

**EastendHomes
GLAMIS ESTATE MANAGEMENT BOARD
Notes of Meeting
Monday 6th April 2009 at 6.30 p.m.
Glamis TRA Hall**

PRESENT

Steering Group/Residents

Spencer Butler - Chair
Ann Brooks
Ahad Miah
Lorraine Denney
John Wright
Desmond Ellerbeck

In Attendance

Peter Griffiths - PGA
Tim Ravenscroft - EastendHomes
Steve Russell – EastendHomes
Matthew Foster – EastendHomes
Michael Agius – EastendHomes
JI - Minutes

		ACTION
1. Apologies	Pat Crosher Steven Inkpen Ann Lakshmanan	
2. Notes of Meeting 2nd March 2008		
2.1	Minutes had not been received by all board members in time for them to be considered, to be re-circulated and added to agenda for next meeting.	TR/SI
2.2	Referring to 3.2 Ted Weedon pointed out he was not the only person needing to know when to close valves.	
3. Action Points and Matters Arising		
3.1	3.1 Spencer Butler to send Lorraine Denney contact details for board members (not constituency information).	Spencer Butler
3.2	3.2 – heating - proposals and comments were awaited from Technical Services Manager; people will be informed in advance of shut down – usually 31 st May.	
3.3	3.5 – entrance door – this had been to EastendHomes Board, petitioners will be written to.	
3.4	3.6 - Peabody site was being monitored, planning consent needed to be acted on within 3 years. Ann Brooks reported she had been told works would start on site soon, Steve Russell said he had been notified by a third party that a surveyor would be inspecting existing defects and said he was trying to obtain further information which he would report back. Concern expressed that access to site was inadequate and could only be improved with land from Elf Row. If anyone applied to buy	Steve Russell

EastendHomes land at Elf Row it would be reported to the board.

3.5	<p>3.7 – parking – parking spaces are let on licences and are separate from tenancies and can be revoked in 7 days, parking agreements require rent to be paid a week in advance but spaces are not usually removed straight away. Matthew Foster meeting parking control 7th April, to report back to next meeting.</p> <p>54 people had voted in favour of parking controls, 28 against with 4 spoiled papers, the scheme would be trialed for 6 months then go back to the board.</p> <p>Residents who did not already have a parking facility on the estate could apply for one, spaces would be allocated one per household to start with then if any more available those requiring two would be offered them otherwise residents could apply for on street parking permits from the council.</p> <p>The issue of underground garages, which were in poor condition, might be resolved by future plans for the estate regeneration.</p> <p>Parking will be let by bays being drawn up and garages that could be let being repaired then they would be let in accordance with EastendHomes policy. Those garages being used for storage would be identified and users asked to remove items.</p>	Matthew Foster
3.8	<p>3.10 – gate locks – to be chased. Security gate at Elf Row needs looking at.</p>	Tim Ravenscroft Matthew Foster
3.9	<p>3.11- notices for doors – repairs to doors should be reported and orders will be raised. Discussion about door being wedged open.</p>	Keiron Carroll
3.10	<p>3.12 – ice at Elf Row – Keiron Carroll investigating surface with more grip.</p>	Keiron Carroll
3.11	<p>4.1 – minutes – to be circulated at least 7 days before meetings.</p>	Steven Inkpen
3.12	<p>4.2 – constituencies – to be held over as new board members being sought.</p>	Steven Inkpen
3.13	<p>4.3 - email address – on going.</p>	Steven Inkpen
3.14	<p>5.7 – complete.</p>	
3.15	<p>8.1 – disabled wc – surveyor had inspected and drawings were being prepared. John Wright reported that existing cubicles were to be adopted.</p>	
3.16	<p>9.1 – Elf Row – this is an adopted LBTH highway. EastendHomes holds freehold to Sure Start site to which they have a lease.</p>	

3.17	10.1 – Breyers – work now complete.	
3.18	12.1 – TRA money – this has now been paid over, Spencer Butler said that in future they should ensure groups are properly constituted to prevent problems.	
3.19	12.4 – complete.	
3.20	12.6 – Gordon House lift – regeneration funding is being reviewed and this is under consideration, Roslyn House lifts are possibly in a worse condition. There are 2 issues to be considered:- some things do not meet decent homes standard and these need to be done by 2010 in order to meet government deadline; in the Mile End model decent homes plus work was funded by new development but this model no longer works, lifts are not part of decent homes work. Decent homes work has to be done first then look at what else can be afforded; windows are now in phase 2; lifts phase 3. Contractors will use a hoist when cladding is installed. Windows have not yet been surveyed. Dates for the works cannot yet be given but the timetable is tight to comply with 2010 deadline for decent homes work.	
3.21	Matthew Foster reported that EastendHomes have an overcrowding strategy; this will be reported to the next meeting.	Matthew Foster
3.22	Tim Ravenscroft to write to Chair outlining options on garages licence fee.	Tim Ravenscroft
3.23	Spencer Butler requested an update on the money from the King David Lane site.	Steven Inkpen
4.	Newsletters	
4.1	Next newsletter due before end of April, any items for inclusion to be emailed to Matthew Foster.	
4.2	Bin collection days and monitoring of rubbish to be included.	Matthew Foster
5.	Key Performance Indicators	
5.1	Not circulated early enough to be considered, to be held over until May meeting.	
6.	Estate Services Performance Quarter 3 2008/09	
6.1	Spencer Butler asked that explanations of gradings be included in future reports. Cleanliness in the report relates to litter.	
6.2	Resident inspectors were being sought, they would need to go on a half days training, a £50 voucher would be given for completing the course and £20 voucher for each full inspection completed, this had been advertised previously but no-one came forward.	

