**Thornhill House Tenants and Residents’ Association meeting notes.**

**Meeting date/time: Wednesday 3rd July 2013, 7.30pm**

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| **Item** | **Key points discussed** | **Action Required/** | **Lead** |  |
|  |  | **By when** |  |  |
| 1. New | The new committee were not disputed, and there were 16 residents present, making the | Lee to circulate | Lee |  |
| committee | meeting quorate, which was confirmed by Lee McDermott from LBI. Additionally, | constitution to |  |  |
|  | Jacqueline, Claudia and Cas stood as committee members. | committee members for |  |  |
|  | The new committee is therefore: | signing. | Ray |  |
|  | Ray to obtain the |  |
|  | Chair – Penny |  |  |
|  | Secretary – James | paperwork for adding |  |  |
|  | Treasurer – Ray | Penny as a signatory |  |  |
|  | Bookings and H&S – Colleen | and removing the |  |  |
|  | Area planning rep – Anu | previous signatories |  |  |
|  | Committee members – Mike, Rita, Sharon, Jacqueline, Claudia, Cas. | from the account. By |  |  |
|  | Andy expressed an interest in joining the committee but due to other commitments could | next meeting. |  |  |
|  |  |  |  |
|  | not right now and may join at a later date as a co-opted member. |  |  |  |
|  | Ray suggested that committee members could attend area planning meetings with Anu so |  |  |  |
|  | we had as much representation as possible. |  |  |  |
|  | Lee explained that as planning proposals are now managed differently, the area planning |  |  |  |
|  | rep role has less influence than it did and that proposals brought to the area planning |  |  |  |
|  | meetings were taken under advisement rather than discussed and decided in the |  |  |  |
|  | meetings. |  |  |  |
|  | Ray explained the steps needed for new officers to become signatories on the Association |  |  |  |
|  | bank account held by RBS. Lee clarified that at least two signatories were needed and |  |  |  |
|  | they could not be members of the same household. Penny offered to become a signatory |  |  |  |
|  | as chair. |  |  |  |
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| 2. Disseminatio | Wide agreement that use of a firemans override key was inappropriate for access to the |
| n of | stairwells to give out info from the Association. |
| information | Penny asked that the community room binshed (disused) be cleared out and a pigeonhole |
|  | installed so that information can be left for committee members to collect and deliver in |
|  | their respective blocks. Lee agreed to look into this. |
|  | Committee members volunteered to deliver to their blocks: |
|  | Offord road block – Penny |
|  | Thornhill Road / Offord Road end – Sharon |
|  | Thornhill Road middle block – James |
|  | Thornhill Road / Barnsbury Park block – Jacqueline |
|  | Barnsbury Park Block – Andy |
|  | Cas pointed out that the door to the binshed had been kicked in and needed repair. |
|  | Claudia expressed concern about drugs use in the binshed. Lee agreed to arrange for the |
|  | door to be repaired. |
|  | A suggestion box had been discussed last meeting for residents to leave messages for the |
|  | RA if they did not have access to email. James had found a suggestion box for £23 and |
|  | there was agreement that this would be installed on the wall in the covered area outside |
|  | the community room. Lee confirmed that attaching it to the wall would not be objected to |
|  | by LBI. Agreement that all neighbours need to know where the box is. Ray to reimburse |
|  | James by cheque for the box. |
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| Community room | Lee |
| binshed cleared, door |  |
| repaired and pigeonhole |  |
| installed. By next |  |
| meeting. |  |

James

“Suggestion box” to be installed as described. By next meeting.

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| 3. Managing | **Gate** |
| access to | Andy raised concerns that the gate was left open during the day and this had security/ |
| communal | safety implications for children using the garden/courtyard. |
| spaces | Suggestion of wrapping the chain around the gate so as to appear locked. |
|  | Suggestion of purchasing a new lock with a FB override on it. Lee pointed out that FB |
|  | keys were v easy to obtain. |
|  | Penny explained that Harvey (flat #?) had purchased the gate lock in the first place and |
|  | had made arrangements with some neighbours to have keys cut for access with bikes. |
|  | Penny suggested getting a key cut for Andy agreed to contact Harvey and ask that |
|  | keyholders take more care to lock the gate behind them. |
|  | It was unclear whether the gate needs to remain open during working hours for access by |
|  | estates services etc. There was some discussion around which services and contractors |
|  | needed access to the courtyard/garden, and how this could be managed. Lee explained |
|  | that the gate onto the garden was quite rare for estates and that contractors should be |
|  | signing into the LBI offices to collect fobs if they needed acces, but he would liaise with |
|  | estates services to confirm the situation. |
|  | Mike pointed out that if the gate security wasn’t managed it made a mockery of having |
|  | installed new expensive fob access doors in the first place. |

**Bikeshed**

Penny suggested a 25p/week charge for using the bikeshed with the code on the door being changed annually. After discussion, it was agreed that this could be introduced at the start of October with an annual fee of £10 to be paid by residents using the shed to store their bikes in.

There was concern that there isn’t enough room for everyone to store their bike if they had one. Lee pointed out that a finite resource should be managed on a first come first serve basis. Andy offered to make a wooden ramp to create a split level and double the space if needed.

The question was raised of what to do with other items stored in the shed. Agreement that as it was a community resource that BBQ and gardening equipment should stay there (Andy suggested marking the equipment so we know what belongs to the association). Other items that are unclaimed after 1st October to be considered abandoned and could be disposed of / sold by the Association.

