2.6**  **2.7** | **Update on Capital Works**  Matt confirmed that works were going ahead on Tanhurst House and have to date been less disruptive than had been anticipated. Work is also nearing completion on the erection of scaffolding to Thursley House and is progressing well on Outwood. Scaffolding work has also commenced on Hyperion House, nearly a month ahead of schedule.  There were some issues with workmen cleaning up after themselves, this had now been addressed.  There were reported issues with resident’s personal TV aerials which had been accidentally knocked, but this is being monitored.  Matt further reported issues with the jet cleaning of the communal area and water flowing through electrical lighting. Working with Mears to resolve this and lessons being learnt block by block.  Update meetings were being held during the day, but resident attendance was low. This could be due to the timing 2pm, which was not felt to be suitable for most residents. We are due to hold an Open Meeting in June and Matt would be invited to update residents then.  Matt happy with progress of the works to date.  No questions were posed to Matt on the above.  Internal Works  There was nothing new to report. Matt was in a meeting with Simon this morning, to discuss the progress and issues with Wates. Matt was unable to disclose the contents of the letter from the solicitors sent between Wates and Lambeth, as the outstanding matters are still unresolved.  Contract had been offered to Mears, but confirmation of when they would commence would be advised.  Matt again apologised for the delays and thanked the Board and residents for our patience.  *Matt left the meeting at 7.30pm.* |  |
| **3**  **3.1**  **3.2** | **Councillor Garden’s Report**  The Council is celebrating, lobbying or expressing concern about:   * Government’s climb down on certain aspects of Trade Union Bill. * Academisation of schools will have dire consequences to Borough’s education policy. * Schools funding. Changing from need to a flatter scheme will cost deprived boroughs dear. * Housing Bill threatens security of tenure; retaining Council properties; bringing in means testing. * Widely differing extent of cuts: £465 per family in Lambeth; £17 in (Cameron’s) West Oxford.   Lambeth Issues:   * New Town Hall costs and timescales defined as final contracts signed. * Lambeth Music Festival held at RFH show casing 3000 Lambeth young musicians. * We are now a Food Flagship Borough, to help all to grow, buy, cook and enjoy healthy food. * We will retain 10 libraries. * Street Champions meetings to become quarterly after successful launch with 60 Champions. * Road surfacing Schedule for 2016 agreed (see Brixton Hill’s tally below). * Community Plan for economic growth, good neighbourhoods and ‘narrowing the gap’ published. * First Syrian refugee families received in the Borough. * Lambeth appoints its first Muslim Mayor. * Debates over Garden Bridge, Libraries and Cressingham Gardens still ongoing. * Announced Council Tax rise of 4% is a net 2% as GLA precept of 2% has been withdrawn.   Brixton Hill issues:   * Ward opportunity for car charging points and ‘smart’ benches’ with pollution metres (any sites?). * Windmill Feasibility study for education centre progressing - tenders out for business plan. * Planning application to convert Tool Store in Acre Lane to flats and shops rejected. The Board were very pleased to hear this. * 159 Acre Lane (Gypsy Hill 6th Form College) application - decision imminent. * Lambeth College nearly flat, with no complaints, bar one Saturday early start. * New Town Hall - all hoardings in place. So far not impeding pedestrians. * Some improvements to TFL traffic light timings on Brixton Hill. * Developer/residents groups to address issues being improved after unsatisfactory start. * Horsford & Winford Roads and Mandrell pavement to be resurfaced (Lambert just completed). * Rush Common planning application issues to be discussed at Corporate Committee. * Plans being finalised for African & West Indian servicemen’s memorial on Windrush Square. * New trees have been planted in St. Saviour's Halliwell and other roads. * Plans finalised for New Park Road improvements - work to start imminently with TFL money. * Strenuous attempts to improve street cleaning in the Ward not yet showing much improvement.   After brief discussions on some of the points raised, the Board thanked Cllr Garden for his full report.  *Cllr Garden left the meeting at 7.55pm* |  |
| **4**  **4.1**  **4.2**  **4.3** | **Minutes of Meeting held on 29 March 2016**  **Minutes were, agreed as a true record.**  Action Point 1  The Officers had a brief discussion. We still think is necessary to have one an Independent Board member. However, we could not decide if it is in housing management or finance skills needed at this time.  Action Point 2  SO waiting to hear back from TP on this issue.  Action Point 3  MJ had completed and Cllr Garden attended. | **MS1/OI/MJ**  **SO/TP** |