6.3	John Wright said he had been on an inspection of Gordon House but felt most items noted had not been dealt with and repairs not completed, he will go on the next one with Matthew Foster, Matthew pointed out that inspections were to look at cleaning issues not repairs.	John Wright
6.4	Matthew explained that they wanted residents to mark work and he was looking at doing some inspections in evenings to attract more residents; they take 2-3 hours and he was trying to encourage the Police to join in. Matthew to invite people to a one off information evening on estate inspections.	Matthew Foster
6.5	Spencer said residents were frustrated that repairs were no tracked; Matthew explained that for repairs within a home an appointment should be given and a repair number when the repair was reported, he also explained the procedure for external repairs. Repairs procedure to be included in newsletter with timescales.	Matthew Foster
6.6	Ahad Miah reported a problem with an ECO repair to wc, Matthew to investigate and report back.	Matthew Foster
7.	Regeneration Update Report	
7.1	Steve Russell outlined activities included in the report.	
7.2	Steve preparing a feedback report to Breyers on phase 1, this will be copied to board members for them to add any comments.	Steve Russell/All
7.3	12 properties were not completed under phase 1; these will be picked up later on a separate contract.	
7.4	Phase 2 – there will be a walk around on 9 th April to look at historic faults, further walk arounds will take place.	Steve Russell
7.5	Phase 1 costings should be available for next meeting.	Steve Russell
7.6	Agreed to phasings being referred to as: Phase 1 - kitchen and bathroom works for which there are no recharges Phase 2 – other decent homes works including windows and roofs Phase 3 – other non-decent homes works. Costings will be passed on once works packages are sorted.	
7.7	Alain Head said phase 3 works will require a planning application, they will pick up on work started 3 years ago and update for the situation now and taking into account green issues. First they will get a technical view than fix a time to walk and talk to residents, this will be followed by a consultation exercise across the estate, they will then produce final proposals which will bear in mind costings.	
7.8	Regeneration to go higher up agenda after action points from previous meeting.	Spencer Butler
		Spencer

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| 7.9 | Separate design meetings to be held. Spencer, Steve and Alain to put timescales in place after second walk around. | Butler
/Steve
Russell/
Alain Head |
| 7.10 | John Wright asked if the estate was being looked at as was or for development sites, Alain said the estate had potential development sites but they needed first to look at what needed to be done and ways to make that happen. Spencer said they needed to accept some things might take longer, nothing would be done without consultation with the estate but the board should realise not everyone would necessarily be happy. | |
| 7.11 | A resident said they needed to consider what future funding packages might be put in place and where money could come from; Spencer said EastendHomes were aware of the risks. Tim Ravenscroft said there was a borrowing requirement in place but if aspirations went beyond the funding available through this they would need to look at other possible funding, any planning applications would be put to the board and need to be agreed with the board who would also need to consider what effects it would have. | |
| 8. | Any Other Business | |
| 8.1 | Ted Weedon asked that days of week be included with dates to avoid any confusion. | |
| 8.2 | Ted suggested possibly co-opting observers to fill the three vacancies on the board | |
| 8.3 | Ted felt there was too much input from observers who did not contribute to the board. John Wright said he was grateful people came as observers. | |
| 8.4 | A resident said there had been a racially motivated attack in Tarbert Walk and asked if it could be closed off due to problems, Spencer Butler said items like this would come up through the consultation exercise. | |
| 8.5 | Date to be set at next meeting for board to walk around the estate. | |
| 8.6 | Spencer Butler said there was a vacancy on the EastendHomes Service Review Board; Ahad Miah agreed to sit on this Board. | |
| 8.7 | Paulette is leaving the estate office on 9 th April to be replaced by Annette from 14 th April. | |
| 8.8 | Spencer Butler apologised to Ellen Makin for comments made at previous meeting when she resigned. | |
| 8.9 | John Wright said he wanted clarification of Sure Start yearly rent, service charge, length of lease and whether they were connected to the boiler and if they paid toward cleaning. | |

9. Date of Next Meeting – Monday 11th May 2009



Minutes agreed

Signed Name Position

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