

# WOODBERRY DOWN COMMUNITY ORGANISATION

## Board Meeting Minutes

Thursday 20<sup>th</sup> April 2023

7.15 pm Redmond Centre

### **Attendance**

Jacque Knowles, Ngozi Obanye, Leonora William, Hillary Britton, Geoff Bell, Phil Cooke, Andrea Anderson, Adrian Essex, Elaine Gosnell, Omar Villalba, Mina Faragalla, Barbara Panuzzo

### **Guests Included**

Anthony Green (NHG), Neil Coils (NHG), Nicola Hudson (LBH), Jaime Powell (BH), Cllr Sarah Young

### **Section 0 - Introduction**

Apologies for absence were received from: Kalu Amogu, Eleanor Andressen, Phillip Dundas, William Sheehy, Oonagh Gormley, Euphemia Chukwu, Jackie Myers, William Sheehy, Jane Havemann (LBH), Fionnuala KC (MHDT)

### **0.1 Minutes and Matters Arising**

**0.1.2** NHG confirmed that the estimated completion date for the gate is Monday 24th April.

**0.1.3** The District Heat Network is in the diary for 4th May. The Board aims to appoint a Board member this evening to join the other three members.

**0.1.4** Roda has provided the police with the Board meeting dates for the year.

**ACTION:** Roda will circulate the CAP meeting details to the Board upon receiving the date from the Police.

**0.1.5** Roda and Jane Havemann contacted Hermione Brightwell regarding an update on Block D which has been provided in the Board report. Hermione also provided a detailed update to the working group.

**0.1.6** Nicola Hudson reported that there is no clause in the lease agreement that stipulates when Block D would need to be in operation by. However, there will be an element of protection against unnecessary vacancy included

in the sub-lease with MillCo. She also noted that the intention is that MillCo occupy the space as soon as possible.

**0.1.7** With regards to the outstanding action on the windows, Roda received an update from Jamie Powell that Berkeley is not able to issue the report yet. There was a letter from Berkeley sent in November 2022 which still applies. Roda circulated this letter again in January.

**0.1.8** There was a discussion at the March Board meeting regarding the Community Forum. The Board members raised concerns that it does not have the capacity to hold a Public/Community Forum at the moment. The Executive Committee subsequently proposed an amendment to the December 2021 resolution. Adrian highlighted that there is an obligation for the Board to hold a Public Forum as per the constitution. He also stressed that WDCO has a duty to inform the community about the masterplan and the details of what is being proposed.

**0.1.9** Nicola Hudson reported in March that Hackney is reviewing the local lettings policy with intentions to report back to the Board in May. The original action asked for a timeline which was provided at the February Board. The Board members agreed to close this action but have asked for reassurance that Hackney will continue to report on split households in their report.

**0.1.10** A verbal update was provided in February on the damp and mould issue and a written update was circulated on March 6th. The Board agreed to close this action.

**ACTION:** The Board has requested for LBH to provide an update on what actions are being taken for the identified cases of damp and mould.

**0.1.11** There was an action for NHG to share the outcome of the investigation for the Woodberry Grove North sewage. NHG provided an update in March that the report will be given at the May Board. Neil Coils confirmed that Samuel Betts will be attending the June Board to provide the update on WGN and the report on the sewage investigation.

## **1. Partner Updates**

- 1.1** Roda circulated the answers to written questions that were posed to the partners. These questions covered various topics, including service charges for Birchwood residents, the Woodberry Grove North sewage issue, and the development of a joint strategy for pest control by partners.
- 1.2** Omar expressed his concern about the delay in receiving information regarding the accounts and service charge refund for the 2020/2021 financial year. It appears that residents were informed in December 2022 that they

would receive their refund in March. However, no information or updates have been provided regarding the accounts.

- 1.3** Neil Coils confirmed that the accounts would be reviewed as part of the reconciliation process for the 2022/23 financial year. He stated that the accounts information would be provided by September. Omar, however, expressed dissatisfaction with this timeline, highlighting that residents should not have to wait ten months for the information and refund. He has requested for the matter to be escalated, seeking a quicker resolution and more timely communication.

**ACTION:** Neil Coils will check if they can provide this within two months and will update Omar next week.

- 1.4** Omar also raised concerns about the ongoing issue of the Woodberry Grove North sewage and asked NHG if there would be a presentation on the outcome of the solution when the report is presented. He has requested a clear and comprehensive timeframe that provides specific dates for completion. Elaine also asked if Hackney Environmental Health have been notified about the WGN sewage issue or if they have carried out an assessment.

**ACTION:** Neil Coils will check if Hackney Environmental Health have been notified.

- 1.5** There was a question regarding the partners pest control strategy. Roda informed the Board that there will be an opportunity for a Board member to attend the meeting Hackney is in the process of arranging. The Board agreed for Omar to attend the meeting, which will likely be arranged for Tuesday 25th April.

- 1.6** Hilary asked about the utilisation of the Redmond Centre and stressed the importance of ensuring that the current community spaces are utilised. Board members also raised concerns that MHDT has not been attending the Board meetings consistently. Roda was asked by the Executive Committee to email MHDT in January regarding their attendance at the Board.

**ACTION:** Roda will email MHDT and ask if the percentage of utilisation of the Redmond Centre can be included in their report to the Board each month.

