

**WOODBERRY DOWN COMMUNITY ORGANISATION
LIAISON MEETING WITH PARTNERS**

Woodberry Down Community Organisation Liaison Meeting with Partners

Tuesday 3rd June 2025

6pm – 7pm

WDCO: William Sheehy (WS), Omar Villalba (OV), Oonagh Gormley (OG), Leonora Williams (LW)

Partners: Trevor Hughes (TH), Georgia Woolveridge (GW), Gareth Crawford (GC), Julian Rodriguez (JR), Hermione Brightwell (HB), Nic Popovic (NP)

Apologies: Jackie Myers (JM), Jada Guest (JG), Roda Hassan (RH)

ITLA: Simon Slater (SS), Ameera Hassan (AH)

Items		Action
1.0	Minutes of February Liaison Meeting	
	Minutes were checked for accuracy and were accepted	
2.0	Matters Arising	
	<p>TH confirmed he will begin reporting figures on disabled employees once Phase 4 starts, approximately 18 months away, and suggested removing this item from future minutes until then to avoid repeated discussion.</p> <p>TH reported that demolition and construction work are expected to start in September. There will then be an eight-week period for disconnections and hoarding before physical demolition at Christmas and rebuilding between April and June next year.</p> <p>TH added that he is still pursuing a concluding statement on the window-detachment issue, but the Group Legal Solicitor has been on leave for the past three weeks. A letter was issued to the WDCO Chair on 23 November 2022, and TH expects a similar letter to follow. Regarding the remedial strategy, Berkeley have discovered an issue in confirming whether the existing poles in the window frames can accommodate the new hinges and restrictors, and cannot finalise the scope of works until this is resolved. TH will provide a further update as soon as possible.</p> <p>ACTION: TH to follow up with the Legal Solicitor for a concluding statement on the window-detachment issue and to update the Board once the question about the window-frame poles, hinges and restrictors is resolved.</p> <p>GC has contacted Kris about arranging an offline session on the communications strategy and believes initial discussions have taken place.</p> <p>ACTION: GC to follow up with Kris on the offline communications-strategy session and report back to the June Board on progress.</p> <p>SS reported on the ground-floor strategy that RH has been speaking with the decant team about Phase 3B allocations and they are awaiting GC's proposals.</p> <p>SS asked whether the NHG update on historic service charges could be circulated a week before the June Board. JR replied that JG will meet the Finance and Service Charge team tomorrow and will push to have the update ready for the Board.</p> <p>ACTION: JG to report the outcome of tomorrow's Finance and Service Charge meeting.</p> <p>JR confirmed that Hilary's concerns about the need for NHG to improve communication with social-housing residents have been fed back.</p>	<p>BH</p> <p>LBH</p> <p>NHG</p>

	<p>JR circulated the reissued individual rent details for social-rent homes in Phase 3B to RH and JM today. OV added that this information had previously been circulated on 9th May.</p> <p>RH has been working with Matt Jenner to set a date for the cultural-strategy meeting, provisionally fixed for 10th July, though this may change. GC observed that the discussion about community spaces overlaps with his work on the Ground Floor Strategy, which will now be rebranded as the 'Non-Housing Assets Strategy'. He noted that a paper outlining the timetable was submitted to the last Round Table. The requisite information will be gathered over the summer, after which a brief will be issued to partners and WDCO; an external consultant will then be commissioned to prepare the final report.</p>	
3.0	Outstanding Estate Issues	
	<p>SS noted that, Phase 2, Shared-Equity residents purchase their homes and should not pay ground rent. Nevertheless, NHG and Berkeley continue to invoice households in Bankside and Pewsham blocks, as well as three residents in Hartington. SS asked that the ground-rent charges be removed, and that all three delivery partners resolve the issue—and prevent it recurring for Shared-Equity buyers in Phase 4. JR replied that there must be a way to flag these properties in the database so that ground-rent bills are not generated automatically, and undertook to investigate.</p> <p>ACTION: JR to investigate the ground-rent billing error affecting Shared-Equity residents and ensure it is corrected.</p> <p>WS asked TH about delays in obtaining replacement window glass, emphasising residents' security concerns—particularly in Phase 1 Reservoir, where panes have been broken. TH reported that suppliers' average lead time for glass is currently 10–14 weeks.</p>	NHG
4.0	Preparation for June Board (AGM):	
	SS asked what partners will bring to the June Board. GC replied they will provide usual partner updates, and NHG may present an update on historic service charges, depending on the Finance and Service Charge meeting outcome.	
5.0	Brief Partner Updates	
	<p>NHG: JR reported that Phase 3B properties are progressing well. NHG cancelled last Thursday's viewings because works were still under way and is discussing completion dates with Berkeley. The handover may be delayed by a fortnight to give residents more time for viewings and decisions. JR will confirm the viewing start date with the team and TH, ideally once PPE3 is in place so that steel-toed footwear is not needed. SS noted that several Turkish tenants will be abroad over the summer and asked NHG to build this into the timetable so they can view their homes before travelling. HB added that Lizu and Diana from NHG are liaising with holidaying tenants to arrange alternative viewing slots.</p> <p>ACTION: JR to confirm the schedule for Phase 3B viewings.</p> <p>OV asked whether residents have received full costings for their new homes and whether NHG is aiming for zero snags at move-in. JR replied that estimates for utilities and council tax have been provided at drop-in sessions and in one-to-one meetings. While zero snags/issues is always the goal, JR emphasised that residents must at least have full use of core services such as hot water. SS asked JR to double-check projected heating costs for one-, two- and three-bed homes, as a resident he spoke to on Thursday could not provide Phase 3A figures for comparison.</p> <p>ACTION: JR to supply indicative utility and heating costs for one-, two- and three-bed units.</p> <p>JR told OV that NHG is responding to his e-mails from last week and expects to reply by tomorrow or Thursday.</p> <p>Berkeley: TH reported that handover of the final Phase 3 units is imminent. This week is critical for CML sign-off and the fire-risk assessment, both of which remain on track.; Practical completion is expected by the end of June, with moves beginning in July.</p> <p>The Tower—the last private block—is running a month behind the social-rent and shared-ownership blocks, with completion now anticipated in late July.</p>	

	<p>Work on the park continues, and Berkeley hopes to open the pedestrian link to Seven Sisters Road by the end of June to align with the handover of the social-rent and shared-ownership units.</p> <p>Fit-outs to Block D are delayed. TH is working with the legal team; the fit-out contractor is on site, and they are awaiting approval of his health-and-safety documentation and insurance.</p> <p>Berkeley is formally appointing the demolition contractor who will start Phase 4 demolition before year-end. SS asked whether a logistics programme for Phase 4 has been prepared; TH confirmed it has and will present it to the WDCO Board towards the end of the year.</p> <p>Hackney: SS noted that at least two families have not received offers they were eligible for in Phase 3B and fears others may be waiting for paperwork or have been excluded through misunderstandings in their applications. He proposed that Hackney carry out a paperwork review and formally write to applicants who have not been accepted, giving them the chance to understand the reasons, reconsider their options and re-apply. HB replied that the DART and decant teams are already following up across Woodberry Down to identify further allocations.</p> <p>ACTION: HB to review the DART and decant teams' processes and arrange for letters to households that have not been allocated.</p> <p>SS added that some residents offered split-household moves have been told they must relocate by the end of June or risk losing their offer, causing anxiety about the deadline. He asked Hackney to provide a formal statement to reassure residents. HB said the team is factoring this in. JR noted that the new homes will not be ready for occupation until early July</p>	
6.0	AOB:	