

**Minutes of a meeting of the Kingsbridge Resident Steering
Group held on 14th May 2019
at the Dockland Sailing Centre at 7pm**

Residents Present:

Deidre Benjamin	Danny Waites
Pam Cole	Eliza Janiec
Shantha Gowda	David Ledbetter
Natalie Jajek	Sharif Hossain

Others Present:

Leigh Pattison – One Housing
Ceire Sheehy – One Housing
Mike Tyrrell – Resident Advocate

1 Welcome & Opening the meeting

1.1 DW introduced himself and all those present introduced themselves.

2 Apologies

2.1 Apologies were received from:

- Colin Hammond
- Sima Rahman

3 Minutes of the Kingsbridge Estate RSG Meeting held on 10th April 2019

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

4 Matters Arising from the Minutes

Welcome & Opening the meeting

4.1 It was agreed that the agenda pack will be circulate by email as well as hand delivered for each meeting. This will be done by OH and MT working together for now, as this will be the role if the Independent Resident Adviser once they are appointed. All present agreed to group email being acceptable for this.

OH circulated the pack by email and hard copies in advance of the meeting.

Terms of Reference

4.2 MT agreed to circulate the revised Terms of Reference to the RSG and that a copy will go on the 4EF website.

MT has added this to the agenda pack and it is now on the 4EF website.

- 4.3 To address the concerns over the relationship between the RSG and OH it was agreed to request that the Independent Residents Adviser consider this as part of their review of the Terms of Reference. **MT has added this to the outstanding action log for the Independent Resident Adviser to take up.**

Code of Conduct

- 4.4 OH to send a copy of the Code of Conduct to those RSG Members not present and ask them to be returned before the next meeting. **OH have sent the code of conduct and one was returned.**

Election of Chair

- 4.5 It was agreed to ask that the Independent Residents Adviser arrange for training for RSG Members to be trained in Chairing meetings so that the Chairing could be alternated quarterly. **LP has arranged for this to be organised and will bring details to the next meeting.**

Membership of the Resident Steering Group

- 4.6 It was further agreed that OH should write to the remaining interested parties to ask whether they were still interested and if they were they should attend the next meeting for consideration as Members. **OH confirm there were no further interested parties.**

Independent Tenant & Residents Advisor Brief

- 4.7 It was agreed to circulate the questions asked so far by other neighbouring RSGs for consideration at the next meeting. **MT has added the questions asked so far by the other RSGs to the agenda pack.**

Date of the Next Meeting

- 4.8 It was requested that LP arrange for an explanation of the outcome of the Stock Condition Survey for each of the blocks for one of the upcoming meetings. LP explained that this has already been requested by one of the other RSGs and that she would arrange similar. **OH will organise for Bob Forrest from Hunters to attend the next meeting if he is available.**

5 Attendance Log

- 5.1 The attendance log was noted.

6 Starting the Conversation Questionnaire

- 6.1 LP spoke to the draft survey that was tabled for the meeting. LP advised that the questionnaire will be completed at either the

resident's home or at an OHG Office. Interviews will be held by appointment. OHG do not want to lead, hence the questions are open and there is no prompting on the kind of issues that could be raised.

6.2 There was some concern with this approach and LP was asked questions about how it had been conducted in the other estates, what issues had arose and what were the responses. LP advised that they are looking at contacting at least 75% of residents.

6.3 There was a discussion about access to the Soundings survey and residents thinking that it was linked.

6.4 After quite some considerable discussion it was agreed that:

6.4.1 Residents will feed back to either MT or LP on the survey by 31st May 2019 **All**

6.4.2 MT to draft a newsletter that will go out to all residents prior to the survey going out. **MT**

6.4.3 LP will arrange for the survey to go out to residents with the letter advising residents that they will be contacted to make an appointment to complete it. In addition it was agreed that the ITLA or Mike Tyrrell could be present if resident requested/required and that a copy of the form would be returned to the resident when completed and they could add more then, if they chose to. **LP**

6.4.4 Residents can complete the survey themselves if they do not have time for an appointment.

7 Resident Charter Questions

7.1 As requested, MT presented 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.

7.2 After some discussion it was agreed that MT should forward these questions to OHG. **MT**

7.3 It was agreed to ask the ITLA to review the questions upon their appointment.

7.4 It was agreed a question on commonhold should be considered and that is something that the ITLA should be invited to do a presentation on. LP will also try to get some information on this. **LP**

8 ITLA Questions

8.1 MT introduced the kind of questions that had been asked so far. He advised that Kingsbridge should come up with their own version.

8.2 It was agreed that residents should feedback on the questions that they should ask to MT.

9 Independent Tenant & Leaseholder Advisor Interviews

9.1 LP advised that the tenders are due to be returned on Friday.

9.2 It was agreed that the panel should be made up of:

- Pam Cole
- Mike Tyrrell
- Danny Waites
- Deirdre Benjamin
- Natalie Jaiek

This panel to meet on 29th May 2019 at 6pm at Sailing Centre to go through tender returns.

9.3 LP was asked to circulate the responses from the tenders to all the members of the RPG as well as the panel. **LP**

10 Any Other Business with One Housing Group Present

10.1 GDPR was discussed again and all those present agreed to share discussion and documents on a “reply to all” email.

11 Any Other Business without One Housing Group Present

11.1 It was agreed to have a pre-meeting of the interview panel to discuss the questions and the responses at 7pm on Thursday 23rd May 2019 at the Kingsbridge TRA Office.

12 Date of the Next Meeting

12.1 The date of next meeting of the Resident Steering Group will be held in the small meeting room at the Docklands Sailing Centre at 7pm on Wednesday 12th June 2019.

13 Meeting Close

13.1 There was no further business and the meeting closed at 9.20pm.