- 1.7** In response to the board members' inquiry about who attends the SSR steering group, Jaime Powell explained that it is a TFL-led steering group, with representatives from Hackney and Berkeley Homes also attending these meetings. Hilary expressed her concern about the absence of resident involvement in these discussions. She questioned why residents were not

included in these meetings, indicating a desire for their perspectives to be considered.

- 1.8** Geoff clarified that there was previously a SSR working group established. The role of this working group was to oversee the discussions of the steering group. However, it seems that the working group may have become inactive. Geoff suggested that re-engaging the SSR working group would be beneficial now that the steering group meetings have been re-established.
- 1.9** Elaine asked when residents will be contacted regarding out-of-phase split households and what 'shortly' means. Nicola Hudson noted that they are prioritising Phase 4. Elaine raised concerns about how long the process is taking and highlighted that the out-of-phase split household should be done in tandem with Phase 4.
- 1.10** Cllr Sarah Young has highlighted the need for a written process to be established. This written process would ensure transparency for everyone involved, including residents who seek clarity. By having a documented process, it becomes easier to understand and follow the procedures in place. Additionally, Cllr Young has raised six cases of early split households with the Mayor. The Mayor is currently pursuing these questions and focusing on determining the timetable for their progress and the prioritization of these matters.
- 1.11 Update on Phase 4:** Jamie Powell reported that the application was ready to be submitted in December 2022, however, due to new Building Regulations, a second stair core will need to be added to each of the cores of the 7 blocks on Phase 4. As a result of this requirement, the submission of the application has been delayed, and the new target date for submission is set for September 2023. The additional time will be used to incorporate the necessary modifications and adjustments to the plans to accommodate the new stair cores in each of the seven blocks.

## **2. MHDT and DHN**

- 2.1 Manor House Development Trust Board (MHDT):** The Board members expressed a need for clarification regarding the role description and terms of reference for the Manor House Development Trust Board. Jamie Powell and Nicola Hudson recommended seeking input from Simon Donovan to gain a better understanding of the responsibilities and expectations associated with being a trustee on the board

**ACTION:** ITLA will invite Simon Donovan to the May Board.

2.2 **District Heat Network working group (DHN):** Following Naomi's resignation from the Board, there is now a vacancy available for the District Heat Network working group. Currently, Hillary, Phil, and William are members of the working group. The first meeting of the working group is scheduled for Thursday, May 4th, at 4 pm. The Board members reached an agreement that having three members in the working group would be sufficient to carry out its tasks and responsibilities related to the District Heat Network.

**ACTION:** Roda will send an email to Board members who did not attend the April Board to check if they are interest in becoming a representative on the DHN working group.

### **3. Board discussion without partners**

- 3.1 Roda reported that the Executive Committee members proposed an amendment to the 2021 resolution following the discussion at the March Board in which they highlighted 3 areas of concern:
- The Board's capacity to hold a Public Forum on the new masterplan.
  - The potential confusion caused by multiple consultations and a public forum for residents.
  - The lack of clarity regarding the objectives of the Public Forum, including its execution, management of resident expectations, and the utilization of resident feedback to influence the masterplan.
- 3.2 Roda noted that the Executives' recommendation is to hold a community forum at a future date when capacity allows.
- 3.3 The Board members also highlighted two additional issues: low turnout to events and the lack of a framework for the Public Forum. They proposed canvassing the blocks to ensure residents receive leaflets and are aware of the Public Forum. Furthermore, they suggested identifying three specific areas of focus to ensure the effectiveness of the Public Forum meeting.
- 3.4 Due to the absence of several Executive members, the motion could not be debated during the meeting.
- 3.5 Geoff, Omar, and Mina volunteered to develop a proposal for the Public Forum and present it to the Board

**ACTION:** Roda will check if the Executives would like to present their proposed amendment in May.

- 3.6 There was also a question on if there will be a Budget reconciliation on what has been spent this year. Roda noted that Kalu works on the accounts at the end of the financial year, typically around April.

**ACTION:** Roda will send an email on when Kalu will be able to share the Budget reconciliation.

- 3.7 Bi-elections:** A number of the Board members have resigned, resulting in vacancies on the Board. To ensure representation for all the blocks, the Board has suggested holding bi-elections. The goal is to start leafleting and raise awareness in preparation for the elections, which are proposed to take place in June.
- 3.8** Roda has been tasked with providing information on the constituencies where vacancies exist, along with the corresponding blocks that these constituencies cover. This information was provided during the meeting.
- 3.9** Regarding the format of the bi-elections, Roda has suggested conducting them both in person and online, similar to the practices adopted during 2021 elections. This approach would provide flexibility for residents to participate in the elections.

**ACTION:** Roda will come back with the dates to hold the bi-elections.

- 3.10 King's Coronation Comms subgroup:** Roda reported that the WDCO Comms reps are organising a Coronation event which will be held on Saturday 6th May. WDCO reps are ordering promotional materials (pens and key rings) for the event. They have asked for £500 from the WDCO budget that was for the fun day; this has been approved by the treasurer.
- 3.11** Roda will circulate a leaflet which will contain information about the event and the volunteer opportunities available. The purpose of this circulation is to raise awareness and encourage individuals to participate in the event as volunteers. Those interested in volunteering should email Roda. The event will be held at The Edge from 11-3pm, similar to the Jubilee.

**ACTION:** Roda will circulate the leaflet to call for volunteers for the King's Coronation event. The Board members will also share the leaflet with residents, neighbours and WD WhatsApp groups.