

**ESTATE MANAGEMENT BOARD  
LANCASTER WEST**

**Minutes of Meeting 2012**

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TITLE OF MEETING    Lancaster West Board Meeting – Open Meeting

Date:                            Tuesday 16<sup>th</sup> October 2012

Venue:                            EMB Rooms

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**Present:**

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|----------------------|--------------|
| 1. Robert Bryans     | EMB Chair    |
| 2. Hazel Burke       | Board member |
| 2. Ivis Wong         | Board Member |
| 3. Virginia Sang     | Board Member |
| 4. Christine Richer  | Board Member |
| 6. Edward Daffern    | Board Member |
| 7. Teresa DeFreitas  | Board Member |
| 8. Beinazir Lasharie | Board Member |
| 9. Maria E-Barbaza   | Board Member |

**Officers in  
Attendance**

- |                     |                         |
|---------------------|-------------------------|
| 10. Siobhan Rumble  | TMO                     |
| 11. Alasdair Manson | TMO                     |
| 12. Mark Anderson   | TMO                     |
| 13. Rupa Bhola      | TMO                     |
| 14. Cllr Blakeman   | Board member (Co-opted) |

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|-----|-----------------|-----------------|
| 15. | Paul Dunkerton  | TMO             |
| 13. | Gillian Tobin   | RBKC            |
| 14. | Roger Keane     | RBKC            |
| 15. | Sarah Tesaliike | RBKC            |
| 16. | Judith Blakeman | Co-opted Member |
| 17. | William Pascall | Co-opted Member |

- Apologies:**
- |     |                |                |
|-----|----------------|----------------|
| 18. | Bernard Shaw   | EMB Vice Chair |
| 19. | Dougal Steward | EMB Secretary  |

## 1.0 **Welcome and Apologies**

1.1 Introductions.

## 2.0 **Declaration of interest**

- 2.1 The use of 36 Baseline Unit was raised due to a complaint regarding its use, as RB has an interest he was asked to leave the room whilst members voted.
- 2.2 RK stated that following a complaint about the use of 36 Baseline, the complaint being that RB's daughter was using the unit to run a business, this was strongly denied by RB, however the unit was listed at companies house therefore an investigation by RBKC and the TMO took place, RB responded immediately and the companies house register was corrected immediately. RBKC and the TMO were satisfied with the outcome however the board were asked to make a decision as to whether they were happy with the way the matter had been dealt with between RBKC the TMO and RB. ED asked the board if they should meet separately to discuss as they had only just been informed however members agreed to vote and agreed the matter to be closed.

2.3 RK stated that it was down to the EMB members as to how the unit was managed and they needed to make sure they had a clear audit in place.

### 3.0 **Minutes of the last meeting**

3.1 The minutes of the last meeting were agreed.

### 4.0 **Matters Arising**

4.1 Cllr B asked who would volunteer under 6.2. AM stated the position would be that of an observer as there no vacancies on the TMO board. ED volunteered to observe. There was some discussion as to this space having a right to vote. AM stated he would confirm if there was a designated place on the board for an EMB member to vote.

4.2 VS asked if we are to do satisfaction surveys for the handyman why do we not do these for Morrison's (now Wilmot Dixon) MA confirmed sample surveys are carried out for contractors.

### 5.0 **Financial Report**

5.1 RB stated this was the half year report and budgets were in line with actual. The HRA invoices have now started to come in and there were no issues to report. RB confirmed they were in the process of drafting the 2013/14 budgets and will bring to the next meeting.

5.2 Cllr B pointed out the surplus in 4.4, RB confirmed this is the HRA budget, rent collected on Lancaster West. RB also stated that if Lancaster West under spend the surplus goes into the LW budget and there is currently 101k in there.

### 6.0 **TMO Update**

6.1 AM gave the update on the performance report.

### 7.0 **Treasury Report**

7.1 CR confirmed that the treasury have £16,948.00.

### 8.0 **Grenfell Tower Proposal**

8.1 VS stated that she did not understand the information that was distributed by RBKC and KALC. MA stated that this was not to do with Grenfell Tower however was happy to take the question. MA confirmed KALC are based on site and would be happy to meet with residents to discuss any issues they may have. MA will take this back to KALC.

8.2 RB said from the plan it raised an issue of the barrier running across the archway. MA stated the playground will be closed off but not the archway and there will be a walk through.

- 8.3 MA confirmed the application has been submitted, the planning committee will take place in December and if agreed the works will commence on site in February 2013. The works are scheduled to last approximately 12 months however there is lots of detail still to be discussed with residents.
- 8.4 Members raised the issue of fire safety, MA confirmed KALC do not impact on the Grenfell Tower.
- 8.5 Cllr B asked for an update on Verity Close, MA stated they were aware of issues of structure of windows, further to a survey recommendations were put to RBKC to agree to replace, this has been agreed and residents have been written to. The works are to be completed by March 2013.

9. **Gillian Tobin – Stock Investment/Regeneration**

- 9.1 GT introduced herself and wanted to make the EMB aware how RBKC are looking at investing in the whole of RBKC stock which LW is apart. GT stated that due to changes in government regarding the council being allowed to keep the monies from the rents collected they need to be looking at a 30 year plan and they are working with the TMO and looking at the options. This will show we need to put a lot of investment into our stock. They are currently getting independent advice. There are two consultants, Savills and Rand Associates, a report is due in a few weeks and the final report by Christmas. GT just wanted to make members aware of what is happening.
- 9.2 RB and Cllr B stated that they went through this same process before and wanted to know what happened to those reports.

10. **Any Other Business**

- 10.1 MA introduced PD project Manager for Grenfell Tower. CR asked if we could do introductions at the start of the meeting in future. All agreed.
- 10.2 RB stated that some residents felt that we were taking an aggressive approach to arrears recovery. SR explained that we will do all we can to help and support residents to sustain their tenancies however if the rent remains un paid we have to escalate as per the policy.

Agreed a correct record on .....

Chair of the Board.....  
The Lancaster West Management Association