

**Minutes of the FCHS Board Meeting**  
**held at 6pm on**  
**Tuesday 10<sup>th</sup> October 2023**  
**at Horselydown Offices, 2 Fair Street, London SE1 2XA**

Attendees	Role
Sarah Armstrong (SA)	Estate Manager
Angela Simpson (AS)	Board Member
Ebun West (EW)	Board Member
Ken Higgins (KH)	Chair
Sabrina Francis (SF)	Board Member
Kathy Atkins (KA)	Treasurer
Vanessa Shone (VS)	Secretary

	Agenda Item	Action
1	<b>Welcome and introductions</b>	
2	<b>Apologies and Attendance Monitor</b> - no apologies have been received	
3	<b>Declarations of interest</b> - none	
4	<b>Minutes of Board Meeting held on the 12<sup>th</sup> September 2023 and agreement of redactions</b> - the redactions were agreed, KH to sign and then the minutes will be posted onto our website.	
5	<b>Matters Arising</b>  <b>Action Points</b>	
	<b>Item 5 (8): Castle Water discount for low usage</b> - Lana queried this but no answer received yet.	<b>SA/Lana</b>
	<b>Item 5 (8): Fair Street window boxes (Dream Garden)</b> - KH and SA to carry out a site visit on Thursday 12 <sup>th</sup> October 2023 in order to decide if its value for money.	<b>SA/KH</b>
	<b>Item 5 (12): Lone Worker Policy</b> - the devices will cost £10 per month for each individual device if we get the same rate as the council. All board members in favour of proceeding with x3 devices. Board members were invited to provide their phone numbers as back up for when SA is not in the office. EW and VS gave their phone numbers. SA to provide the staff's phone numbers to EW and VS so that there is caller recognition.	<b>SA</b>
6	<b>Housing Service</b> <b>Performance monitoring</b> Rent collection is at 97.36%  Voids - 1 property - this was turned around in 28 days against a 21 day target due to the council's rule that Voids have to be let on a Monday	

Repairs - 98.36% of repairs were completed on time

Visitors to the Office

April	May	June	July	August	September
68	88	77	75	85	97

FRA overdue actions remain at zero

Gas servicing - there are 7 overdue annual gas safety checks (298/305) and these have been referred to Southwark Council.

**7 Environmental**

- a. Health and safety** - Lone Worker devices covered above. SGN will be disconnecting internal gas pipework to replace it with external pipework. One of our hoarders lives in Devon Mansions so will need to be able to provide access to their gas meter or they will lose their gas supply.
- b. Accidents, incidents and near misses** - none
- c. Safeguarding updates** - none
- d. Vertical Garden** - a surveyor said that the overflow was the cause of the leak which will now dry out. A lady has said that she'd like to do gardening and SA will meet with her on Thursday [REDACTED]
- e. Cleaning** - another cleaning meeting is needed. Ladder training is now required for cleaning staff although it has not been a requirement in the past 20 years. C [REDACTED] W [REDACTED] was saying that the cleaners should not clean the external basements areas and J [REDACTED] R [REDACTED] has written to C [REDACTED] W [REDACTED]' manager about this. C [REDACTED] W [REDACTED] said that as a goodwill gesture he will buy a long handled litter picker but also said that its not their job.

**8 Governance**

- a. Finance and Procurement Sub-Committee feedback** - the next meeting will take place on the 2<sup>nd</sup> November 2023 at 6pm.
- b. Social Events & Community Engagement Sub-Committee** - we have a £5,000 grant from Southwark Council from the Neighbourhood Fund. A councillor has made a suggestion for CGS funding for the bin areas on St Olave's Estate and the area behind the Two Bridges public house. There is fly-tipping by businesses. Fly-tipping happens around 3.30pm to 4pm and in the early morning. Daniel to put something in the Newsletter to ask residents

	<p>to report fly-tipping and for residents to take a photo or get a car reg, etc. The SLA is that bulk collections should be happening more often than they do but the council is short of staff and vehicles.</p> <p>c. <b>AGM</b> - at the AGM we said that we'd provide information regarding the estate lighting costs within 21 days. This information has been prepared and the costs were due to repairs.</p>	
10	<b>Training</b> - no updates	
11	<p><b>Report back from Council and other meetings</b></p> <p>a. <b>Southwark Tenant Management Organisation Committee</b> - no meeting but the AGM is coming due. STMOC has not met since December 2022.</p> <p>b. <b>Potters' Fields Park Management Trust</b> - next month</p> <p>c. <b>Safer Neighbourhood Team meeting</b> - next meeting - Monday 13<sup>th</sup> November, 7pm at Bermondsey Village Hall.</p> <p>Current ward priorities:</p> <ul style="list-style-type: none"> <li>• <b>Robbery / Weapons</b></li> <li>• <b>Vagrants ASB</b></li> <li>• <b>Abbey Street / St Saviour's Estate - Drugs activity</b></li> </ul> <p>d. <b>Fair Street RPT (Major Works Resident Project Team Meeting)</b> - Thursday 5<sup>th</sup> October 2023 at 6pm</p>	
12	<b>Communal Decorations</b> - we are waiting for BDO to submit their report	
13	<p><b>Any other business</b></p> <p>SA - Friends of Alfred Salter Park have an idea to remove weeds and put in bulbs and small plants. The office can be used as a base for rucksacks, toilets, refreshments, etc.</p> <p>KA - Putting Down Roots could also do work on the estate.</p> <p>VS asked about the Lewes House Arches which KA said are still in progress.</p>	

There being no further business, the meeting ended at 7.40pm.

Next Meeting: Tuesday 14<sup>th</sup> November 2023 at 6pm

Signed:  .....

Ken Higgins (Chair)

