

**Minutes of the FCHS Board Meeting  
held at 6.30pm on 11<sup>th</sup> February 2020  
at Horselydown Offices, 2 Fair Street, London SE1 2XA**

Attendees	Role
Angela Simpson (AS)	Board Member
Alex Heslop (AH)	TMI Team Southwark
Sara Brown (SB)	Board Member
Denilson Barduche (DB)	Board Member
Oteng Asabre (OA)	Vice Chair
Abiola Olatunji (AO)	Interim Estate Manager
Helen Cadwallader (HC)	Chair
Vanessa Shone (VS)	Secretary
Apologies	Role
Kenneth Higgins (KH)	Board Member
Ebun West (EW)	Board Member
Guests	Role
Jack [REDACTED]	Team London Bridge
Sarah Betts	Flood Risk Engineer, Southwark Council

Item	Agenda Item	Action
1	<b>Welcome and introductions</b>	
2	<b>Apologies and Attendance Monitor</b>	
3	<b>Declarations of interest</b>	
4	<b>Minutes of previous meeting held on the 14<sup>th</sup> January 2020</b>  The minutes were agreed as a true record and signed by the Chair	
5	<b>Matters Arising</b> 5 4.6 HC to ask Christine Nicholls for a contact address to send a thank you card and flowers now that she has stood down as Chair. 5 4.9 CCTV is being priced up at the moment. 5 4.9 MFD - we are waiting to hear from Southwark Council as they are renewing their contract for MFD's. 8 MMA Working Group – this has been on hold where the TMI Conference to be held this Saturday has been dominating the TMI Team's time.	HC  AO AO
6	<b>Housing Service</b>  a. Highlight Report 1 January 2020 to 31 January 2020  Environmental: the planned estate inspections have now commenced with the first of these having taken place during January 2020 with some attended by a resident representative (VS). This is important has it now forms part of the KPI for TMOs.	

	<p>Legal Disrepair: - There are two live complex disrepair cases underway</p> <p>Arbitration case – due around March/April 2020</p> <p>Fire Risk Assessments - there are currently about 15 items on the register for FCHS</p> <p>Communal repair works - urgent health and safety repairs across the estate were identified following an initial approach by the Council Communal Repairs Manager. The TMO commissioned the services of an LBS surveyor to lead on the delivery of repair works. These vary from brickwork repairs to estate road works. The combined value of works will be in the region of £10,000.</p> <p><b>Rent collection rate - 98.1% YTD</b></p> <p><b>Repairs - 579 repairs raised with 97.1% of these completed on time. Target is 95%</b></p> <p><b>Complaints - There were 15 complaints; response time attained was 80%. Target is 90%</b></p> <p>Key objective is to reduce the level of complaints received over time as well as to provide a timely response in all cases.</p> <p><b>Members Enquiries - 5 Members Enquiries were received with 4 responded to within the target time, i.e. 80% within set time. The TMO aims to achieve the target response time of 90%.</b></p> <p><b>Voids turnaround time - There has been 8 voids over the period; turnaround time was 50.8 days against a target of 28 days.</b></p> <p><b>Tenancy checks requirement - Policy requires a tenancy check once every other year. FCHS is significantly behind with these checks</b></p> <p><b>Updates on Schemes/Major works</b> Southwark Council needs to do their work first before we can do our work.</p> <p>b. Q3 Monitoring Report (Apr'19 – Dec'19)</p> <p>The financial position for the YTD was reviewed.</p>	
7	<p><b>Environmental</b></p> <p>a. Green roof scheme - Lewes House garages Jack Skillen from Team London Bridge and Sarah Betts, Flood Risk Engineer at Southwark Council joined the meeting at 7.30pm. They gave a presentation on the proposed green roof and blue roof on top of the Lewes House garages. Team London Bridge has some funding from</p>	

	<p>Southwark Council and also from the Mayor of London's office in order to carry out works that will help to stop flooding.</p> <p>Rainwater can be heavy so the planters will need to be strong enough to support the weight. Sarah was unable to say how the roofs would be protected before the planters were installed in order to avoid roofing felt degrading in the future resulting in leaks.</p> <p>AO asked about maintenance in future years should Team London Bridge not still be operating. Sarah advised that there will be a warranty letter issued to FCHS saying that this project remains under Southwark Council's responsibility. Sarah to copy in AH when she emails AO about this.</p> <p><b>HC proposed that we support the project This was agreed unanimously</b></p> <p>Jack and Sarah also showed board members photos of The Low Line below the railway arches. Team London Bridge is keen to do greening works and is looking at St John's Estate as well. The guests left the meeting at 7.50pm.</p> <p><b>b. Vertical garden update</b> - we are still waiting to hear from Potters Fields board about this.</p>	
8	<p><b>Community engagement/Comms/Correspondence</b></p> <p>a. St John's Estate garage roof - we have received confirmation from Southwark Council that they will be funding the new garage roof. FCHS can signpost residents to the Southwark Council Insurance Team if they have had any damage caused by leaks:</p> <p><a href="mailto:CentralinsuranceServices@southwark.gov.uk">CentralinsuranceServices@southwark.gov.uk</a></p> <p>b. LBS major works notices for Fair Street properties – S20 notices were sent out by the Council as part of the effort to renew a door entry system at this block. This is likely to help prevent the current unauthorised access by youth who congregate within the communal area of this block. Also, notices were also served on the leaseholders of 455-475 Devon Mansions where roof repairs are due to be carried out.</p> <p>c. Southwark TMO Conference, Saturday 15<sup>th</sup> February 2020 at 160 Tooley Street - registration is from 9am and the Conference will start at 9.30am. Councillor Kieron Williams, Cabinet Member for Housing Management and Modernisation, will be in attendance along with Nick Reynolds from NFTMO. AO to send a link out for registration.</p> <p>d NFTMO 2020 Conference, 12<sup>th</sup> - 14th June 2020 at Stratford-upon-Avon - the early bird discount is available until the end of March. The following people volunteered to attend the NFTMO Conference:</p>	

