

MINUTES OF MEETING

Title of Meeting	Island Homes Capital Works Programme Consultative Group Meeting
Date	3rd September 2009
Time	4.30pm
Venue	Island Homes, Barkantine Hall
Meeting Number	4
Attendees	Maggie Philips (MP) – St John’s Estate Representative Jenny Fisher (JF) – Samuda Estate Representative Fred Quatromimi (FQ) – Barkantine Estate Representative David Ledbetter (DL) - Kingsbridge Estate Representative Mary Graham (MG) – Your Shout Christine Foley (CF) – Island Homes Alice Traill (AT) – One Housing Group Shaun Phidd (SP) - One Housing Group Matthew Woodside (MW) – Farrer Huxley John Gristey (JG) – Mulalley Construction Julie Costelloe (JC) – Mulalley Construction Stuart Wigley (SW) – Baily Garner Paul Marsh (PM) - Developing Projects
Apologies	Shofiquil Islam – Bengali Welfare Organisation
Distribution of Minutes	Those Present + Apologies + Mike Brookes
Documents Provided	Your Shout – Draft Newsletter for September 2009 Your Shout – Hardcopy of the feedback report to TRA chairs Mulalley – Draft Resident’s Handbook
Purpose of Meeting	Meeting to discuss / review update on project progress with the delivery of the external works and landscape works.

Item	Minute	Action	By Date
1.0	Introductions		
1.1	All gave introduction	Note	-
2.0	Feedback on the Consultation Exercise		
2.1	MG gave feedback from consultation report on the consultation exercise	Note	-
2.2	The consultation exercise focused on aspects of the design:	Note	-
-	<i>Dogs Walking Areas – General proposals</i>	-	-
-	<i>Seating – General proposals</i>	-	-

-	<i>Play Areas – Proposals specific to each estate</i>	-	-
2.3	The fun-day events were well attended by residents across all estates	Note	-
2.4	Following the fun-days, the consultation team met with residents to discuss proposals, whilst hand delivering questionnaires (with free post for return)	Note	-
2.5	All comments provided by residents are included in the feedback report	Note	-
2.6	MG provided a printed copy of the feedback report to the TRA chairs who had not yet received one by post.	Note	-
2.7	MP requested details of the environmental works proposals to St Johns Estate in a presentation from FHA to the St Johns Estate Group	FHA	30.09.09
2.8	PM advised, if estate groups wish to propose amendments to the environmental works design, then to ensure consultation is transparent, we require formal response by estate groups to provide audit trail of the process	Note	-
2.9	PM advised that we have limited time left to make amendments to the environmental works as we are programmed to submit planning application	Note	-
2.10	AT advised that the basic repair elements of the environmental works has been priced by the main contractor on a schedule of rates. The remaining 'nice to have' items to be confirmed by consultation with residents need to be fixed	Note	-
2.11	PM agreed that estate groups will have opportunity for FHA to provide a presentation to each group, however given limited time available formal feedback from each estate group must be sent to MG by the end of September	Note	-
2.12	All head of TRA groups agreed to provide comment to MG by end of Sept	TRA	30.09.09
2.13	MG agreed to collate TRA group comments & provide report to AT by 09.10.09	MG	09.10.09
3.0	Feedback from Consultation on Dog Walking Areas Proposals		
3.1	MG gave feedback from the consultation on dog walking area proposals	Note	-
3.2	MG noted that more than half of the feedback related to dog walking issues	Note	-
3.3	MG advised that most of the dog owners requested dog walking areas	Note	-
3.4	CF advised that there are discussions in place with Tower Hamlets regarding setting up areas with 'dog control'	Note	-
3.5	MP advised concern that there is lack of staff to control the dog walking areas	Note	-
3.6	JF advised that SELMO had areas on their estate that were designated for dogs, which were then de-designated with the transfer to Island Homes	Note	-
3.7	CF advised that Tower Hamlets will be taking the lead with this - they intend to attend the forthcoming fun day and advise residents on proposals.	Note	-
3.8	CF agreed to follow up with Tower Hamlets & inform TRAs of the proposals	CF	11.09.09
3.9	TRA heads agreed to discuss the designation & report back to Island Homes	TRA	30.09.09
4.0	Feedback from Consultation on Seating Proposals		
4.1	MG gave update on the feedback on the seating proposals	Note	-
4.2	MG advised feedback on seating raised concerns that this caused ASB issues	Note	-
4.3	MW advised that ASB is 'chicken & egg' problem – if people don't use the space, this can lead to it becoming a place with ASB issues	Note	-
4.4	MP advised that the St Johns resident groups are proposing to carry out redecoration / tidy up of the parks local to the estate	Note	-
4.5	JF advised concerns that the landscape proposals are not co-ordinated with Tower Hamlet proposals for green space areas	Note	-
4.6	MW agreed to look into the Tower Hamlet proposals for green space areas	MW	30.09.09

