

WESTMINSTER COMMUNITY HOMES LTD BOARD MINUTES

Thursday 27th May 2021 14.00-15.30

Via Microsoft Teams Meeting

Present -

James Green (JG) (Chair & Westminster City Council Nominated Board Member)

Dermot Moloney (DM) (Westminster City Council Nominated Board Member)

Thomas Harding (TH) (Westminster City Council Nominated Board Member)

Olivia Harris (OH) (Westminster City Council Nominated Board Member)

Apologies –

Cllr Susie Burbridge (SB)

In Attendance-

Steve Moore (SM) (Westminster Community Homes)

Hannah Callender (HC) (Westminster Community Homes)

Sophie Sheekey (SS) (Westminster Community Homes)

Gary Allen (GA) (Westminster) (Items 3 & 4 only)

Minutes- Sophie Sheekey

No.	Item	Action
1.	<p data-bbox="293 999 1101 1035">Introductions, Apologies and Declarations of Interest</p> <p data-bbox="293 1083 472 1119"><u>Declarations</u></p> <p data-bbox="293 1125 1166 1199">James Green (JG) is WCC Senior Development Manager and Westminster Builds Board Member.</p> <p data-bbox="293 1251 1284 1287">Tom Harding (TH) is WCC Head of Westminster Employment Service.</p> <p data-bbox="293 1339 1284 1413">Dermot Moloney (DM) is Programme Director for Infills at Westminster Council.</p> <p data-bbox="293 1465 1260 1539">Olivia Harris (OH) Director of Dolphin Living Ltd, DSF Developments Ltd, Westminster Property Association, Hoxton Regeneration Ltd.</p> <p data-bbox="293 1591 516 1627"><u>Apologies from:</u></p> <p data-bbox="293 1675 578 1711">Cllr Susie Burbridge</p>	
2.	Minutes and Action List of November Board Meeting	

	<p>haven't raise any concern as, so far. The Auditors are reviewing our ability to capitalise works in light of our programme to improve the safety and efficiency of the stock. This would have a significant impact on our ability to move to profit.</p> <p>OH would also like to know WCH view on property lease extensions. SM has raised that a number of properties are due to expire in less than 80 years, but following a discussion with WCC, it was decided that it could be beneficial to wait and find out whether the Govt proposals to change leasehold legislation could result in a more affordable way to increase the length of existing leases. SM to report back to Board once Govt legislative programme is better understood.</p>	SM
4.	Financial Regulations Report	
	<p><i>HC Presents</i></p> <p>This report was last updated in 2020 when the financial procedure changed, and we began to use Sage. There are still currently 3 Board members allocated as payment run approvers. There have been no further changes to the process. The Board are asked to note this item.</p> <p>Mandate form was slightly out of date which has been updated.</p> <p>OH had noticed some points of detail on the report and will provide these to SM on a separate email.</p>	OH
5.	CEX Update	
	<p><i>SM presents</i></p> <p>Revised Development Programme: Plan looks like going ahead. Cabinet member report has been accepted and we await clearance of legal implication prior to the report being sent out for formal approval. WCC have advised that they expect this to be sent out during the course of the next few days.</p> <p>Regeneration: Good progress being made at both Ebury and Church Street</p>	

