

SOUTH KILBURN AREA HOUSING BOARD

Tuesday 8th Sept 2009

Present:

L Leicester	Chair
A Hawthorne	Bronte & Fielding Community Group
C John Charles	Bronte & Fielding Community Group
S Gee	Craik Court
J Healy	William Dunbar & William Saville House
P Jones	Hereford House & Exeter Court Community Group
D Davaron	Chichester House

1. Apologies:

None

Officers: Linda Footer – Head of Governance and Communication BHP, Sharon Carter - Neighbourhood Services Team Leader BHP, Corrine Daley – Rents Manager BHP, Andros Loizou – Senior Project Manager BHP, Justin McCarthy – Head of Building Services BHP, John O’Mahoney – Project Engineer, Mark Johnson – SCCI, John Mahoney – SCI, Louise Egan – Support Officer/ Clerk

Visitors: Cllr Mary Arnold, Cllr Dunn, Mrs White, Mrs Delaney

Cllr Arnold queried that there were a lot of members on the AHB list but no apologies and asked if the associations were still active. **L Footer** advised that a reminder letter would be sent to all Associations regarding their attendance at AHBs.

L Leicester confirmed that she will write to residents to try and encourage representative for the next Area Housing Boards.

Agenda Item	Minute	Action
2. Elections: - Area Housing Board Chair - Vice Chair - BHP Scrutiny Panel - Contract Monitoring	<p>L Footer thanked Liz Leicester for all her hard work over the last year.</p> <p>J Stringfellow went through the elections process.</p> <p><u>Area Housing Board Chair</u> Agreed: Liz Leicester – Vote unanimous</p> <p><u>Vice Chair</u> Agreed: Peter Jones – Vote unanimous</p> <p><u>BHP Scrutiny Panel x 2</u></p>	

	<p>Agreed: Anne Hawthorne Peter Jones</p> <p><u>Contract Monitoring Meeting Representatives x 5</u></p> <p>Agreed: Peter Jones Anne Hawthorne</p>	
<p>3. Minutes of last meeting held on 25th June 2009 and matters arising</p>	<p><u>Item 3</u></p> <p>Queries were raised regarding the meeting room at William Dunbar House</p> <p>L Footer informed members that she had referred the matter to the Council's Property & Asset Management Team (Richard Barrett) in order for the room to be let on a commercial basis. This was being investigated by the Council.</p> <p>J Healy stated that he had not received an answer to his original query regarding the rules around holding AGMs. J Healy raised concerns that William Dunbar House is holding an AGM meeting this evening without a BHP officer being present and queried how this is possible?</p> <p>L Footer apologised on behalf of BHP to J Healy that a response was not provided to him. L Footer commented that since the chair has to stand down a BHP officer has to take over and chair the meeting whilst the elections are held, therefore this would mean the meeting was not properly conducted. L Footer advised that the NST Team will write and inform the Association accordingly.</p> <p>A Hawthorne requested papers earlier. S Carter advised that they are working to try and post them sooner.</p>	<p>Christine Bedward</p>
<p>4. Minutes of the Brent Housing Partnership Board meetings</p>	<p><u>Minutes: 26th Feb 09</u></p> <p><u>Item - 25 Communal Gardens Policy</u></p> <p>J Healy commented that he had not seen any reports about a communal gardens policy. L Footer advised</p>	

	<p>that the BHP Board had to agree a communal gardens policy due to a Stage 3 complaint. LF explained that some residents living in converted houses with small communal gardens were not upkeeping their garden areas and that these communal gardens are not part of the grounds maintenance contract because they are so small and there are too many of them (several hundred). The Policy now states that a BHP officer will arrange a meeting with the residents living in the converted houses to attempt to reach agreement regarding the division of responsibilities for the upkeep of gardens/hedges etc. If no agreement is reached, BHP will instruct our grounds contractors to tidy up the area as a one off and recharge the tenants and leaseholders. Although such schemes where no agreement can be reached will not be included in the grounds contract, BHP will carry out a tidy up as and when necessary.</p> <p><u>Minutes: 9th July 2009</u></p> <p><u>Item 65 – Tower Block Fire</u></p> <p>S Gee informed members of a recent incident where a child hurt their head at Craik Court due to the way the door opened. SG stated that the door was changed because of health and safety reasons and queried whether there were any other doors like this.</p> <p>A Loizou advised that he will investigate and feed back to the next AHB..</p> <p>J Healy advised that an email was sent to BHP regarding three locked fire doors needing urgent attention on 5th floor at William Dunbar House.</p> <p>A Loizou advised that he will check the above concerns out urgently and will update members at the next AHB..</p>	<p>A Loizou</p> <p>A Loizou</p>
<p>5. BHP Quarterly Performance Reports For the period 1st April-30th June 2009</p>	<p>C Daley presented the 3rd quarter Performance Report covering the period 1st April – 30th June 2009.</p> <p>Performance was summarised using ‘traffic light’ graphics to distinguish between performance on target (amber), above target (green) and below target (red).</p>	