5.0	Feedback on St Johns Estate Env Works Proposals		
5.1	MG gave update on the feedback on St Johns env works proposals	Note	-
5.2	MG advised that the proposal for communal gardens was well received	Note	-
5.3	MP questioned the feedback as there is an allotment nearby	Note	-
5.4	MG advised large support 1 in 4 for community gardening out of 120 responses	Note	-
5.5	MP advised concern with rubbish being dumped in planting areas and asked if FHA could look at improving the area behind Finwhale House	MW	30.09.09
5.6	MP advised residents on St John's estate have ideas for environmental improvements for the areas outside Kingdon House, John McDonald & Finwhale House that they wish to propose to FHA	Note	-
5.7	MP agreed to arrange St John's estate group meeting to review the proposals with FHA and provide formal comments on proposals to MG by 30.09.09	MG	30.09.09
6.0	Feedback on Samuda Estate Env Works Proposals		
6.1	MG gave update on the feedback on Samuda env works proposals	Note	-
6.2	JF advised concerns with play areas within courtyards with elderly residents	Note	-
6.3	JF advised residents have community garden ideas that they wish to propose	Note	-
6.4	JF agreed to send to MW details of proposals for planting on Samuda Estate	JF	30.09.09
6.5	JF advised concern that in the past there have been occurrences on Samuda estate with children / teenagers climbing on the scaffolding	Note	-
6.6	JF agreed to arrange Samuda estate group meeting to review the proposals with FHA and provide formal comments on proposals to MG by 30.09.09	JF	30.09.09
7.0	Feedback on Barkantine Estate Env Works Proposals		
7.1	FQ advised that the environmental works proposals are going to be a waste of money with the Barkantine Estate	Note	-
7.2	FQ advised that there is a small playground used by mothers who visit the housing office – often leaving one mother in charge of a group of children	Note	-
7.3	FQ agreed to arrange Barkantine estate group meeting to review the proposals with FHA and provide formal comments on proposals to MG by 30.09.09	FQ	30.09.09
8.0	Feedback on Kingsbridge Estate Env Works Proposals		
8.1	DL advised that the environmental works proposals for the Kingsbridge estate is inadequate and doesn't work	Note	-
8.2	DL agreed to arrange Kingsbridge estate group meeting to review proposals with FHA and provide formal comments on proposals to MG by 30.09.09	DL	30.09.09
9.0	TRA Feedback on the Consultation		
9.1	PM concluded - all head of TRA groups have agreed to provide formal written comments on the environmental works proposals from each estate group to MG of Your Shout by 30 th September.	TRA	30.09.09
9.2	PM confirmed that the TRA groups could use FHA to attend a meeting with each of the TRA groups to explain environmental works proposals	MW	30.09.09
9.3	MG agreed to co-ordinate the collation of the feedback from TRA groups and send report to OHG by 09.10.09	MG	09.10.09

