



Acton Gardens Housing Sub-group – Meeting Minutes

Date: Monday 15th April @ 6.00pm – 7.00pm

Venue: Via Teams

Present:

Apologies:

Adham Aloka (AA) – Resident board member Untza Sale (US) – Resident board member Matt Hemes (MH) – Resident board member Shakira Henry (SH) – AHM (L&Q) Ayan Ali (AA) – NHL (L&Q) Celeshia Mckenzie (CM) – NHL (L&Q) Jermaine Wellesley (JW) – NHL (L&Q) Rochelle Mountain (RM) – NHL (L&Q) Angela James (AJ) – HOH – L&Q Georgia Metzger (GM) – L&Q Molly Purcell (MP) – L&Q James Briggs (JB) – L&Q	Janet Coker (JC) – Resident Board member Daniel Lamptey (DL) – NHL (L&Q)
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1.0	Introductions/Apologies
1.1	JC and DL - Apologies
2.0	Terms of Reference
2.1	SH asked board members if they agree with the conditions of the Terms of Reference (ToR). All 3 members attending were in agreement and understand meetings will be held initially bi-monthly and move to quarterly in agreement by sub-group members. ToR to be reviewed in 3 months.

<p>2.2</p> <p>2.3</p> <p>2.4</p>	<p>GM confirmed current membership of sub-group has 4 board members and potentially could add another 2. Sub-group will be reviewed at 6 months at the next board meeting in September 2024</p> <p>Agreed a minimum of 3x residents to attend the sub-group meeting. Members to give sufficient notice of any amendments.</p> <p>MH asked if minutes of meeting could be uploaded to the Acton Gardens website. SH confirmed that this could be arranged.</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>Housing Management Tracker</p> <p>AA advised that he does not find the current format helpful as there is a lot of information and is unclear on what is current and the updates. Suggested that information is provided on the current item, detailing who is leading on it, latest update and timescale for completion. SH agreed to review the current format to a more user-friendly version.</p> <p>It was raised that the removal of external signage to the bike stores had yet to be completed and needs to be added to the tracker. SH agreed to audit all external areas and ensure this task is completed by 19/04/24.</p> <p>MH advised that delivery drivers were still using the fire drop keys to access the blocks. This had been witnessed on Phase 6.2. SH advised that majority of the fire drop key panels had been disabled where Gerda boxes were installed to prevent unauthorised access. Emergency services have access to the Gerda boxes and therefore can gain access to the blocks in the event of an emergency. The specific door mentioned by MH does not have a Gerda in place and due to the design would be difficult to install one. However, SH agreed to refer this to the Fire Safety team to identify any options available.</p> <p>Residents raised concern with the grounds maintenance and watering of plants when new shrubs etc have been planted. US asked if residents can use the water to assist with this. AG advised this could be an option and potentially consider setting up a gardening club. AA and MH asked who would pay for the water if residents use it to water the communal plants and if this could be added to the existing GM contract. Agreed to refer to Estate Services team to establish if watering could be added to the existing contract.</p>

<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p>AOB</p> <p>US expressed concerns with the service charge increase and commented that it was unfair. She also received a letter regarding new services which she made contact as per the instruction on the letter but had yet to hear back. Requested copy of letter is provided to NHL, AA to look into and update US.</p> <p>GM commented on the development of the board members to ensure it is representative of tenures across Acton Gardens.</p>
<p>5.0</p> <p>5.1</p>	<p>Date of Next Meeting</p> <p>Next meeting to be scheduled in June 2024. GM will check Board calendar and confirm date.</p>