

Meeting action minutes

Meeting	Leaseholders Action Group		
Attendees	Muriel Briault, David Croydon, James Corbett, Tony Worsfold, Rosemary Johnson, Simon Rogers, Graham Dawes Staff: Keely McDonald, Dave Arthur, Glyn Huelin, John Currell Observers: Norah Meany		
Apologies	Martin Reid		
Meeting location	Hampshire Lodge	Produced by	Simon Rogers + BHCC
Date Time	16/01/2017	Minutes completed on	7/02/17

Section 1 – Update on actions from previous meeting

	Description
1	Invite Theresa Youngman to discuss quality assurance – Complete for Feb Meeting
2	Invite John Currell to discuss identifying and planning major works projects - Complete
3	Changes to be made to Terms Of Reference - Complete
4	Post agreed previous minutes online - Complete
5	Provide council IT Code of Conduct for review - Complete
6	KM to lead on independent leaseholder Facebook group - Complete

Section 2 – Agenda items, agreements and future action

Agenda item 3 Asset Management Discussion with John Currell	
Agreement / Decision	<p>The meeting commenced with a presentation by John Currell, BHCC Asset Manager. A copy of the Housing Asset Management Strategy 2016-2020 (HAMS) was circulated, and JC gave a summary. The HAMS were approved by the Council after referral to relevant committees in April 2016.</p> <p>Questions from Leaseholders:</p> <ol style="list-style-type: none"> How is scope of HAMS decided? Repairs history and dates are reviewed, M&E records are also reviewed and obsolete or non-serviceable equipment identified for replacement. Meetings with residents, estate walk-around. Value for money criteria is applied by BHCC QS to decide if repair or replacement in capital programme is best option. Are POD involved in HAMS process? POD are independent consultants, chartered surveyors. BHCC take account of their advice e.g. surveys etc. This only covers part of the capital programme, and excludes M&E, internal refurbishment. BHCC provide the brief for their services. For major works they are under

	<p>contract to Mears.</p> <p>3. Is BHCC satisfied with their work?</p> <p>So far BHCC have been satisfied. L/hs present then stated a number of concerns, including:</p> <ul style="list-style-type: none"> • Limited scope of surveys of existing fabric • Repair reports not being made available in spite of FOI requests • Warranty terms may not be being met either through faulty construction or maintenance, leading to premature failure or decay e.g EWl. BHCC are not pursuing complaints vigorously enough. <p>In response, GH stated that 'some products have not performed as expected' and BHCC are reviewing these.</p> <p>4. Are staff resources adequate to manage the current major works project, including BHCC, Mears and consultants?</p> <p>BHCC have increased staff; there are now 4 project managers, and an additional quantity surveyor, bringing total to 3. M&E team strengthened to deal with lifts, door entry system etc. These assets form part of internal audit, which will look at internal resources over next 12-18 months. Note that there will anyway be a reduction in capital spends towards 2020 when current Mears contract ends. BHCC apply a 'dynamic procurement system' to procurement of services including consultants.</p> <p>5. How are decisions made about global replacement of parts of buildings?</p> <p>Overhead and consequential costs e.g. access are taken into account as well as physical condition. In summary, BHCC rely on long experience as managers of housing stock.</p> <p>6. It was observed that there is a gap between theory and practice.</p> <p>There has been lack of documentation and BHCC have overridden independent surveys e.g of windows. LHs are not being given information which BHCC stated should be available. Concrete examples of disputes should be presented to BHCC for response LHs want same consideration given to BHCC tenants as is given to themselves</p> <p>7. Is BHCC really listening to Leaseholders?</p> <p>In summary, chair questioned if BHCC was really taking notice of LHs. JC replied that LHs need to turn complaints into evidence. Comments of meeting were noted, including the lack of response.</p>		
Action(s)	Arrange visit to Clarendon House at Chair's Request	By Who DC	Deadline
Agenda item 2 Previous Minutes			
Agreement / Decision	<p>The committee agreed the minutes of the meeting on 26 September 2016 to be a true reflection of what was discussed at the meeting.</p> <p>The committee agreed the minutes of the meeting on 7 November 2016 to be a true reflection of what was discussed at the meeting. (This was a member-only meeting which the council did not attend)</p> <p>Next Meeting will be between 7 and 9pm.</p>		

Action(s)	Items 3, 4 and 5 from 26 September 2016 Agenda have been deferred to this meeting. Theresa Youngman to be invited to 27 February Meeting. Terms Of Reference to state that quorum should read 'any four members', this is to include the chair. With this change the Terms Of Reference are agreed.	By Who KMD KMD KMD	Deadline
Agenda item 4 AGM Plan			
Agreement / Decision	AGM will be held on 1 April 2017 at 9:30am for a 10:00 start. It will finish at 13:00. Agenda as follows: Stalls (staff to agree content) – 45min Break – 15min Leaseholders Only Discussion – 90min Elections – 30min Elections for each of the Area Panels will be held at the first meeting after the Annual General Meeting. Vote taken to confirm staff attendance at leaseholders only discussion, majority agreed attendance in order to take minutes. Minutes will only be taken during this discussion and a record taken of election results. Minutes will be published on the council website. Venues suggested in order of priority: Hove Town Hall, Friends Meeting House, The Brighthelm Centre.		
Action(s)	Look into booking Hove Town Hall for AGM After update from DC, look into booking Friends Meeting House Chair to provide report and chair AGM Invite to be sent out by council and to include request that questions/items to be submitted to committee in advance of AGM	By Who MB KMD MB DA	Deadline
Agenda item 5 Leaseholder Survey			
Agreement / Decision	Deferred to next meeting		
Agenda item 6 Partnership Group Report Discussion			
Agreement / Decision	Deferred to next meeting		
Agenda item 7 AOB - None			

