

<p><b>Kilburn Square Housing Cooperative:</b>  <b>General Meeting held on</b>  <b>Thursday 25<sup>th</sup> April 2019 at 7:30pm</b>  <b>Community Hall of the Tower Block</b></p>	<p><b>Actions</b></p>
<p><b>Present:</b>  James Lewis-Murphy (JLM - Chair)  Denise Prieto (DP -Vice Chair)  Jennifer Welch (JW - Secretary)  Margaret VonStoll (MVS - Board member)  Michael Lynch (ML)  Daniel Bugnacki (DB)  Mary Ann Cooley (MAC)  Yinka Cole (YC)  Mary Coughlan (MC)  Rebecca Coughlan (RC)  Elorine Sergeant (ES)  Debbie Scotland (DS)  Clenio Ravas (CR)  Charlotte Fonceca (CF)  Keena Wright (KW)  Nicole Chapman (NC)  Daniel Prendergast (DAP) - arrived at 8:20pm</p> <p><b>Visitor/s:</b>  None</p> <p><b>Referred to:</b>  Jenny Williams, Manager (JWM)  David Hinton (DH - Independent Advisor)  Liz Michaels (LM)</p> <p><b>Minute taker:</b>  Jennifer Welch (JW - Secretary)</p>	
<p><b>1. Welcome</b></p> <p>JLM thanked everyone for attending.</p>	
<p><b>2. Apologies</b></p> <p>Isabel Sanchez (IS)  Catherine Mack (CM)  Pauline Fell (PF)</p>	

<p><b>3. Conflict of interest declarations</b></p> <p>None raised.</p>	
<p><b>4. Minutes of the last meeting (22<sup>nd</sup> January 2019)</b></p> <p><b>Matters arising:</b></p> <p>Following on from the minutes of January JLM explained that we are always willing to have residents join the Board. He explained that those residents interested in standing for the Board have to be up to date with their rent, and those leaseholders interested have to be up to date with their service charge, hence why six had come forward but only three were signed up. JLM stated that we currently have enough Board members to be able to perform at an even keel and run the estate, but others are of course welcome to join.</p> <p>JLM said that he was very grateful for the past committee members who remained for many years on the Board and helped us remain a Co-op.</p> <p>MVS asked if there was any more information about the boundaries. JLM stated that he had and would update the meeting later.</p> <p>MVS asked who would be managing the new build. JLM answered that the Council will be managing the new build as the Board was unfortunately previously mismanaging the estate, and because of this history the Co-op will not be allowed to manage it. JLM said that he is not blaming any former Board members but that was the terminology used. He stated that if we are able to continue to move forward as we have been there is every possibility that we will be able to manage the building that is going to be built on the old clinic site. MVS asked if we could have a gate or fence across the back to stop ASB and asked the possibility of one being paid for by the council. JLM said in time all of the possibilities could be discussed. Network Homes are involved in the planning and building stages but will not be managing the building.</p> <p><b>Minutes agreed:</b></p> <p>The minutes were signed and agreed by JW and DP.</p>	<p><b>JLM</b></p>
<p><b>5. Estate Security</b></p> <p>JLM said that he was going to move the agenda around and go straight to the estate security.</p> <p>JLM asked DP to update the meeting with regards to the estate security. DP stated that we are currently working with both Brent and an Independent Advisor (DH) to put the works out to tender who has already been around the estate once already and is due to visit again for a more detailed walkaround. DH is a Crime Prevention Advisor therefore he is good for spotting hot spots and blind spots on the estate. We are looking to completely upgrade the system and DH has been around once with DP and our Concierge / Security Officer to look at such items as signage and fencing, health and safety and lighting, potential colour coded maps of the estate etc. Detailed plans have been requested from the Council to help with the</p>	



<p>specifications to be made and then it will go to tender. From all of this the advisor will make the specifications. At least four or five companies will be asked to tender, however two companies may have to be involved in the public access areas and the actual CCTV installation part. We will be looking at best value for money with a decent maintenance contract and we will try to make it a future proof system allowing to add to the system in the future. DP stated that we are possibly looking at a 12 month timescale for this to be carried out.</p> <p>JLM said that the bushes have been cleared away and the rubbish has been removed from outside the clinic. NC stated that she saw two ladies clearing away the area and that it will be fenced off to stop rough sleeping.</p>	
<p><b>6. Modular Management Agreement (MMA)</b></p> <p>The Board agreed to take a 5% cut in the allowance for this year only, not that we actually had a lot of choice in this matter. Every estate in Brent is going to be audited and then they will look at our allowance going forward. JLM stated to the meeting that the Government are making cuts everywhere to everything, and that we will not know what future cuts will happen with us. JLM stated that if another cut is going to happen, it will not happen until after the audit in September.</p> <p>JLM explained that the new MMA and schedules are progressing very well. We are about 85% of the way there, and both the Council and Board are happy with the progress made. The Board should be able to inform the residents of the outcome in June when JLM will be calling an Extraordinary General Meeting (EGM) for the residents to vote on the acceptance and signing of the MMA. MVS asked if this meant that we could refuse to accept the new MMA. DP stated to move on and forward we cannot remain with the 1994 version.</p> <p>MVS asked what is going to happen regarding the two trees that are recharged to the leaseholders even though they are on a public right of way. JLM explained that they are on our footprint and have been so for a number of years and explained that he is currently looking at getting the trees removed completely. DS asked if we could move on with the meeting.</p> <p>JLM explained that the Board have employed an expert in this field (LM) to help us through with the MMA until the end.</p>	
<p><b>6. Major Works (outstanding)</b></p> <p>Wates have appointed a landscape gardener who is supposed to start work in the Spring regarding rectifying the landscaping damage and outstanding work that they caused from the work on the low rise. Spring is upon us and there does not appear to be any work starting, but this is being chased up by the Manager JWM. A resident from the Tower Block asked what damage had been caused and it was explained that when they scaffolding was erected there was some damage caused to the gardens which they have agreed to put right. JWM has requested works including top soil and replanting to start. JLM emailed them last week to ask when the pigeon spikes and pointing work is going to commence on the low rise and as yet has not received an answer.</p>	JWM