	<p>Sara, Oteng, Vanessa, Helen, Angela and Teddy all confirmed.</p> <p>e. Ward Cllr's role - defer to next meeting</p> <p>f. Newsletter - this will now go out twice a year in summer and winter.</p>	
<p><b>9</b></p>	<p><b>Governance</b></p> <p><b>a. Development of Annual Planner</b> - the planner is to avoid people leaving and then things not happening that should. The planner links to the agenda.</p> <p><b>b. Finance and Procurement Sub-Committee</b> - Action Points from the meeting held on the 23<sup>rd</sup> January 2020 were considered.</p> <p><b>c. HR Sub-Committee</b> - meeting held on the 21<sup>st</sup> January 2020. Update and recommendations.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>(3.4) The board considered the use of a shared services for the role of an Admin Officer with Gloucester Grove TMO</p> <p><b>This was agreed unanimously</b></p> <p>AO recommended that FCHS should continue with the use of Peninsular's HR service and extend their contract for a 3 more years.</p> <p><b>This was agreed unanimously</b></p> <p><b>d. LBS Internal Audit by BDO</b> - the auditors were here yesterday and today with work underway. They are currently working with Stephan (TMI accountant) in an effort to further their review and data testing work.</p>	<p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p>

10	<p><b>Report back from council and other meetings:</b></p> <p><b>Southwark Tenant Management Organisation Committee</b> - VS, AS and AO attended the STMOC meeting at 160 Tooley Street on the 15<sup>th</sup> January 2020. Immediately prior, the STMOC Allowance Working Group meeting was held which VS and AO attended. We will meet Angela Mason-Bell from BDO on the 27<sup>th</sup> February and she will then be in attendance at the next STMOC meeting on the 18<sup>th</sup> March. The work is progressing.</p> <p>STMOC was informed that 'Committee' would have to change to 'Forum' in line with other groups at the council.</p> <p>From September 2019 the rent increase is linked to the Consumer Price Index plus 1% meaning that there will be a 2.7% rent increase this financial year.</p> <p>Garage rents will increase by 3% which is 60p per garage or £1 per garage for non-residents. There continues to be a £5 discount for disadvantaged residents.</p> <p>District heating costs will remain the same with no increase.</p> <p>There will be a small increase in the charge for fob keys.</p> <p>Disrepair training will take place next Friday.</p> <div data-bbox="272 1368 1315 1563" style="background-color: black; width: 100%; height: 87px; margin: 10px 0;"></div> <p><b>London Bridge and West Bermondsey Ward panel</b> - VS and KH attended this meeting on Wednesday 22<sup>nd</sup> January 2020 at Borough High Street Police Station.</p> <p>London Bridge and West Bermondsey Police will continue to monitor the youths on bikes and there is CCTV in St John's Churchyard. The three main priorities will continue as 1) youths on bikes, 2) rough sleepers and beggars in the area and 3) thefts.</p> <p>Crime rate comparisons showed the following figures:</p> <p>Crimes per 1,000 residents</p>	

	<p>London 9 Southwark 10 London Bridge &amp; West Bermondsey 25</p> <p><b>Potters Fields Park Management Trust</b> - HC was unable to attend the meeting but the Big Lunch is being looked at during the weekend of the 20<sup>th</sup> and 21<sup>st</sup> June. This will clash with a Euro event in Potters Fields Park so the Big Lunch would have to be held in St John's Churchyard.</p> <p>Teddy Amoyaw joined the meeting at 8.45pm as it came to a close.</p>	
<b>11</b>	<p><b>Health and Safety</b> a) Accidents, incidents and near misses - none</p>	
<b>12</b>	<p><b>Any Other Business</b> - none</p>	

There being no further business, the meeting ended at 8.50pm.

**Date of next meeting: Tuesday 10<sup>th</sup> March 2020 at 6.30pm**