| **5** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**  a) There were no declarations.  b) No new applications for membership had been received. The Secretary reported that the Shareholders List would need to be amended as one name had been omitted. | **MJ** |
| **6**  **6.1**  **6.2**  **6.3**  **6.4**  **6.5**  **6.6**  **6.7**  **6.8**  **6.9**  **6.10**  **6.11** | **Estate Director’s Report**  **For Decision**  Members are asked to   * Note the issues highlighted in relation to risk and to comment on the new risks identified.   **Members noted the issues identified.**   * To agree to hold the AGM on 13 September.   **Members agreed that the date of the next AGM would be on 13 September.**   * To agree whether they want to next public meeting to be held on 24 May or 14 June and to suggest topics for discussion.   **Members agreed the date of the next General Meeting to be 14 June. Suggested agenda items were to be forwarded to SO before the end of May.**   * To agree the process for the review of the business plan at paragraph 19 and in particular that this should be carried out by the whole Board.   **Members present grouped and worked through the Business Plan. After contributing discussions and amendments, SO agreed to re-circulate to whole Board for final comment.**  LHS internal works  Further to Matt’s earlier report, SO reminded the Board that the negotiations between Wates and the Council were ongoing. At the time of writing no further information was available. An update would be given at the next meeting.  External works  Works continue to run broadly on schedule. Works are under way on Tanhurst House and have to date been less disruptive than had been anticipated. Work is also nearing completion on the erection of scaffolding to Thursley House and is progressing well on Outwood. Scaffolding work has also commenced on Hyperion House, nearly a month ahead of schedule although there was a small delay due to the presence of a large bees nest.  There remain some design issues to be resolved, primarily in relation to the balustrades to the communal and individual balconies. These are yet to be resolved but were unlikely to cause major problems.  SO reported that there had been some issues affecting both individuals and whole blocks, namely the failure of a TV aerial on Tanhurst House; cleaning to the communal areas and cleaning to gardens around the blocks underneath scaffolding. All issues had been discussed with Mears and the appropriate precautions and actions had been put in place to resolve all these issues.  Recommissioning  The new gas contract with Mitie is under way and performance had so far been excellent.  Work was underway with RGE services to commence work on the electrical contract. We anticipate them taking over the work on 1 June. In the interim the existing contractor would continue to carry out necessary repairs.  The Board were pleased to hear that the DLO staff were told the morning after the last Board meeting that we would retain the DLO. They were also informed that we would need to review the way in which we delivered the service and that this would mean changing working patterns and a move towards a more planned programme.  MJ asked how this news was received: SO reported that it was met positively and plans were underway to implement the new changes, including sharing resources across other TMOs in the borough.  Work was also underway to appoint a contractor to offer cover for work that cannot be done by the DLO. We were approaching the 3 top scoring contractors to explore their attitude to carrying out a reduced role and to signing a contract to do so.  Risk Management  The updated risk map was presented and brief discussions were held.  It was noted that four red risks remain. The first of these relates to changes in housing finance and is a risk that we have no direct control over but against which we will need to mitigate. The others continue to relate to the remedial programme for internal refurbishment works.  SO reported that one risk (19) had been closed in relation to the recommissioning of the repairs service with the decision to retain the DLO. However two new risks 19b and 19c had been created as a consequence. 19b had been assessed as an amber risk in relation to the ability to appoint a contractor to do residual general maintenance works although mitigation is in place for this. The risk should decline over time but the short term risk remained.  Two further risks 29 and 30 had been added in relation to external works. Both were assessed to be green.  