

**WOODBERRY DOWN COMMUNITY ORGANISATION  
EXECUTIVE COMMITTEE**

**Minutes  
Tuesday 8<sup>th</sup> July 2025  
7 pm Zoom Meeting**

**Attendance**

Gita Sootarsing, Adrian Essex, Hilary Britton, Omar Villalba, Oonagh Gormley

**Visitors included**

Roda Hassan, Ameera Hassan

**Section 0 - Introduction**

**0.1 Welcome / Apologies for absence**

Gloria Obilana

**Section 0 - Introduction**

**1. Minutes of meeting 24th June 2025:**

1.1. The minutes were checked for accuracy and accepted.

**2. Matters Arising / Action Tracker:**

2.1. The Chair circulated all the actions with comments on them to the Executives.

2.2. Omar raised concerns regarding KPIs and the need for monitoring both communal and individual repairs, distinguishing between urgent and less urgent tasks. Hilary suggested prioritising communal repairs by urgency. Roda clarified that separating service charge monitoring from KPIs may be more effective, as discussions with Jada have suggested reviewing the service charge budgets either quarterly or half-yearly. The Chair asked whether residents on the TRAs could measure KPIs, and Roda confirmed that monthly operational meetings with NHG would be the best forum to review the data and could be share with TRA's too.

**ACTION:** Roda and Omar will ask NHG to provide the KPIs and gather the necessary data.

2.3. A report on complaints will be ready following the Phase 3 move-ins in September.

**ACTION:** Roda will compile a list of complaints for NHG following the Phase 3B move-ins in September.

2.4. Omar is awaiting a response from Hackney on the Equalities Impact Assessment (EQIA), which would help inform the Board's discussion. Gita expressed concerns about the lack of conditions when residents were promised new homes, and Omar suggested examining the political involvement and consultation issues. He will prepare a paper advocating for an EQIA.

**ACTION:** Omar will prepare a paper/proposal for the Board, requesting their endorsement for WDCO to pursue an Equalities Impact Assessment.

2.5. Omar updated that he is waiting for a response from Hackney on the Equalities Impact Assessment as this would help inform discussion when reporting back to the WDCO Board. The Chair asked if there has been professional advice as to whether the EQIA is legally required. Omar responded that it is not legally required, however the debate is centred on whether the price increase constitutes a policy change and Hackney are arguing that this does not constitute a policy change. Gita stated that she emailed on the outcomes that WDCO want and how this will be achieved. Gita also raised Hilary's point that people were promised a new home, however there were no conditions specified on this, so it would be worth examining this further. Omar responded that he will check with the Board to ensure they are on the right track, such as discussions on getting ministerial or local political involvement, and examining the equalities due to the lack of consultation and level of increases shown to residents, suggesting there could be a case to explore.

**ACTION:** Omar to prepare a paper to convince the WDCO Board to ask for an Equalities Impact Assessment.

**ACTION:** Adrian will speak to William regarding becoming a representative for the Estate Management Board.

2.6. The Chair wrote to Jackie regarding the formalities for the Partnership Board representative which will go to the July Board for confirmation. Hilary suggested for this to be a rotating representative role, depending on the meeting. Hilary stated that she is happy to be representative, and that anyone with more expertise on a particular topic is also invited to attend and for this to become a rotating role.

**ACTION:** Discussions on the Partnership Board representative becoming a rotating role will be added to the July Board agenda.

2.7. Roda has reviewed the MHDT induction paper and found no immediate conflicts of interest. Gita emphasised the need for a response from ITLA regarding concerns raised by the Board.

**ACTION:** Roda will provide a response regarding question posed by the Board on the conflict of interest.

**ACTION:** Roda will be preparing a paper explaining what shared equity is and outlining the leasehold offer on Woodberry Down.

- 2.8. The Chair is now managing the HSBC accounts in the interim and has submitted forms for Gloria to become a signatory. The Chair also highlighted the need for a Treasurer.
- 2.9. The Chair has not yet spoken to Geoff about S106 decoding.
- 2.10. The Chair suggested discussing the review of the Awayday priorities at the start of the next Board meeting (second part of the meeting without partners), which the Executives agreed with.

**ACTION:** The review of Awayday priorities and respect during meetings will be added to the July Board agenda for discussion.

- 2.11.  **Lockbox for WDCO Office**  
The Executives agreed to obtain a lockbox for the WDCO Office. The Chair noted that the outside doors must meet certain insurance requirements, but the WDCO Office doors do not. He has contact Trevor from Berkeley for some help.
- 2.12. The Chair has added Thames Water details to the WDCO website. Hilary is following up with Trevor for a statement confirming that all buildings on the site have a soakaway.

## **Section 1 - Major Topics**

### **3. NHG Confidential Communications**

- 3.1. **"Letter to WDCO - July 2025" (addressed to all board members) proposing meeting w/c 21st July:** The Chair received a confidential letter from NHG, addressed to the WDCO Board, proposing a meeting in the week commencing 21st July. The letter includes a disclaimer stating it cannot be discussed at a public meeting, such as the July Board. The Chair expressed concerns that the letter undermines WDCO's position as a partner, and he has written a response. Omar suggested highlighting NHG's incompetence and the impact of their poor performance on Board meetings, which needs to be addressed. Oonagh questioned whether NHG had discussed the reset with other partners, and Roda confirmed that Berkeley and Hackney had reviewed the Partnership Agreement and Resident Charter. Oonagh proposed that non-NHG Board members could hold NHG to account, given that NHG has previously made distinctions between NHG and non-NHG residents. Omar noted that the partners have enabled NHG's poor performance, and there is a culture of acceptance that WDCO should address. Hilary suggested the Chair have a discussion with Guy Nicholson regarding holding the partners accountable.

**ACTION:** The NHG letter will be circulated to the WDCO Board for further discussion on how to respond to NHG.

- 3.2. **"SVC review outcome" template letter":** The Chair highlighted that Roda has drafted a response to the service charge letters. The draft letters explain the outcome of the service charge review to residents. Omar suggested providing a short summary for residents to help them understand these complicated letters. The Chair asked if these letters are satisfactory or need redrafting, especially with summaries at the end. Roda suggested NHG organise a service charge drop-in session to explain the letters, particularly for residents on housing benefits.

**ACTION:** Omar and the Chair will review the service charge review letters from NHG to determine if they are adequate.

**4. ITLA Contract Tender:**

4.1. Roda proposed that the Board meet with Hackney before the July Board meeting to discuss the tender (ITLA will not attend that part of the meeting).

**5. Task and Finish Groups:**

5.1. Roda noted that Hackney had suggested arranging a meeting with several WDCO representatives and the ITLA to review the Task and Finish groups as part of the governance review. Hilary and Oonagh recommended waiting to see Hackney's proposal before reviewing it further. Roda suggested that the Board's views should be considered before proceeding.

**6. July Board Agenda:**

6.1. The July Board agenda will include:

- Pre-Board meeting (6:45-7:15 pm) for ITLA contract tender discussions
- Partner updates
- Board discussion without partners
  - Review of Awayday priorities
  - Responding to NHG's letter

6.2. Hilary suggested separating the "Matters Arising" section, as this will be covered when partners provide their updates.