<p>6. Neighbourhood compact update</p>	<p>S Carter presented the report giving an update on the Local Neighbourhood Compact action plan for the period of July to September 2009.</p> <p>S Carter advised that the NST Team are working hard to increase the number of gold estates and that the percentage of areas with gold rating had risen 5% from March 09 to June 09.</p> <p>S Carter commented on silver estates dropping from 72% in March to 56% in June which meant an increase in the number of bronze estates. This was due in part to the performance of the current cleaning and grounds contractors and that this was being addressed by BHP.</p> <p>S Carter informed members of the awareness session for Block Champions training on Wednesday 30th September 2009.</p> <p>S Carter advised that the NST Team will be installing A3 size notice boards which will hold two A4 cleaning schedules. Cleaners have been asked to install the notice boards and insert the cleaning schedules.</p> <p>A Hawthorne raised concerns that residents want to recycle more and there are insufficient recycling bins and requested to have someone present to discuss this at the next Area Housing Board.</p> <p>L Footer advised that we have had someone previously presenting information from the Council's Environment & Culture team on recycling and will arrange a repeat session for the next Area Housing Board meeting.</p> <p>Cllr Dunn raised concerns regarding bin chutes in tower blocks and agreed to take this up with A Malik.</p> <p>It was noted that one of the play areas is locked which needs to be opened.</p>	<p>L. Footer</p>
<p>7. Major Works update</p>	<p>A Loizou presented the Major Works Project update.</p> <p>The report provided an update on the progress of the</p>	

	<p>major capital works projects, showing in particular the nature and location of works, progress towards completion and reasons for any delay.</p> <p><u>In discussion:</u></p> <p>3.1 Contract 51 – South Kilburn. A Loizou informed members that the external works to Carlton House were now complete.</p> <p>4.1 Contract BSE060002 – Installation of 9 wire Integrated Reception System to receive digital terrestrial TV and Satellite signals through a communal system – It was noted that more consideration needs to be given to residents as the works commencing before 9.00am tend to be noisy and residents may be still sleeping.</p> <p>Concerns were raised that area was dusty due to works and needed cleaning up.</p>	
<p>8. SCCI International Digital TV</p>	<p>J O’Mahoney advised members that the digital TV project has started and that all works will be completed by the year 2012. Works are in progress on the following blocks:</p> <ul style="list-style-type: none"> - Hereford - Bronte House - Fielding House - Alpha House - Gorefield <p>J O’Mahoney advised members that surveys have been sent to residents and the results of surveys will determine which type of satellite dish will be used.</p> <p>L Footer in response to a query LF commented that if there is no existing communal ariel in place then BHP will not provide one.</p>	
<p>9. Fire risk prevention (handout)</p>	<p>A Loizou presented a report on Fire Risk prevention within BHP managed properties.</p> <p>A Loizou advised that BHP are introducing further measures and undertaking works to reduce the risk of fire.</p>	

	<p>A Hawthorne commented that she was advised that tenants were not allowed to have calor gas heaters but has sometimes smelt them in the corridors.</p> <p>L Footer advised that if the flat numbers can be identified they should be reported to BHP since the council's tenancy agreement specifically has a clause stating paraffin heaters should not be used in flats.</p> <p>A Loizou informed AHB members that bison blocks are difficult to heat and that is why they will be the first to be dealt with within the regeneration programme.</p> <p>L Footer commented that fire safety advice went into the last issue of Partnership News and will be published again in the next issue.</p> <p>L Footer made members aware of the Fire Safety Team and advised that they are very strict at ensuring there are no items left by residents in the communal areas. The team will be stickering any items found asking the owners to remove them. If they are not removed BHP arranges for removal and disposal.</p> <p>S Gee informed Officers that three tenants in Craik Court have missing internal doors and asked if they wanted doors replaced would they have to pay?</p> <p>L Footer commented that the residents should contact the Repairs Office. BHP would look into the reasons why the doors were missing. All voids properties should always be let with the full compliment of internal doors.</p> <p>J Healy raised concerns of smoking in communal stairs.</p> <p>L Footer confirmed that BHP have put up no smoking signs on every block on every floor. Unfortunately once we put them up they are taken down. Cleaners are advised to replace the signs if they see any that are missing..</p>	
<p>10. Environmental Improvement Programme updates</p>	<p>S Carter gave an update on the works carried out last year and advised that the budget for 2009/10 will focus on health and safety issues such as paving, resurfacing, paving etc.</p>	

	<p>S Carter advised that next year works are subject to funding being available.</p> <p>L Leicester queried who had responsibility for repairing pot holes in Alpha Place. S Carter confirmed it was BHP's responsibility and that she would look into this.</p>	S. Carter
<p>11. LEQ update 1st April – 30th June 2009</p>	<p>L Footer informed members that the NST Team are intending to improve the presentation of the LEQ information to make it easier to read and this should be available for the next meeting.</p>	
<p>12. Cleaning and grounds maintenance survey</p>	<p>S Carter went through the telephone survey results for cleaning and grounds maintenance quarterly reporting for March and June.</p> <p>No comments were raised.</p>	

The meeting closed at 9.00pm having completed its business. The Chair thanked Members for their attendance.

Chair

Date

Minutes confirmed 02/11/09