10.0	Update on the Major Works Programme		
10.1	SW gave an update on progress with the procurement process	Note	-
10.2	MP advised concern that the recent Section 20 consultation letters did not contain details of the RTV rateable value	Note	-
10.3	AT agreed to pass this comment on to Matthew Sage (AD Leaseholder Services) at OHG	AT	TBC
10.4	MP advised that she has not received copy of the site compounds proposals.	Note	-
10.5	MG confirmed copy was posted and agreed to resend copy to MP	MG	11.09.09
10.6	SW continued update on planning permission & appointment of clerk of works	Note	-
10.7	JF advised the following concerns:	Note	-
-	<i>From leaseholders view there has been a lack of consultation on the works</i>	-	-
-	<i>Works are being done to elements that are still within the warrantee period</i>	-	-
-	<i>The D&B contract is not an efficient form of contract</i>	-	-
-	<i>There is lack of consultation with tenants & restricted choice</i>	-	-
10.8	AT gave response to concerns raised:	Note	-
-	<i>Consultation has been carried out with resident via newsletters, questionnaires, fun-days, project website and door to door by the consultation team</i>	Note	-
-	<i>Re-charging of items covered under the warranty is still being looked into and we (Island Homes) are trying to recover the warranties that were lost.</i>	Note	-
-	<i>The D&B contract is tried and tested form of contract and in this case has been used to help manage the risk with the tender total</i>	Note	-
-	<i>Estate groups have been consulted widely including tenants and provided with opportunity to comment on the proposals, choice will be offered where possible</i>	Note	-
11.0	Lessons Learnt With Mulalley		
11.1	MG gave explanation of purpose of this part of the meeting to review / discuss the lessons learnt from experience with the phase 1 internal works	Note	-
11.2	The head of the TRAs were invited to comment:	Note	-
-	<i>DL advised concern that all staff on site need to wear high-vis jackets</i>	-	-
-	<i>MP advised concern with scaffolding in use and minimised where possible</i>	-	-
-	<i>JF reiterated earlier concern with regard to safety and the placing of scaffolding and the risk / danger with young people climbing on the scaffolding</i>	-	-
-	<i>JF advised that experience to date, there is no confidence & concern with use of materials being provided that are lower specification than they should be</i>	-	-
-	<i>JF advised concern that consultation is on block by block that there will also need to consultation carried out on an estate by estate basis</i>	-	-
11.3	JG gave response to concerns raised:	Note	-
-	<i>All staff will wear high-vis jackets - operatives wear yellow, managers will wear orange and waste monitors wear green. All staff will wear the blue hardhats</i>	-	-
-	<i>The use of scaffolding will be minimised where possible, site monitors are used to ensure the sites are left safe and tidy at the end of each day</i>	-	-
-	<i>There will be an independent company appointed directly to island Homes to provide clerk of works services who will monitor and report on quality</i>	-	-
-	<i>RLO consultation will be carried out on estate by estate, then on a block by block basis, there will be one to one meetings with the head of the TRAs</i>	-	-
-	<i>JG advised that there will also be an inventory of the works provided on the project website, this will also provide an update on progress with the works</i>	-	-

11.4	JG gave overview of proposed layout for site accommodation / compounds and advised that a traffic management plan is due to be issued shortly	Note	-
11.5	JC gave overview of the proposals for RLO consultation to inform residents of proposed scope and programme for the construction works:	Note	-
-	<i>A draft copy of Mulalley resident's handbook was issued to all in the meeting</i>	-	-
-	<i>All residents will be sent a copy of the residents handbook – The handbook will provide details of the Mulalley team together with contact phone numbers</i>	-	-
-	<i>RLO consultation will be carried out on estate by estate, then on a block by block basis, there will also be one to one meetings with the head of the TRAs</i>	-	-
-	<i>The RLO consultation sessions will be public meetings to provide residents with details of proposed scope and works and programme for the works</i>	-	-
-	<i>A dedicated RLO team will be available on each estate to deal with queries or concerns on a day to day basis throughout the project</i>	-	-
-	<i>If resident prefer to make a complaint indirectly then this can be done on the website or by calling the telephone number in the handbook</i>	-	-
-	<i>Newsletters will be issued to resident on a monthly or quarterly basis and the frequency of the newsletters can be agreed with the residents & TRAs</i>	-	-
-	<i>Refuge spaces will be provided on each of the estates for residents who are unduly effected by noise etc during the construction works</i>	-	-
-	<i>There will be a website for residents to monitor progress of the works</i>	-	-
-	<i>Breaches of behaviour (under considerate contractor guidelines) by operatives will not be tolerated – this will be dealt with immediately with removal from site</i>	-	-
12.0	Draft Newsletter		
12.1	Mary gave out copy of the proposed newsletter and asked for comment	-	-
12.2	All TRA chairs agreed to provide comment by end of following week	ALL	11.09.09
13.0	Any Other Business		
13.1	SP agreed to collect the contact details of all head of TRAs to send to JG and	SP	11.09.09
13.2	JC agreed to make arrangements for the RLO consultation sessions	JC	30.09.09
14.0	Next Meeting		
14.1	Next meeting TBC	-	-