Governance  Members were reminded that the Away Day had been booked for Saturday 21 May. Members are requested to arrive for 9am for a 9.30am start – the day would conclude by approximately 4pm. Members were also reminded to complete the team profile test online before the deadline. These tests would help form part of the team building and Board profile for the day.  RPRMO must hold four General Meetings a year, including the AGM. A meeting was held on 9 February which means two further meetings need to be held. It is suggested that a meeting is held on 24 May or 14 June and a further meeting held in November. Members were asked to decide on the date of the next meeting and to suggest topics for discussion.  Members had agreed to review the Business Plan before the current one ends at the end of March next year. Members were asked to agree that this process is managed as follows:  a) The process is managed by the whole Board and not by a working group. Sections once drafted would be sent to Members for comment before formal sign off at a meeting. The ED would re-write existing sections as needed and circulate with changes highlighted.  b) No changes were made at this stage to the overall vision and mission statement of the organisation contained in the existing plan.  c) The Board hold open discussions on  • SWOT analysis (on agenda)  • Achievements and risks  • Aims and Objectives  • Financial projections and options.  d) A new section was included in relation to major works.  e) Initial consultation with the wider membership would be held in late autumn with final sign off in March 2017.  Members had been circulated a range of training courses and take up had been good to date. A register of training is being kept as per the recommendations of the NFTMO inspectors, by the Secretary and Rosaleen (Team Administrator).  Members were reminded that the next Board meeting on 31 May would commence at 6.30pm, followed by training relating to governance. This would be followed up with a further session on 7 June at 7.00pm. With the exception of SY and MS1 (Chair), all Members were expected at the Board Meeting at 6.30pm.  Equalities and Diversity Implications  The contents of this report had been considered in terms of RPRMC’s commitment to equalities and valuing the diversity of the estate.  Health and Safety  There had been one major incident on the estate since the last meeting when an elderly tenant walked into a scaffold pole from which the protection had been removed by children. SO is working with Mears on ways to reduce this level of risk and Mears were talking to Highways about whether paths could be diverted onto the road.  An article would appear in the next project newsletter in relation to this along with a further warning about accessing the scaffolding.  Financial Implications  All costs to be incurred within this report would be covered from this years’ budget and adequate provision had been made to do so. | **BOARD**  **SO/BOARD**  **All**  **SO/BOARD**  **SO/BOARD** |
| **7** | **Business Plan 2017-20/ SWOT Analysis**  SO introduced this item.  Members were asked to openly discuss and amend the current SWOT Analysis.  After lengthy discussions, SO agreed to amend and re-circulate list to Members for final amendment, before the end of May. There were brief discussions on the survey: overall, Members felt it was a thorough survey and covered all factual information needed. | **SO/BOARD** |
| **8** | **Any Other Business**  MJ provided feedback on her positive shadowing day at the office, on 5 May, with Stefan. The opportunity to witness and hear about the positive and vast work our Housing Officers do was greatly beneficial.  MJ was able to view the current systems in place and get first-hand knowledge of a typical day in the office; how rents are calculated; the increasing percentage of vulnerable tenants on the estate and how our Housing Officers go over and above to ensure that their needs are met, for the smooth running of their tenancy and maintaining their homes (ie, assisting with money management).  MJ wished to thank Stefan for his time and the continued hard work that he and Sylvia does every day, of which the gravity is not fully appreciated. She looks forwarding to shadowing other office staff in the future. | **MJ** |
| **11** | **Date of Next Meeting – Tuesday 31 May**  **Members to note that the meeting will commence at 6.30pm for a short Board Meeting, followed by Training, till 9pm.** | **BOARD** |

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| **ACTION** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| Appointment of Independent Board Member | MS1/MJ/OI |  |
| SO complete appraisal Training Schedule | SO/MS1 | March - April |
| Consider vulnerable residents policy | TP/SO |  |
| Open Meeting 14 June - topics for discussion | SO/All | 31 May |
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Chair’s Signature: ……………………………………………… Date: …………………………………

Secretary’s Signature: …………………………………………… Date: ………………………………..