

**Minutes of the FCHS Board Meeting**  
**held at 6pm on**  
**Tuesday 13<sup>th</sup> June 2023**  
**at Horselydown Offices, 2 Fair Street, London SE1 2XA**

Attendees	Role
Ken Higgins (KH)	Chair
Sarah Armstrong (SA)	Estate Manager
Modupe West (MW)	Vice Chair
Kathy Atkins (KA)	Treasurer
Alex Heslop (AH)	TMI Team Southwark
Vanessa Shone (VS)	Secretary
Apologies	
Angela Simpson	Board Member
Sabrina Francis	Board Member
Ebun West	Board Member

	Agenda Item	Action
<b>1</b>	<b>Welcome and introductions</b>	
<b>2</b>	<p><b>Apologies and Attendance Monitor</b></p> <p>Attendance was poor but the meeting proceeded in accordance with Rule 41:</p> <p>The quorum necessary for the transaction of business at a Board Meeting shall be four members of the Board.</p>	
<b>3</b>	<b>Declarations of interest - none</b>	
<b>4</b>	<p><b>Minutes of board meeting held on the 16<sup>th</sup> May 2023</b></p> <p>The minutes were agreed as a true record.</p>	
<b>5</b>	<p><b>Matters Arising</b></p> <p><b>Item 5 (7c)</b> - Cleaning issue at St John's - EW still to speak to GH about the address concerned where a resident's dog is using the staircase/landing as a toilet.</p> <p><b>Item 5 (9)</b> - AH is on the lookout for Fire Safety Training at the council. There is a new Fire Safety Manager at Southwark Council.</p> <p><b>Item 8:</b> Castle Water discount to be pursued - Lana still working on it. KH to chase.</p>	<p style="text-align: center;"><b>EW</b></p> <p style="text-align: center;"><b>AH</b></p> <p style="text-align: center;"><b>KH</b></p>

	<p><b>Item 8:</b> Fair Street window boxes to be looked at - not progressed yet. KH to chase.</p> <p><b>Item 9:</b> KH attended training in how to run an AGM. KH/MW/SA to get together to discuss the 2023 AGM.</p> <p><b>Item 7c:</b> Communal Repairs are responsible for a repair outstanding since March 2023 and GH will chase it up with them. This relates to a trip hazard outside Block 2 Devon Mansions.</p> <p><b>Item 10:</b> VS to invite Councillor Sam Dalton to next board meeting. Councillor Dalton is not available to attend the June and July board meetings but has asked Councillors Emily Hickson and Councillor Sunil Chopra if they are available.</p> <p><b>Item 10:</b> LBS QHIP Scheme: Resident Participation Group - GH will send details so that board members can have input into the independent review.</p> <p><b>Item 11:</b> Communal decs - agenda item</p>	<p><b>KH</b></p> <p><b>KH/MW/SA</b></p> <p><b>GH</b></p> <p><b>GH</b></p>
<p><b>6</b></p>	<p><b>Housing Service Performance monitoring --- update</b></p> <p>A lot of residents are contacting the office about the cleaning and SA has asked the Housing Officer to log Stage 1 Complaints about this.</p> <p>There is no data available on estate inspections. MW went on two and things were written down but then nothing was done.</p> <p>Cleaners should not need telling what to do. We missed two estate inspections in May due to staff changeovers taking place.</p> <p>There is one unauthorised property.</p> <p>There is one open ASB case with a closure order.</p> <p>People are still getting into roof spaces as only Blocks 20 &amp; 21 have had secure doors installed. Section 20 notices will have to be sent out for other blocks to have security doors fitted.</p> <p>Gas safety - we get a weekly report and we're at a 96% completion rate.</p> <p>FRA issues - ██████████ Resident Services Manager at Southwark Council, is responsible for sending out letters to residents after our initial letter about fire safety issues such as barbecue equipment and the gazebo. These issues could end up in</p>	

