

**Minutes of a meeting of the Kedge House, Starboard Way and  
Winch House Resident Steering Group  
held on 14<sup>th</sup> March 2019 at the Dockland Sailing Centre at 7pm**

**Residents Present:**

Keeley Vincent – Kedge House	Gemma Finch – Kedge House
Anthony Rae – Kedge House	Husnara Choudhury – Kedge House
Theresa Rowlands – Kedge House	Maureen Clayton – Kedge House
Marie Batchelor – Kedge House	Michelle Canaway – Starboard Way
Toni Catania – Kedge House	Amanda Chang – Starboard Way
Leanne Ward – Kedge House	Ashley Canaway – Starboard Way

**Others Present:**

Leila Arafani – One Housing Group  
Mike Tyrrell – Independent Resident Adviser – 4 Estates Forum

**1 Welcome & Opening the meeting**

1.1 MT introduced himself and all those present introduced themselves.

**2 Apologies**

2.1 Apologies were received on behalf of:

- Trina Morgan – Kedge House
- Rosemary Blake – Kedge House
- Alison White – One Housing Group

**3 Minutes of the Meeting held on 21<sup>st</sup> February 2019**

3.1 The minutes of the meeting were agreed as a true and accurate record. .

**4 Matters Arising**

4.1 All the matters arising from the last meeting are included in the agenda items for this meeting.

**5 Attendance Log**

5.1 MT explained that the attendance log would be considered at every meeting to check on non attendees so that their membership can be reviewed.

**6 Terms of Reference**

6.1 MT had circulated a draft terms of reference in advance of the meeting. These may be reviewed by the Independent Residents Advisor when they are appointed. The RSG agreed the terms of reference with the following amendments:

- 6.1.1 To add to point 14 a sentence that any vacancies on the RSG would be filled by co-option.
- 6.1.2 To delete point 16 so that a household could have two members on the RSG
- 6.1.3 To add to point 20 that the RSG will select a resident to Chair the meeting
- 6.1.4 To amend point 29 to newsletters being produced quarterly.
- 6.1.5 To add to point 33 a clause that members agree to share email contacts amongst each other.
- 6.2 MT agreed to circulate the revised Terms of Reference to the RSG and that a copy will go on the 4EF website. **MT**
- 6.3 MT advised that OHG will bring along the extract of the Code of Conduct to the next meeting for members to sign. **OHG**
- 7 Election of Chair**
- 7.1 Marie Batchelor was nominated to be Chair of the Group. No other nominations were made. The meeting unanimously elected Marie as Chair.
- 8 Membership of the Resident Steering Group**
- 8.1 LA gave an update on the residents from Winch House and Starboard Way who wanted to join the Group. It was agreed to invite them to the next meeting to be considered for co-option. LA to arrange. **LA**
- 9 Resident Charter Questions**
- 9.1 MT went through the questions that the 4 Estates Forum had gathered for presentation to OHG, as the responses will be key in the decisions that residents will have to make in respect of whether they favour a regeneration option or a refurbishment option.
- 9.2 It was agreed to put the questions to OHG with the following additions:
- If a tenant is overcrowded what arrangements will OHG make to tackle overcrowding in any redevelopment or refurbishment option?
  - What commitment will OHG for outdoor space on any new homes built as part of this project?
  - If a home is adapted or a resident is awaiting adaptations, what commitment will OHG give to ensure that someone's

new home will have the adaptations required before they move in?

- Will OHG give residents of a new build home the chance to choose between having a bath or a shower?

9.3 LA explained that the responses will emerge gradually as some can be responded to easily and others depend on the details of the options that residents develop with the architects.

## **10 Newsletters**

10.1 It was agreed that OHG will draft a newsletter for the three blocks and circulate it to the RSG for comment by email. **LA**

## **11 Independent Tenant & Residents Advisor Brief**

11.1 LA introduced the brief that had been circulated. After some discussion the brief was amended so that the wording of the option “Redevelopment” be changed to “Demolition and New Build” and it was then agreed for it to be circulated to:

- Communities First
- PPCR Associates
- TPAS
- Open Communities
- George Cochrane Associates

11.2 It was agreed that the interview panel be made up of:

- Leanne Ward
- Gemma Finch
- Michelle Canaway
- Marie Batchelor
- Mike Tyrrell

11.3 It was agreed that LA should try and arrange to timetable the interviews for 23<sup>rd</sup> April 2019. **LA**

## **12 Architects Brief**

12.1 There was concern that residents had not had a chance to digest this and that OHG were requested to circulate such documents earlier. It was agreed that this be an item for the agenda at the next meeting. **LA**

## **13 Update on the “Starting the Conversation” Questionnaire**

13.1 LA gave an update and undertook for AW to give a detailed report at the next meeting. **LA**

## **14 Future Meetings**

14.1 The Resident Steering Group agreed to meet on the first Thursday of the month at 7pm. The meetings for the rest of 2019 are as follows:

- Thursday 4<sup>th</sup> April 2019
- Thursday 2<sup>nd</sup> May 2019
- Thursday 6<sup>th</sup> June 2019
- Thursday 4<sup>th</sup> July 2019
- Thursday 1<sup>st</sup> August 2019
- Thursday 5<sup>th</sup> September 2019
- Thursday 2<sup>nd</sup> October 2019
- Thursday 7<sup>th</sup> November 2019
- Thursday 5<sup>th</sup> December 2019

14.2 LA was requested to see if the meetings could be switched to the Tiller Leisure Centre as rooms were available and it is next to the blocks, therefore more convenient for residents. **LA**

### **15 Any Other Business with One Housing Group Present**

15.1 A question was asked about whether LA and her colleagues were subject to the restructuring that is going on. LA explained that the team have only just been established and not subject to any further changes.

### **16 Any Other Business without One Housing Group Present**

16.1 Members were concerned that there are problems with the blocks that need addressing whilst a decision on their futures were made. Concern was raised over the leaks from the roof of Kedge House that were entering the flats on the top floor and into the lift motor room and lift shaft. MT to draw this to the attention of LA to address. **LA**

16.2 Members were concerned if OHG were not addressing issues as to how long the project will last. It was agreed to ask LA for a draft project plan setting out the steps in the project and likely timings of each step. **LA**

16.3 MT reported that OHG had raised concerns that the minutes could be breaking GDPR rules on data protection by listing the attendance and that to be open to other residents they are being made available on the 4EF website. Members present agreed that their names should be in the minutes.

16.4 Members of the RSG considered how they could talk to each other outside meetings. A Whats App group was considered and dismissed. MT suggested that the group simply share their emails details. All present agreed.

### **17 Date of the Next Meeting**

17.1 The next meeting will be held on Thursday 4<sup>th</sup> April 2019 at 7pm.

**18 Meeting Close**

18.1 There was no further business and the meeting closed at 8.40pm.