

**Minutes of a meeting of the Kedge House, Starboard Way and
Winch House Resident Steering Group
held on 4th April 2019 at the Dockland Sailing Centre at 7pm**

Residents Present:

Keeley Vincent – Kedge House	Leanne Ward – Kedge House
Anthony Rae – Kedge House	Rosemary Blake – Kedge House
Theresa Rowlands – Kedge House	Trina Morgan – Kedge House
Marie Batchelor – Kedge House	Gemma Finch – Kedge House
Toni Catania – Kedge House	

Others Present:

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

1 Welcome & Introduction

- 1.1 MB welcomed everyone to the meeting.
- 1.2 It was noted that the meeting was inquorate as there was no Starboard Way or Winch House resident present and it was agreed to proceed with the meeting noting that all decisions would need to be ratified at the next meeting.

2 Apologies

- 2.1 Apologies were received on behalf of:
- Maureen Clayton – Kedge House
 - Husnara Choudhury – Kedge House
 - Amanda Chang – Starboard Way
 - Michelle Canaway – Starboard Way
 - Ashley Canaway – Starboard Way

3 Minutes of the Meeting held on 14th March 2019

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

4 Matters Arising

4.1 Terms of Reference

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| 4.1.1 | MT agreed to circulate the revised Terms of Reference to the RSG and that a copy will go on the 4EF website. | MT amended the terms of reference and the revised ones are on the 4EF website. |
| 4.1.2 | MT advised that OHG will bring along the extract of the Code of Conduct to the next meeting for members to sign. | OHG have attached the code of conduct that is to be signed to this agenda pack. |

4.2 Membership of the Resident Steering Group

- 4.2.1 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 to report this under the item on the agenda**

4.3 Newsletters

- 4.3.1 It was agreed that OHG will draft a newsletter for the three blocks and circulate it to the RSG for comment by email. **AW to report this under the item on the agenda**

4.4 Independent Tenant & Residents Advisor Brief

- 4.4.1 It was agreed that LA should try and arrange to timetable the interviews for 23rd April 2019. **LA to report this under the item on the agenda**

4.5 Architects Brief

- 4.5.1 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 to report this under the item on the agenda**

4.6 Update on the “Starting the Conversation” Questionnaire

- 4.6.1 LA gave an update and undertook for AW to give a detailed report at the next meeting. **AW to report this under the item on the agenda**

4.7 Future Meetings

- 4.7.1 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. **AW spoke to the Leisure Centre and the meeting rooms are not available due to refurbishment works at the moment.**

4.8 Any Other Business without One Housing Group Present

- 4.8.1 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 advised that as no decision has been made on the blocks OHG are not holding back on carrying out any works required. LA and Aw together with the wider regeneration team are willing to take up issues for residents such as this. The leaks are**

being attended to by the relevant staff at OHG.

- 4.8.2 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 will be bringing the draft plan to the next meeting.

5 Attendance Log

- 5.1 The attendance log was noted after noting that a column was missing to take account of attendees at the February meeting. MT agreed to amend the log.

MT

6 Code of Conduct

- 6.1 MT explained the content of the Code of Conduct that he had circulated with the agenda. All those present signed the code of conduct which were handed to OHG to retain.

7 Membership of the Resident Steering Group

- 7.1 AW reported that of the four people from Winch House and Starboard Way who were interested in joining the group, two were expected to come tonight Their non attendance and the fact that the others from Starboard Way had not attended caused grave concerns.

- 7.2 After some debate on a range of different suggestions on how to get residents involved from Starboard Way and Winch House, it was agreed that:

- 7.2.1 AW will contact the four residents and Rita Cooper to encourage them to put themselves forward to the Resident Steering Group.

AW

- 7.2.2 MT will work with AW to do a leaflet for the residents of Winch House and Starboard Way to encourage residents to put themselves forward. MT will deliver the leaflet on 11th April 2019 and door knock at the same to talk to residents.

MT

- 7.2.3 The newsletter that is planned for all three blocks will also encourage residents to come forward.