	<p>court if residents don't comply. Yvonne will go around and look at all of the items on the fire safety list.</p>	
7	<p><b>Environmental</b></p> <p><b>a. Health and safety - issues in Blocks 11,15 &amp; 17 Devon Mansions</b> - there are rough sleepers in these blocks and we have a clear video of four people going into the roof space at Block 17. Block 17 looks secure but is easy to break into. The Wardens and Police are assisting. Someone threw something onto Tower Bridge Primary School. KH and SA to visit the middle Devon Mansions blocks.</p> <p><b>b. Fire risk assessments</b> - covered above</p> <p><b>c. Estate inspections</b> - covered above</p> <p><b>d. Accidents, incidents and near misses</b> - none</p> <p><b>e. Safeguarding</b> - no issues</p> <p><b>f. Gas safety</b> - the TMO makes no profit on gas safety checks. AH confirmed that all of the money goes to OCO.</p> <p><b>g. Art installation outside Lewes House</b> - Equaans have agreed to install arches outside of Lewes House which are being recycled by Team London Bridge and will be moved over from the Manna Centre park in Melior Street. We can say we support the installation of these arches, write to our ward councillors asking for their support then we need to ask [REDACTED], Area Manager, for consent to go ahead. We will also contact Councillor Darren Merrill, Cabinet Member for Council Homes, <a href="mailto:Darren.Merrill@southwark.gov.uk">Darren.Merrill@southwark.gov.uk</a> and Michael Scorer, Director of Housing, <a href="mailto:Michael.Scorer@southwark.gov.uk">Michael.Scorer@southwark.gov.uk</a></p>	<p>KH/SA</p> <p>KH</p>
8	<p><b>Governance</b></p> <p><b>a) HR Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• <b>Update on staffing</b></li> </ul> <p>A member of staff needs Occupational Health. KH has been trying to speak to a member of staff at Southwark Council but he doesn't respond to emails or phone calls.</p>	

	<p>b) <b>Finance and Procurement Sub-Committee feedback</b> - the audited accounts to be presented at the July board meeting.</p> <p><b>Next meeting</b> - this will take place in July after the first quarter figures become available.</p> <p>c) <b>Social Events &amp; Community Engagement Sub-Committee updates</b> - KA has been into Dixon's Hotel and they can do low room rates if residents have emergencies such as flooding.</p> <p>d) <b>Annual General Meeting</b> - The AGM will take place on Thursday 21st September 2023. Team London Bridge can provide a room free of charge during the day but if the meeting is held in the evening then we have to pay for someone to be there. KA to check the costs if held at TLB and at Dixon's. We need to give out sufficient notice of the AGM in accordance with our Rules.</p>	
9	<p><b>Training</b></p> <p><b>NFTMO Annual Conference</b></p> <p>The coach will leave from Fair Street at 12.30pm on Friday 23rd June. There is a Housing Ombudsman talk at 3pm so we can try to bring the coach departure times forwards. GGTMO to be notified of any changes.</p>	
10	<p><b>Report back from Council and other meeting</b></p> <p>a. <b>Southwark Tenant Management Organisation Committee</b> - no meeting</p> <p>b. <b>Potters' Fields Park Management Trust</b> - a trustee meeting will take place in July</p> <p>c. <b>Safer Neighbourhood Team meeting</b> - no meeting</p> <p>d. <b>Fair Street QHIP 18/19 - Progress Meeting</b> - SA attended this virtual meeting and met some of our leaseholders. There is a lot of structural work still to be done that was not carried out during the major works. The meeting was about handing back blocks and [REDACTED] has been asked to resume the</p>	

	<p>cleaning. Two properties need to be decanted but major works said they are not responsible.</p>	
<p><b>11</b></p>	<p><b>Communal Decorations</b></p> <p>AH has spoken to [REDACTED]. A report will go to [REDACTED] and Finance have to sign it off.</p> <p>KH has a chronological timeline of attempts to resolve this. We need to see the report as soon as possible in order to digest the information and provide our response ahead of the AGM.</p> <p>Gateway 2 was used by the council to block the works from going ahead. The council's major works also stopped works from going ahead as well as the covid-19 lockdowns. In 2021 we handed back the responsibility for communal decs to the council.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>We'll wait until the July board meeting then approach Councillor Darren Merrill, Cabinet Member for Housing, if the report remains outstanding as we have our AGM coming up.</p>	
<p><b>12</b></p>	<p><b>Any other business</b></p> <p>VS to send the minutes of the Initial Estate Cleaning Meeting to SA and KH. This was in the spring of 2022 and there were no follow on meetings.</p> <p>SA to tell staff to log Stage 1 Complaints when cleaning issues are reported by residents. We'll arrange another meeting in July with the cleaning managers and present the cleaning data based on what the residents have told us. It will go on our chart as well.</p> <p>Coxson Park/Ada Salter Park - Southwark Council contacted SA about play equipment audits where we are responsible for it.</p> <p>A resident is trying to raise £800,000 for a sensory garden and play equipment. She would like to use our bank account but we will have to say no to this. Future maintenance is also an issue to be considered. KA to get advice on how to set up a trust from PFPMT.</p> <p>AH - 4 millions homes - he will forward details of webinars - its for social tenants.</p>	<p><b>VS</b></p> <p><b>SA/KH</b></p> <p><b>KA</b></p>

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There being no further business, the meeting ended at 7.45pm.

Next Meeting: Tuesday 11th July 2023 at 6pm.

Signed: 

Ken Higgins (Chair)