

**Minutes of the FCHS Board Meeting  
held at 6pm on 6<sup>th</sup> July 2021  
via Zoom Conference**

Attendees	Role
Kenneth Higgins (KH)	Vice Chair
Kathy Atkins (KA)	Board Member
Sara Brown (SB)	Board Member
Angela Simpson (AS)	Board Member
Patricia Strobino (PS)	Chair
Abiola Olatunji (AO)	Interim Estate Manager
Alex Heslop (AH)	TMI Team Southwark Council
Teddy Amoyaw (TA)	Treasurer
Vanessa Shone (VS)	Secretary

Guests	Role
Joe Bannon (JB)	Contracts Manager
Peter Gatfield (PG)	Calfordseadon

Apologies	Role
Oteng Asabre	Board Member

Item	Agenda Item	Action
1	<b>Welcome and introductions</b>	
2	<b>Apologies and Attendance Monitor</b>	
3	<b>Declarations of interest</b> Major works are currently taking place across the whole estate. Southwark Council is responsible for all of these works.	
4	<b>Minutes of previous meeting held on the 8<sup>th</sup> June 2021</b> The minutes were agreed as a true record.	
5	<b>QHIP (LBS Major works) update</b>  Joe Bannon was in attendance as Southwark Council's Contracts Manager for Bermondsey and Rotherhithe in the north of the borough – overseeing current major works across FCHS.  Peter Gatfield from Calfordseadon was in attendance as he is assisting Joe Bannon with the major works and also providing a feasibility study for FCHS in relation to the internal communal decorations.  JB explained that works were due for completion on 1 <sup>st</sup> November 2021 as it is a 65 week contract and we are currently in week 47. From the start of the	

works until now they have identified a number of additional works that need to be included in the contract and these will affect 25 different blocks for a variety of reasons. There will be additional time in which the scaffolding remains up.

This will be firmed up together with dates and some of the information that has been collated so far has been sent to the Home Ownership Unit who will inform leaseholders of the additional works. JB will need to inform all residents as Engie will be on site for an additional amount of time. The contract will run into the new year and will not now finish on the 1<sup>st</sup> November 2021 as originally planned.

Additional works increase in measured works due to Covid-19 so the number of staff on site has been limited since the start of the contract but that should change from the 19<sup>th</sup> July 2021 and things can then move more quickly. Roofing repairs to Building 2, Building 5 and St John's Estate have now changed to roof replacements. Residents have not been advised of these works as yet.

Finally, JB agreed to share a list of all blocks affected (25). He said he would share the plan with the TMO by end of July. Also, he will confirm buildings which will be recipients of roof replacements and additional timeline generated by additional works identified.

Q. (PS) - are the works on budget?

A. (JB) - 28% of contract sum expended to date and council on budget but additional works will mean additional costs. Works completed so far are on budget.

There is statutory consultation for leaseholders due to additional costs. JB will arrange a general meeting towards the end of this month depending on when Section 20 notices are served where additional works will be discussed. The council doesn't want to stand still and incur additional scaffolding costs so needs to avoid any delays to works.

Q. (TA) - will works take place to address the quite significant gaps on St John's Estate in front of some of the gardens at Flats 1 to 40?

A. (PG) - its safe enough to put scaffolding up but there is nothing in the works or additional works to deal with the gaps but they will look at this issue.

Q. (PS) - have the QHIP Residents Participation Meetings stopped?

A. (JB) - there is a meeting planned for early August and Ian should be contacting everyone soon with a date for this.

AO invited JB to come to our AGM on the 23<sup>rd</sup> September 2021 which he accepted.

Peter Gatfield took over as host.

PG spoke about external communal decs to Devon Mansions and Hartland

JB

Revised  
date is  
22/9

	<p>House. There have been previous attempts to remove the artex covering resulting in damage to the brickwork. A chemical (poultice) was tried in Block 11 and in the appendix to the Communal Decoration Report, Axis have sent a report on how much of the coating they could remove. The coating was hard to remove after three separate attempts in Block 11. A multitude of difficult conditions include a number of items placed on walls, cables which would have to be removed, chips and damage to the glaze. Photos were shared on screen.</p> <p>Costings were provided in the feasibility report we've been sent. There is a lot of conduit in the way in order to get to the artex so PG's recommendation is to leave it in situ.</p> <p>PG recommended in his report the retaining of the existing coating as the works would be cost prohibitive otherwise. He recommended the overcoat option.</p> <p>JB said that although the works are within the TMO's remit, they have to match up with the fire safety strategy for the buildings. Further council fire safety works and QHIP works and making good will be completed before Calfordseadon carries out the external decs.</p> <ul style="list-style-type: none"> <li>• JB and PG left the meeting</li> </ul>	
6	<p><b>Minutes of management committee held on the 8<sup>th</sup> June 2021</b></p> <p><b>Amendments</b> Item 11 - AS (not KH) raised the issue of residents complaining to the TMO instead of to Engie which takes up officer time.</p> <p><b>Action Points</b></p> <p><b>Item 5 (5) - New telephone system and local network</b></p> <p>AO and AH still chasing this. FCHS still have a MFD on a lease. The council is currently changing over their own MFD's and we aim to hire a MFD from the council.</p> <p><b>Item 5 (8) - Community Engagement - Newsletter preparation</b></p> <p>AO said the figures were revised downwards and he will circulate to the Working Group and Finance Sub-Committee.</p> <p><b>Item 5 (8) - Community Engagement - Website comprehensive review</b></p> <p><i>AO to provide quotes from 3 separate companies at the September meeting and he has secured 2 quotes so far.</i></p> <p><b>Item 6c - Housing Service - Minutes</b></p>	<p><b>AO/AH</b></p> <p><b>AO</b></p> <p><b>AO</b></p>

