

**EastendHomes**  
**GLAMIS ESTATE MANAGEMENT BOARD**  
**Notes of Meeting**  
**Wednesday 3<sup>rd</sup> June 2009 at 6.30 p.m.**  
**Glamis TRA Hall**

**PRESENT**

***Steering Group/Residents***

Ann Brooks  
 Lorraine Denney  
 John Wright -  
 Ted Weedon  
 Ahad Miah (from 6.50)

***In Attendance***

Peter Griffiths - PGA  
 Steven Inkpen - EastendHomes  
 Steve Russell – EastendHomes  
 Matthew Foster - EastendHomes  
 Annette Paul – EastendHomes  
 Sapna Shah – SEH  
 Ann Lakshmanan - SEH  
 JI - Minutes

***Observers including***

M. Ayres; M. Gordon; R. Gordon; S. Falcone.

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**Prior to Meeting Start**

John Wright asked to make a statement to the board not EastendHomes. John said he had Alzheimer’s and had been taken to court for service charge arrears, the case was most recently adjourned for 28 days, in their bundle of documents EastendHomes had included copies of minutes of all meetings he had attended in the TRA hall, he circulated a copy of an extract from a statement on EastendHomes website. John asked if the board had confidence in him carrying on with the meeting; the four board members present agreed unanimously.

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**ACTION**

**1. Apologies**

- 1.1 Spencer Butler
- 1.2 In the absence of the Chair John Wright, Vice Chair chaired the meeting.
- 1.3 The meeting was inquorate, members agreed to continue and that any decision made would be ratified at the next meeting.

**2. Notes of Meeting 11<sup>th</sup> May 2009**

- 2.1 Attendees to read Sapna Shah not Sapria Shah.
- 2.2 6.2 – AGM - Peter Griffiths was drafting leaflets, the Chair was drafting the agenda.  
  
Notes of meeting agreed with these amendments.

**3. Action Points and Matters Arising from Previous Meeting**

Ahad Miah arrived making the meeting quorate.

Spencer  
Butler

- 3.1 3.2 – contact details – deferred to next meeting.
- 3.2 3.6 – parking –the garage survey was finished, of the 215 garages 35 were let to estate residents six of whom had more than one garage, nine were let to people not on the estate, some of those not let were being used. Seven day notices were being served on people known to be using garages they were not paying for, some were rented for storage and they would be taking them back as they constituted a fire hazard. There was a waiting list for parking bays as not everyone wanted to pay for a garage. Parking control was due to start their trial toward the end of June.
- 3.3 3.10 – email address – John Wright said a website called EastendHomes.info had been set up.
- 3.4 3.11 – overcrowding strategy – Gaye Brown, EastendHomes Allocations Manager, would be attending the next meeting.
- 3.5 3.13 – King David Lane money – the paper work had been reviewed and £14,175 was the correct figure, John Wright disagreed with this and explained the background to the matter.
- 3.6 3.15 – inspection – Matthew Foster to inspect Elf Row gardens with Ann Brooks.
- 3.7 3.18 – survey form – no comments. It was explained that work to tenanted flats was funded from gap funding and borrowing against the rental stream, leaseholders could only be charged actual costs and no profit could be made on charges to them.
- 3.8 3.20 – walk around completed.
- 3.9 3.2.3 – design meetings – dates to be agreed.

Matthew  
Foster/Ann  
Brooks

#### **4. Regeneration Update**

- 4.1 Regeneration work has been split into three phases,  
Phase 1 internal work – completed now in defects liability period  
Phase 2 Decent Homes work due to be completed 2010  
Phase 3 environmental works including cladding and garages
- 4.2 Phase 2 is being looked at by Philip Pank Partnership (PPP)  
Phase 3 being looked at by SEH
- Phase 3
- 4.3 Ann Lakshmanan distributed notes of the walk around held on 16<sup>th</sup> May, a number of areas were looked at and ideas which were only outline at this stage were drawn up for discussion and taking forward. Comments on notes of the walk around were welcomed. SEH would circulate a

timetable later when more complete. The areas of work SEH would be looking was outlined including:

A model of the estate

Ideas for opening the basement car park previously looked at

Parking provision on the estate being reviewed

Looking at fire paths and vehicle access routes

Tarbert Walk gardens

Improving landscaping

Looking at lighting across the estate

Juniper Hall site

Overcladding Elf Row

Cable Street and Roslin House stair towers and entrances

Roslin House podium deck proposals

Communal areas and bin chutes

New build options including King David Lane garages; Elf Row green; extending Gordon House; Redcastle Close gap site

4.4 Work would be bundled in packages which would be discussed further at design meetings and then take forward to the board those they felt might proceed, they will then be costed and go back to the board at the end of September for decision on how to take forward to the wider estate.

4.5 It was suggested that play space per child be considered at. This was not in the remit and it was a movable feast but open space was being looked and in other planning applications there was detailed discussion with planners on play provision required on the estate.

4.6 Notes of walk around to be circulated to board members by email.

Steve Russell

4.7 A review of pramsheds to be carried out and included in SEH work.

Matthew Foster/SEH

4.8 Phase 2

PPP have been appointed as employers agents, they will come to future meetings, Phase 2 covers Decent Homes work including windows, also looking at communal heating system, the windows would have to be suitable for the cladding under Phase 3 so there would be some cross over of work. Clarification was given that windows were part of Decent Homes work and a formal consultation process would have to be undergone (s20) so leaseholders could be charged.

4.9 Design Meetings

Agreed to hold design meetings on third Wednesday of the month starting from 24<sup>th</sup> June. As much information as would be available by then to be sent out the week before. Meetings to be for board members not open to all residents.

**5. Regeneration Update - Future**

Covered under 4. above.

**6. Newsletters**

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| 6.1                                                       | To go out in next few weeks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Matthew Foster  |
| <b>7. Any Other Business</b>                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |
| 7.1                                                       | The board agreed unanimously to ask Peter Griffiths to try to set up a meeting for freeholders and leaseholders on the estate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Peter Griffiths |
| 7.2                                                       | A query was raised as to why leaseholders were not being given opportunity to sit on the board; this is because they own the land not EastendHomes, some pay service charges for services received.                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |
| 7.3                                                       | A letter had been sent to all Glamis leaseholders which John Wright asked for an explanation of, Steve Russell explained they needed to follow an EU procurement process when advertising for a contractor and this included a leaseholder information process which the letter was part of.                                                                                                                                                                                                                                                                                                                                       |                 |
| 7.4                                                       | Spencer Butler has asked that the attendance of EastendHomes officers at GRA meeting be raised as there had been no one at the last meeting and this was not satisfactory, they needed the estate officer to attend that meeting rather than the board as they recognised there were cost implications in officer attending meetings.                                                                                                                                                                                                                                                                                              |                 |
| 7.5                                                       | Concern was expressed that no cover was provided at meetings when Matthew Foster was not available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |
| 7.6                                                       | Board requested addresses of all leaseholders on the estate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |
| 7.7                                                       | Ann Brooks had received a plan which she could not understand; Steve Russell explained that Gateway Housing Association wanted to build new homes near Elf Row and needed to send a surveyor to inspect as part of the process for a party wall agreement. Steve had met Gateway and asked for copies of all correspondence to be sent to him, Gateway to write to all Elf Row residents with contact information etc. Steve asked that any correspondence received on this matter be copied at the office and sent on to him. Copies of planning conditions on hours of work etc will be left at the office for all to reference. | Steve Russell   |
| <b>10. Date of Next Meeting – Wednesday 1st July 2009</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |

Minutes agreed

Signed ..... Name ..... Position .....

Signed ..... Name ..... Position .....