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**Wellington Mills Housing Co-operative
General Meeting
Held on Thursday 30th September 2021 at 8:00pm, Oasis Auditorium**

Present: Charlotte Axelson (CA, incoming MC Chair), Alistair Crosby (AC, incoming MC vice Chair), Tim Prichard (TP, outgoing MC Chair), Frances Murphy (FM, MC Secretary), Sheila Smith (SS, incoming MC Assistant Secretary), Pam Dockerill (PD, MC member) Olivia Kaplan (OK, MC member) plus 26 other residents.

In attendance: Isaac Essuman (IE, Estate Manager), Roseline Mann (RM, WM Housing Officer), Lucy Sudbery (LS, Lambeth TMO Liaison Officer)

1. Apologies for Absence

Apologies were received from Kate Thompson (KT, MC Treasurer), Jean Bagnall (JB, MC member) plus 5 residents

2. Minutes of the General Meeting held on 12th February 2020

VOTE: Carole Donaghy proposed, and Margaret Pope seconded a motion to accept the minutes; the motion was passed by a show of hands.

Accept 22, Against 0, Abstain 0.

3. Estate Maintenance Works.

CA stated that T. Brown have been posting letters to some residents informing them of the requirement for an annual HIU service check. **IE** to contact T. Brown to request a schedule of HIU servicing.

Residents to contact IE confirming whether they have received a letter from T. Brown.

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Residents were encouraged to join the 3 monthly walkaround with IE to report any maintenance / minor repair issues. Alternatively maintenance issues can be reported via email to the office.

IE reported that there are no records of testing of the emergency lighting which was installed in March 2020. IE said he would begin monthly checks on the emergency lighting in October and report these to the MC.

In response to a residents question IE stated that Lambeth have confirmed in writing that they acknowledge and accept that IE will be performing the emergency lighting checks.

CA said that a clear chart setting out what work/maintenance items are Lambeth's responsibility, what are organised by the WM estate office and how to report these will be uploaded on the website. IE

4. CCTV Installation – garages versus whole estate quotes to be compared.

TP reminded residents that a survey regarding the installation of CCTV had been completed earlier in the year and generally feedback from residents was positive. Three quotes have subsequently been achieved, although further progress has halted due to the possibility of Lambeth contributing to the ongoing costs. Confirmation from Lambeth is awaited and will feed into the decision regarding the extent of CCTV coverage.

Resident queried privacy issues – TP ensured due diligence regarding compliance with data protection laws (GDPR and DPA) would be done.

Resident stated that the current CCTV outside the estate office should have signage IE to check legal requirement.

A resident suggested that a review of estate security should include looking at installing gates at the entrance to Mead Row by the police station. CA confirmed that this suggestion had been made by residents before. There was a brief discussion about where such a gate would be installed, and what permissions might be required. It was agreed that it would be looked at again in the context of the review of estate security project in the Business Plan. TP encouraged residents to get involved in the small working groups that would be looking at this and other projects included in the plan.

5. H&S Update.

CA explained to residents that Health and Safety had been reviewed by a number of MC members, audits were produced and the findings discussed with Lambeth. The result of this are changes to procedure to guarantee best practice. In addition the office will be reviewing the current contractors and updating the risk register.

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Resident enquired if we were compliant with H&S requirements – IE stated that Lambeth confirmed we are compliant with H&S; improvements are being implemented to ensure best practice.

Resident asked about RAM's (risk assessment method) – IE stated RAM are not required for each job, RAM can be done on an annual basis and reviewed if there's an incident.

CA stated that the H&S sub-committee requires a volunteer for each Oakey Lane block (MR and HC already have volunteers for each bloc) to look out for any H&S issues and reported back to the estate manager. The management committee will review the estate manager's reports on H&S at the MC meetings

CA confirmed Lambeth are responsible to manage the risk of Legionella and are currently on the estate sampling water in some of the flats.

6. Business Plan Update and Working Groups

AC acknowledged the delay to delivery of some of the shorter term projects in the business plan and that this will be discussed by the management committee. Residents were encouraged to join the Business Planning Working Groups as progress is dependent on volunteers.

Resident asked if new ideas can be proposed – AC confirmed that although the business plan was previously endorsed currently there is no money committed or signed off to particular projects. However, the Business Plan is very much a live, working document and new ideas are welcomed.

7. Major Works Bills

CA requested a timescale for the major works bills **LS** to confirm.

CA confirmed that actual service charge invoices for 2020-21 are due in October 2021. She stated that leaseholders' queries on the 2019-20 actual charges had not been resolved as responses to different individuals had differed greatly and there had been no explanation for the significant additional costs, some of which were clearly mistaken. She stated that a letter from the previous Chair on behalf of leaseholders had not received a substantive reply, and said she would write again, perhaps escalating to Director level and our local Councillor

CA suggested the introduction of a quarterly update on estate business to be added to the More Welly newsletter.

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8. AOB

Resident stated that the standard of cleaning on the estate appeared to be slipping; the floor to the high level deck access on Oakey Lane (odds) block is covered in marks, there are high level cobwebs on the stair wells, the area around the refuse chutes need to be cleaned regularly and the communal bins need to be disinfected.

Residents generally agreed that the current cleaner is very good but has too much to do - CA confirmed that the cleaning contract will be reviewed

Resident suggested that some of the cleaning equipment looked old – IE to check equipment supplied.

Resident expressed a concern regarding the branches of the trees on the lawn and how close they are to her windows – IE confirmed that Lambeth are responsible for tree pruning and the removal of the stump from the fallen willow tree. He has been in contact and they have recently confirmed that they will not be doing any pruning this winter.

CA suggested that Wellington Mills could perhaps get the trees pruned by their contractor. She asked Lambeth's representative, LS, if this would be permitted. LS said she did not think it would be a problem, but would check. LS to review if permission is possible.

Meeting finished at 9:05pm