Some further discussion required but there was general consensus to put up a sign on the door explaining that the code would change on 1st October. James added that if the code was charged for there would be less instances of people just handing it out.

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| Penny to investigate | Penny |
| getting a gate key cut |  |
| for Andy and to speak to |  |
| Harvey re. reminding |  |
| keyholders to lock the |  |
| gate after themselves. |  |
| Lee to speak to estates | Lee |
| services re. access |  |
| requirements for |  |
| emergency services and |  |
| contractors. |  |

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| Neighbours using | All |
| bikeshed to be aware |  |
| that the code will |  |
| change on 1st October. |  |

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| 4. Gardening | Cas and Madeleine have been clearing some weeds in the garden, but LBI have now |
|  | stopped managing the garden entirely. |
|  | Penny suggested that we could either transfer responsibility for the garden from LBI to the |
|  | Association or run a separate gardening club and LBI would retain responsibility for |
|  | maintaining the garden. Lee explained that we would need a service level agreement with |
|  | LBI if we were to take responsibility (and funding) for maintaining the garden, which would |
|  | involve visits from a quality assurance checker. There was general agreement that this |
|  | would be a good way forward, and Lee agreed to investigate how much funding would be |
|  | available. We will also need to do an estate-wide consultation (through Lee) to ensure |
|  | that all residents have a say in the matter. |
|  | Lee asked for interested parties to form a gardening group to discuss the next steps. The |
|  | discussions could be circulated as a newsletter to other residents. Cas, Colleen, Claudia |
|  | and Ray volunteered. |
|  | Andy stated that the trees at the Barnsbury Park end of the garden block the light and |
|  | should be cut back or removed. Lee responded that there was probably a tree |
|  | preservation order in place and only limited pruning could be performed. Lee added that |
|  | there is no “right to light”. Mike pointed out that the trees also add to noise cancellation. |
|  | Mike stated that the previous committee were very anti-LBI and didn’t give them an |
|  | opportunity to manage the garden. |
|  | Anu summarised the agreed actions – Lee to investigate funding, gardening group to meet |
|  | and consult all, potentially to arrange a subcontractor to do a one-off clean-up after which |
|  | point we could manage the garden ourselves. |
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| Lee to find out how | Lee |  |
| much money is |  |  |
| available for gardening |  |  |
| and what the details are |  |  |
| for a service level |  |  |
| agreement. | Gardening |  |
| Cas, Colleen, Claudia, |  |
| group |  |
| Ray to meet to plan a |  |  |
| proposal for the |  |  |
| Association managing |  |  |
| the garden. |  |  |
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| 5. | Name of | James explained that Peter Cain had told him the name THTARA arose because it | Lee to set up email account | Lee |  |
|  | group | was the only name free for a website address. PC is also unwilling to hand over full | Colleen to investigate | Colleen |  |
|  |  | access to the website because of the time, effort and money invested in setting it up |  |
|  |  | himself, but could arrange for part of the site to be set up as a drop-box for files and | website |  |  |
|  |  | email addresses to be created for some committee members. There was |  |  |  |
|  |  | widespread agreement that we should start again with email/website rather than |  |  |  |
|  |  | have limited access to a resource owned and run by someone else. Colleen |  |  |  |
|  |  | volunteered to investigate a blog-based site using Weebly. Lee volunteered to open |  |  |  |
|  |  | an email account for the Association that would forward emails to committee |  |  |  |
|  |  | members. There was agreement that the group should be called **Thornhill House** |  |  |  |
|  |  | **Residents’ Association**. |  |  |  |
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| 6. | AOB | Cleaning | Lee to liaise with Reg Kelly | Lee |  |
|  |  | Cas explained that after Madeleine left the agency cleaner was great, but when they | ASAP re. caretaking and to |  |  |
|  |  | were replaced by Nathan the standard of work had dropped. There had been cat | perform spot checks over the |  |  |
|  |  | litter in her stairwell for weeks and she had taken to sweeping the stairwell for | next few weeks. |  |  |
|  |  | herself. She had put a note up asking for the stairwell to be swept but this had not | Lee to get update from Greg | Lee |  |
|  |  | been noticed. Lee explained that we should stop cleaning for ourselves so it would |  |
|  |  | be possible to see the condition the block was getting into. Lee will speak to | Liddlow re. aerials. In time |  |  |
|  |  | Nathan’s line manager and visit TH to perform spot checks. Lee also explained that | for next meeting. |  |  |
|  |  | mechanical timesaving devices has been introduced and that caretaking staff had |  |  |  |
|  |  | not been cut, so if anything the standard of cleanliness in the estates should be |  |  |  |
|  |  | improving. |  |  |  |
|  |  | Andy stated that Nathan had been on holiday for a week and this might be to blame |  |  |  |
|  |  | for the state of the stairwells. Cas replied that it was more than one week’s build-up |  |  |  |
|  |  | of work, and if Nathan was not covered by agency staff in his absence why are |  |  |  |
|  |  | residents still paying a service charge? |  |  |  |
|  |  | Aerial wires |  |  |  |
|  |  | Brian asked for an update about the TV aerials. |  |  |  |
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| 7. Next | Website and email feedback from Lee and Colleen | James to circulate minutes | James |
| meeting’s | Detailed plans re. bikeshed | and agenda for next meeting. |  |
| agenda/date | Gate access update from Penny |  |  |
|  | Report back from the gardening group |  |  |
|  | Feedback from Lee re. cleaning and aerials |  |  |
|  | Bank update from Penny and Ray |  |  |
|  | AOB |  |  |
|  | Date: 7th August 7.30-9pm |  |  |