<p>MVS stated that she had just come back from the Civic Centre to speak to the leasehold department and Wates, to state that the leaseholders will not be paying the current bill until the outstanding works are completed. MVS said Wates are looking into this and it looks as though they do not want to put up scaffolding for the pointing work so there may be a problem if they don't complete the pointing work but have charged us not only the cost of it but an extra 25% on top. MVS said that she just wanted the meeting to know where we stand at this point.</p> <p>MVS stated the six shrub boxes were promised as well as bushes planted around the perimeter fencing by Wates and she had asked them if they could let us know when they are going to start planting them as that's part of what they give back to the community when they take land from your estate. MVS explained she was asking about the new fencing to see if it could be taken out of the Community Fund.</p> <p>JLM pointed out that the bushes had been cleared away from outside the clinic and therefore the area could now not be used as a toilet. The rubbish left behind has been cleared away too, although it has been noticed that people are still sleeping there. JLM has spoken to Brent who are considering boarding the whole area off.</p> <p>MVS asked if there was any update about the major works to the Tower Block. JLM said there was not.</p>	
<p><b>7. Finance</b></p> <p>We are in a healthy financial position however there are a lot of works that need carrying out in the foreseeable future that will need major outlay, for example the door entry system. There is also the car park that needs to be laid along with the red communal flooring in the low rise that needs replacing. There are problems with the link bridge and the garages along with a number of other things to be done. JLM has asked the Manager JWM for a list of works that needs carrying out on the estate, both urgently and a wish list. He has noticed that a lot of the communal areas need painting especially in the Tower Block, and some over in the low rise, works that do not necessarily need to be passed over to the leaseholders.</p> <p>Our budget for next year has been prepared using our updated allowances from Brent Council.</p> <p>MVS asked if there were any updates about the major works to the Tower Block. JLM said he is awaiting a response on that subject.</p>	JWM / JLM
<p><b>7. New build</b></p> <p>JLM explained that Network Homes have been involved in a lot of the planning stages and building works across the whole of Brent. JLM has been assured that Network Homes will not be managing the new build upon completion and that Brent will solely be managing it.</p>	

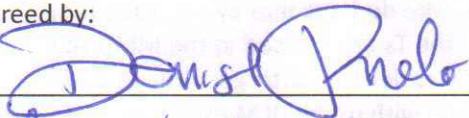


<p><b>8. Training</b></p> <p>The Board has agreed a training program and the dates are yet to be confirmed. It will start with the three key officers training first (JLM as Chair, JW as Secretary and IS as Treasurer). Some of other members of the Board will join the individual training as well for the knowledge. Following this there will be broader training for all the committee which will be put out to the estate as a whole for any members who wish to join in the training. It can be added to CVs as it is accredited training courses. Once the program is agreed dates will be circulated on the estate to confirm if any residents are interested.</p> <p>JLM went on to explain that LM has been taken on who has worked with the previous Board to help work through the MMA. We do have money set aside for consultancy and this helps us make sure that all the Ts are crossed in the MMA so that when it comes to Board it should be much easier for us to go through and agree with. DS asked how long LM was going to be with us and JLM explained that she would be with us until the MMA is signed. JLM stated that he is hoping that could be done within the next two months.</p>	<p><b>All Board</b></p>
<p><b>9. Any other business (AOB)</b></p> <p>DS asked if there was any progress on the outside gym. JLM said that this is something that is being put to the new build as one of the extras that they could provide us. JLM pointed out that this however would incur ongoing maintenance costs that we as an estate would have to cover. MVS suggested that we could carry out an estate survey regarding this. JLM said that could be done however if residents want to be involved with their estate they should come to the meetings and vote.</p> <p>MVS said that over the weekend non-residents had made quite a mess on our grass areas and that our estate was being used as a public park, and asked if we could look at swipe entry on our external gates. JLM said he saw a lot of resident children throwing rubbish on the floors but unfortunately we have an open gate estate and of course a gate fob system could be looked at but this would be at a cost.</p> <p>CR asked where we stand regarding our responsibilities around the trees. JLM explained that if someone trips over the roots we are liable. If a branch falls off and hits someone, we are currently liable. If someone falls over the uneven brickwork caused by the trees, we are liable. JLM said that we may investigate the removal of the trees.</p> <p>MVS suggested that each resident should contact Thames Water regarding a potential reduction in their water rates.</p> <p>JLM reminded residents that if they have any questions that they should write them down, give them to the Manager and she will forward them onto him as Chair and he will do his best to help in any way he can.</p> <p>DAP asked when the new cameras were going to be installed. JLM explained that the subject had been covered already but stated hopefully within 12 months as we</p>	

still have to get quotes and put it out to tender.  
DAP then asked when the Co-op were going to refurbish the Tower Block. JLM explained that is not down to the Co-op and that Brent are in charge of the major works.

Meeting adjourned at 8.30pm

Minutes agreed by:

Agreed  (1)

Agreed  (2)

Chair's signature 

Date 5/12/2019