

Minutes of a meeting of the Resident Steering Group for Alice Shepherd House & Oak House held on 24th June 2019 at the St Johns Community Centre

Residents Present:

Ashley Lowther – Alice Shepherd House
 Jane McGregor – Alice Shepherd House
 Nadia Mahmood – Alice Shepherd House
 Sharon Holmes – Oak House
 Darren Brown – Alice Shepherd House
 Trish Nyamunama – Alice Shepherd House

St Johns TRA Committee Members Present:

Jill Skeels – TRA Vice Chair
 Jackie Campbell – TRA Secretary
 Maureen Mallett – TRA Committee Member

Others Present:

Lee Page – Independent Resident Adviser – TPAS
 Mike Tyrrell – Residents Advocate

Apologies:

Alia Begum – Alice Shepherd House
 Salma Ahmed – Alice Shepherd House

1	Welcome & Introduction	
1.1	MT welcomed everyone to the meeting. The apologies that were given are noted above.	
1.2	It was noted that although the meeting was quorate there were still a number of members who were absent and haven't attended for a number of meetings. LP was asked to visit those who hadn't been attending to check if they wished to remain on the committee.	
2	Minutes of the Meeting held on 3rd June 2019	
2.1	The minutes of the meeting held on 29th April 2019 were approved as were the notes of the meeting on 3 rd June 2019.	
2.2	Given the low attendance levels there was a discussion on the quorum for the meeting. There was a proposal (from AL & seconded by JM) that the quorum should be reduced to 4 (currently 6). This was agreed.	
3	Matters Arising	
6.1	LP was requested to provide training on procurement and the process involved at	This on the agenda for the meeting.

	the next meeting of the RSG on 24 th June 2019.	
7.2	It was noted that this response was for the RSG only at this stage and that a FAQ sheet will be drafted for wider circulation which will set out responses in an easier to understand format for those not as involved in the project.	PH from OHG will be attending the meeting of 22nd July to talk to the response
8.2	AW was thanked for the work undertaken and addressed questions arising from the stated findings. There was some doubt as to the actual data on which the report is based and LP & MT were asked to undertake a 10% check on the raw data to ensure the accuracy of the findings. Both LP & MT have signed data sharing agreements with OHG so are able to do so.	<p>MT & LP confirmed that they had undertaken a 10% check of the responses to the survey. MT reported that he had found some errors and this had resulted in a 1% change to the figures to one of the questions. LP reported that the sample he checked had accorded with the survey findings.</p> <p>LP circulated the proposed design of the report back to tenants which would be in an A5 format.</p> <p>General view was that it was too 'glossy' and therefore unlikely to be read. LP was asked to raise the concerns with OHG.</p> <p>LP was asked to produce a 2 page explanation of the findings for the next meeting.</p> <p>The group felt that anything sent out should be personally addressed to residents</p>
9.1	LP sought clarification as to how often residents would wish to receive newsletters on the project as it moves forward. It was agreed that newsletters would be issued every 2 months with them alternating between the TRA and Tpas. They would not be more than 2 sides of A4.	MT circulated the draft of the latest TRA newsletter for comment. He was asked to make a minor change but otherwise newsletter was OK.

12.3	As part of the project the RSG would like to know the extent of overcrowding within the blocks	To be carried forward to the next meeting with OHG
12.4	Clarification was also sought as to the number of leaseholders in each block as the current figures supplied were thought to be wrong	OHG have confirmed the current leasehold numbers as being 3 in Oak House and 9 in Alice Shepherd House
4	Attendance	
4.1	Discussed under Matters Arising. It was confirmed that LP would visit those members not in attendance	LP
5	Introduction to the role of the ITA	
5.1	LP gave a brief presentation and circulated copies of the Tpas guide to the role of an ITA. He explained what could be expected from his work with the Steering Group and talked about the training that could be provided to ensure that the group played a full part in the project.	
5.2	LP agreed that a Project Plan was required and that he would raise this with OHG. There was a discussion on the various stages of the project and how long this might take	LP/OHG
5.3	A brief discussion was then had on the surveys being carried out by OHG and LP was asked to request updates from OHG on what had been carried out and for the final reports to be circulated to the group. He was also asked to obtain copies of any photos taken as part of the surveys for future newsletters to show the work being undertaken.	LP/LA
5.4	Residents mentioned that the noticeboards within the blocks had been cleared. It was accepted that the new management arrangements had changed but the clearance had also removed the cleaning schedules and these should be returned. It was also raised that the main doors to Alice Shepherd House had not been working for the past 2 weeks.	AW
6	Introduction to Procurement	
6.1	LP presented a brief paper setting out the meaning of procurement and the methods of procuring services used by OHG. It covered the differences between tenders and quotes and examined the meaning of a framework agreement which is the means by which OHG intend to secure the appointment of an architect for the options appraisal process.	

6.2	Concern was expressed over the intention to appoint from the framework agreement as residents had been under the impression that this would be an open tender process having decided against using the Mayor of London's panel. Following the discussion, it was agreed that LP would raise the concerns with OHG and that the agreement of the RSG to this appointment method would be dependent on the number of architectural practices who formed list in the framework agreement.	LP
6.3	LP was further asked to find out the length of the framework agreement, whether it was for the Options Appraisal process only and whether or not there was any choice in the use of the framework agreement?	LP
7	OHG response to residents questions	
7.1	It was noted that Paul Handley would be attending the next meeting and group members were asked to read the responses to the questions he had provided so that any questions they had could be asked at the meeting.	
8	Date of next meeting	
8.1	The date of the next meeting is 22 nd July 2019	
9	Any Other Business	
9.1	A query was raised regarding the group having access to legal advice which had previously been promised. LP to raise with OHG. MT said that this had been discussed with regard to any offer document which emerged from the project	LP
10	Meeting Close	
10.1	The meeting closed at 9pm.	