

Minutes of a meeting of the Resident Steering Group for Alice Shepherd House & Oak House held on 28th January 2019 at the St Johns Community Centre

Residents Present:

Laura Tracey – Alice Shepherd House
Jane McGregor – Alice Shepherd House
Cynthia Owusu – Alice Shepherd House
Ashley Lowther – Alice Shepherd House
Sharon Holmes – Oak House
Trish Nyamunama – Alice Shepherd House
Alia Begum – Alice Shepherd House
Darren Brown – Alice Shepherd House
Nadia Mahmood – Alice Shepherd House

St Johns TRA Committee Members Present:

Jill Skeels – Vice Chair
Jackie Campbell – Secretary
Maureen Mallett – Committee Member

Others Present:

Mike Tyrrell – Independent Resident Adviser – 4 Estates Forum

Apologies:

Maggie Phillips – Chair St Johns TRA
Noel Redmond – Alice Shepherd House
Salma Ahmed – Alice Shepherd House
Sulfa Begum – Alice Shepherd House
Shanaz Chowdhury – Oak House

1 Welcome & Introduction

- 1.1 JS introduced herself and welcomed everyone to the meeting. JS sad that as Vice Chair of the TRA she was willing to Chair the meeting if everyone was agreeable. It was agreed that JS Chair the meeting.

2 Minutes of the Meeting held on 28th January 2019.

- 2.1 The minutes of the meeting held on 15th January 2019 were agreed as a true and accurate record.

3 Matters Arising

- 3.1 There were no matters arising as any issues carried over from the meeting are on this agenda.

4 Model Terms of Reference

- 4.1** As requested at the last St Johns TRA meeting MT brought along a copy of the Model Terms of Reference that the 4EF had produced.
- 4.2** After some discussion and going through the Model Terms of Reference section by section, it was agreed to adopt them after the following amendments:
- Increasing the membership from 8 to 13
 - Having only one household member to vote at a Resident Group.
 - Allowing St Johns TRA Committee Members to observe meetings
 - Deleting allowing observers from the other blocks on the estate, except TRA Committee Members
 - Changing the quorum to six members
 - Meetings will only be quorate with either an Oak House resident being present or written comments being provided.
 - The meetings will be Chaired by the Advocate.
 - All members must attend at least four times a year
 - If residents can not attend they must be encouraged to contribute in writing.
 - Newsletters to residents should be monthly
 - All Members should sign the code of conduct.
- 4.3** Following these amendments, MT is to circulate the amended document to Members and forward it to OHG. **MT**
- 4.4** Aw to arrange for the code of conduct to be signed by all members of the Resident Steering Group. **AW**
- 5 Resident Charter Queries**
- 5.1** As requested, MT presented the first queries for One Housing Group to respond to. MT explained that the responses to these questions are essential to help residents make an informed decision on the options that are developed. More questions will no doubt arise during the process.
- 5.2** After some discussion it was agreed that MT should forward these questions to OHG. **MT**
- 5.3** Members also asked for the following questions to be put to Leila Arefani from OHG:
- 5.3.1** If new homes are built on the site of the Samuda Community Centre and former Samuda Housing Office, would this RSG have an input into design? **LA**

- 5.3.2** If new homes are built on the site of the Samuda Community Centre and former Samuda Housing Office, what would be in the input from residents of the Samuda Estate? **LA**
- 5.3.3** What is the legislation in in respect to the right of light for the residents of Oak House? **LA**
- 5.3.4** Will OHG undertake not to build on the Alice Shepherd House car park if that was the wish of residents? **LA**
- 5.3.5** Would OHG be bidding for the £75,000 grant available from the Greater London Authority for new build homes as part of the conversation? **LA**
- 6** **Consent to circulate Project Newsletter**
- 6.1** MT reminded Members that at the last meeting AW circulated a draft copy of the newsletter that she had circulated by email. She had explained that as the newsletter included details about the RSG members she needed them to give permission.
- 6.2** MT advised that AW was still awaiting responses from some of the Members. MT circulated the consent form and two more members had completed the form.
- 7** **Brief for Independent Tenant & Residents Advisor and the appointment process**
- 7.1** MT spoke about the brief that PH had circulated by email prior to the last meeting and that AW had provided written copies of. A decision on this was held over to this meeting when more residents could be present.
- 7.2** It was agreed to sign off the brief for issue to companies providing an Independent Tenant & Residents Advisor service with only one amendment, that the interviews should be an hour long, allowing 40 minutes for questions. MT to advise OHG of the decision. **MT**
- 7.3** The RSG agreed that the four representatives on the interview panel will be: **LA**
- Mike Tyrrell
 - Nadia Mahmood
 - Jane McGregor
 - Sharon Holmes
- In addition the interviews could only proceed if three of them are present.
- 7.4** OHG had suggested the following be invited to bid for the work in the email that Leila Arefani had sent to all members of RSG on 22 **LA**

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- Communities First
- PPCR Associates
- TPAS

The members of the Resident Steering Group agreed for these to be invited to bid, and the following:

- Open Communities
- George Cochrane Associates

8 The “Starting the Conversation” Questionnaire

8.1 At the last meeting AW introduced the draft questionnaire that had been circulated prior to that meeting. AW had explained that the questionnaire will be completed through pre-arranged one to ones with residents either in their own homes or at one of OHG’s offices. OHG will be taking up the residents suggestion that the Alice Shepherd House concierge lodge could be used.

8.2 It was agreed that the questionnaire should go ahead on the following basis:

LA

- All questionnaire should be signed by the resident
- The resident should be sent a copy of the questionnaire they signed
- Residents can have an interpreter if requested.
- Residents can have the advocate present if requested.
- MT should carry out a sampling test of 10% of the questionnaires
- The findings should be reported in full to the RSG
- The findings should be subject to cross check by residents before they are given to the architects, by asking them to prioritise the findings so that the architects are aware of what is most important to residents when drawing up options.
- The TRA issue a newsletter explaining the questionnaire before it is undertaken so that residents understand that issues they raise such as open balconies, open plan kitchens, walkways above bedrooms will highlight residents preferences for options that may be developed.

9 Future Meetings

9.1 It was agreed that the Resident Steering Group would meet on the fourth Monday of the month, at the St Johns Community Centre at 7pm. The first hour of the meeting would be with One Housing Group.

10 Any Other Business

- 10.1** Members asked whether the RSG have a say on how the voting process would be? MT advised that in the model draft terms of reference it includes the RSG having input into the balloting process ensuring that the concerns that they expressed at the meeting can be addressed.
- 10.2** Members asked why would an architect be appointed before a decision is made on the options. MT explained that the architect would work with the RSG on all options, so that they would be working on the improvement options as well as the new build and infill options.
- 10.3** Members asked whether OHG would honour any decision by them to do nothing. MT advised that Richard Hill the OHG Chief Executive has publicly stated that they would. If they reneged on it, LBTH would likely intervene.
- 10.4** Members agreed that the RSG was not the place to raise repair and housing management issues, and that these should be raised at the monthly TRA meetings.
- 10.5** As there was no further business, JS thanked everyone for coming. She advised once again that the TRA will be supporting the residents in this process.
- 11 Meeting Close**
- 11.1** The meeting closed at 8.30pm.