- 7.3 There was an empty property in Winch House and OHG were asked whether they were reletting empties in the three blocks. OHG said that they were reletting empty homes on a permanent basis as no decision has yet been made on the future of the blocks.

8 Newsletters

- 8.1 AW circulated the newsletter that the residents from Alice

Shepherd House and Oak House have received as an example of what the residents of Kedge House, Starboard Way and Winch House could receive.

- 8.2 After some discussion especially centred on what could be done to encourage residents to actually read the newsletter, it was agreed that:
- 8.2.1 The newsletter would come from the RSG and not OHG as residents could be put off with it being from OHG and they need to be encouraged.
- 8.2.2 The newsletter would have similar content to the version circulated.
- 8.2.3 Members of the RSG would be contacted by AW to provide a small bio of themselves. **AW**
- 8.2.4 AW will draft the newsletter in a simple word document for the block and hand deliver the draft to all RSG members for comment. **AW**
- 8.2.4 There will be a different heading for each block to encourage residents to read it stating:
- Kedge House's future with a picture of Kedge House
 - Starboard Way's future with a picture of Starboard Way
 - Winch House's future with a picture of Winch House
- 8.2.5 The newsletter will be hand delivered in A5 envelopes that are hand addressed by Friday 26th April 2019 **AW**

9 Independent Tenant & Residents Advisor

- 9.1 LA advised that the brief went out and the deadline for the return of tenders was Monday this week. Tenders were expected from:
- Communities First
 - PPCR Associates
 - TPAS
 - Open Communities
- 9.2 The interviews will be held from 1 to 6.30pm on Tuesday 23rd April 2019. MT will draft the questions and circulate them to the panel to consider. **MT**
- 9.3 LA to ask the candidates to ensure that the person on the ground doing the role is at the interviews and can attend the RSG on the first Thursday of the month. **LA**

10 Architects Brief

- 10.1 LA explained the draft brief that she had circulated. LA explained that the GLA are recommending that in order to streamline developing proposals, landlords should consider appointing

architects who lead a team of other specialist services that are required when developing proposals. OHG think that this is the way forward.

- 10.2 LA reported that In order to speed things up, OHG are asking for site surveys to be done now on the three blocks..
- 10.3 Residents asked whether the Stock Condition Surveys undertaken by Hunters will be used in the conversation. LA advised that the Stock Condition Survey was a general survey and for any new build or refurbishment proposals, more detailed surveys are required.
- 10.4 It was agreed that MT draft a question at the interviews the Independent Tenant & Residents Advisor on the RSG wanting to appoint an architect swiftly.

11 Update on the “Starting the Conversation” Questionnaire

- 11.1 AW gave an update and confirmed that she has spoken to 57 residents as follows: **LA**
- 31 out of 40 residents at Kedge House
 - 11 out of 12 residents at Winch House
 - 15 out of 20 residents at Starboard Way
- This equates to a 79% response rate.
- 11.2 AW reported that the final report on the surveys should be ready and printed and distributed to all residents by the next meeting. If it is delayed, she would bring the draft version to the meeting on 2nd May 2019 for discussion. **AW**

12 Any Other Business with One Housing Group Present

- 12.1 OHG were asked why one of their chutes was taken out of action, leaving the only chute to be used in a chute room and it is not very clean.
- 12.2 LA reported that she had taken up the issue of the lights and the door entry system. OHG to report back. **LA**

13 Any Other Business without One Housing Group Present

- 13.1 Residents were concerned that there are cracks on all the floors between the link bridges and the stair and lift towers of Kedge House. LA to arrange to get this checked out. **LA**

14 Date of the Next Meeting

- 14.1 The next meeting will be held on Thursday 2nd May 2019 at 7pm.
- 14.2 The Resident Steering Group meetings for the rest of 2019 are as follows:
- Thursday 6th June 2019

- Thursday 4th July 2019
- Thursday 1st August 2019
- Thursday 5th September 2019
- Thursday 2nd October 2019
- Thursday 7th November 2019
- Thursday 5th December 2019

15 Meeting Close

15.1 There was no further business and the meeting closed at 9pm.