	PS has done the redactions of the June 2021 minutes.	
7	<b>Matters Arising</b> none	
8	<p><b>Housing Service</b></p> <p>a) <b>Highlight Report/Risk register</b></p> <p>b) <b>Performance monitoring Report – Q1 YTD May 2021/22</b></p> <p>VS asked what is being done about rent collection. AO said he and AH are waiting to hear about a particular tenant who owes a large amount of Rent. AH said the Resident Services staff member has been on leave so he still has to chase this.</p> <p>AO has been recording footfall to the office on his spreadsheet and will continue to monitor the figures throughout the year.</p> <p>PS asked what the 2 Complaints were about. AO said he can put a breakdown in the spreadsheet about the subject matter.</p>	<p><b>AH</b></p> <p><b>AO</b></p>
9	<p><b>Environmental</b></p> <p>a. <b>Cyclical communal decoration</b> <b>Next steps to [REDACTED] response - decision required</b></p> <p>[REDACTED]. PS said that the Finance Sub-Committee will consider content and recommend a response to the board for agreement. AH asked us to communicate with [REDACTED], Director of Communities, and [REDACTED], Tenant Management Initiatives Team Leader, as [REDACTED] has moved to another team. [REDACTED].</p> <p>b. <b>Estate inspections</b> AO said they are going ahead on Thursdays at 11am. VS will be attending these and was asked to send an email to the FCHS inbox letting them know.</p> <p>c. <b>Accidents, incidents and near misses - none</b></p>	<p><b>Sub</b></p> <p><b>VS</b></p>
10	<p><b>Community Engagement</b></p> <p><b>Newsletter development</b></p> <p>The Working Group are looking at putting out a Newsletter at the end of this month. Anyone who signs up to receive a digital copy of the Newsletter can enter a competition to win a £15 gift voucher. KA, KH and AS have sent back comments and amendments to the printers. The front cover needs to promote our going digital whilst also letting residents know that hard copies are still available. KA and AS have been visiting local businesses asking for prize donations.</p>	
11	<b>Governance</b>	

**a. HR Subcommittee**  
**Ex-Repairs Supervisor case update** - already covered in Item 8

**b. Finance and Procurement - next meeting: 8.7.21**

- **Annual audit**
- The Auditors will be in attendance on Thursday.
- Our contract with Peninsular expires on the 24<sup>th</sup> July 2021. This will be discussed on Thursday.

**Communal decoration** - already covered in Item 5

**c. 2021 Annual General Meeting date - Decision required**

AO suggested that the Newsletter should say to pencil in the date for the AGM into diaries for Thursday 23<sup>rd</sup> September 2021 and that we plan to have a physical meeting. AH said to keep an eye out for public health guidance and to be mindful that some residents might still be hesitant about attending public meetings. General discussion regarding practical arrangements/logistics of holding a meeting – outcome:

- *we should aim for a spacious room*
- *we can ask Tower Bridge Primary School if they would rent space to us*

**d. Modular Management Agreement - update**

Not finalised so not ready to make a recommendation to the board as yet but will at the next board meeting. Richard Amoah was going to share a list of headings/chapters with the board at the last meeting but has so far only emailed back about the Rules. AO to chase RA on this.

**e. Governance correspondence** - none

**f. Policy document – Decision required**

**Draft Privacy policy** - distributed via email. AH asked that we send this to [REDACTED], Information Governance Manager, to ask her if she has any comments on our draft policy? AO will send this to her for consideration.

**All in favour of the document.**

**Draft Redaction policy** - distributed via email.

**All in favour of the document.**

AH said that other TMO's are going to put their minutes up on their websites. They need to show:

- *who attended*
- *what decisions were taken*

Revised date – 22/9. All restrictions with public gatherings removed.

AO/RO

AO

	<b>g. Upcoming training and strategy</b> - distributed via email.	
<b>12</b>	<b>Report back from Council and other meeting</b> <ul style="list-style-type: none"> <li>• Southwark Tenant Management Organisation Committee – no meeting</li> <li>• North West Area Housing Forum – no meeting</li> <li>• Potters' Fields Park Management Trust - no meeting</li> <li>• Safer Neighbourhood Team meeting – no meeting</li> </ul>	
<b>13</b>	<b>Any Other Business</b> - none	

**There being no further business, the meeting closed at 7.50pm**

**Date of next meeting:** Tuesday 10<sup>th</sup> August 2021 at 6pm

*Agreed as an accurate record of the meeting:*

*Chair*