	<p>Victoria Wharf phase 2: Piling has now finished and drainage being installed followed by the slab being installed. It is on programme at present to complete August 2022.</p> <p>581-587 Harrow Road: Planners have advised that they feel our 6 storey proposal is too high and would like to see this reduced to 5 storeys. SM asked the Board for their view about this as his instinct was to proceed with the higher scheme due to the size of neighbouring properties in the area. Application is expected to be ready to submit in 3-4 weeks. Two detailed pre-app's have been conducted already for this scheme. The Board agreed that this should go ahead with the approach that we look to maximise the development with the sixth floor.</p> <p>Recycled Funds: SM looking into recycling funds and will have a full report on this in the Board update report at the end of June</p> <p>Cottesloe House Disrepair Claim: MP Karen Buck has raised an issue with one of our tenants who had been living in poor conditions due to damp and mould as well as pest infestation. The own tenant's lifestyle was in part impacting on this and as a result we have had to move the tenant to a new property. Surveyors have access now to 8 Cottesloe House and will begin works to bring the property back to a liveable condition.</p> <p>OH pointed out that it could be worth bringing inspections forward from June 21st if it could help us to gauge the condition of other properties in the area; to prevent this happening again. SM confirmed that all units with the same design and layout were being prioritised for inspection</p> <p>Social Value Report: noted more detailed report to come to next Board meeting</p>	SM
<p>6.</p>	<p>2a Bravington Road W9 – Tender result and approval of successful contractor</p>	
	<p>A building firm have been awarded tender for works on Bravington Road. This development will include 3 new units fit for Shared Ownership. NSC Homes have been chosen due to their quote and the scoring of the tender submission DM queried whether we have knowledge of NFC and SM explained that Philip Panks Partnership</p>	

	<p>(PPP) had made their recommendation based upon working on recent schemes with them.</p> <p>Board approved NFC Homes appointment.</p>	
7.	Refresh Project	
	<p>Following advice from Devonshire's, it's been decided that the refresh project should be delayed, and Fire Risk Assessments brought forward to ensure that our stock meet fire regulations which have been made a priority.</p> <p>We will be starting with the fire safety element and FRA level 4. Costings for which will be provided by our FRA consultant in the next 10 days. WCC will be taking responsibility to change fire safety in WCC owned blocks but WCH are the Responsible Body for our eight standalone blocks</p> <p>Once this has been completed, and we are aware of the likely costs we will make proposals for the rest of the project.</p> <p>OH suggested that it would be beneficial, in advance of FRA, to do some desktop work around whether the our stand-alone-blocks are only brick-built or if they include any type of cladding. It's also worth checking balcony's and external materials used. OH will share her own experience of FRA with us for example.</p> <p>OH suggested that it would also be beneficial to produce cash flow and business plan for the refresh project on time for when the works begin.</p> <p>In Dec/Jan standalone buildings had their own FRA assessments and a listing of minor items were raised. These items have now been worked through by HM team.</p> <p>The FRA officer that worked on Leo Court willing to work on other stand-alone blocks.</p> <p>OH asked that WCH do not lose sight of the EPC works as they will be needed in order to meet the City Council overall carbon reduction target. SM confirmed that property surveys will be started soon in order to understand the scale of works and costs and EPC upgrades will be included in these surveys.</p> <p>SM will include the action plan in each Board Meeting until works are complete. We expect to have reports back from all 7 blocks by next Board meeting.</p>	<p>OH</p> <p>SM</p>

	<p>JG pointed out that some funding could be achieved for this project through contacting Anthony Jones. SM has spoken with Anthony Jones and Peter Armfield to discuss this and needs to provide specific details and a package of works to access some grant.</p> <p>Board approved the report</p>	SM
8.	Key Performance Indicators – End of Year Position 2020/21	
	<p><i>HC Presents</i></p> <p>Appendix A – KPI 1 – Figures from our tenant survey results were put on hold due to lack of response throughout Covid. We expect to resume this survey this Summer and will hope to include findings in the forthcoming Board Meeting; either September or December.</p> <p>Housing management end of year position and gas and smoke detectors 100%</p> <p>Repairs completed on time – Majority or repairs that didn't meet target dates were non-emergency and put on hold either due to Covid or tenants shielding</p> <p>Tenancy checks have been put on hold. 3 year checks and emergency checks are being conducted by HM team. A third of stock being checked has put on hold due to Covid should start again June.</p> <p>Arrears – IMR 5 year scheme level of arrears 1.4% arrears at the end of the financial year. Due to one tenant out of 89 who has high arrears and now has a payment plan in place.</p> <p>IMR 3 year scheme – High arrears of 30.4% (£6,070) because of two tenants out of 23 have arrears. Both have been served with NOSP and court action will be taken ASAP.</p> <p>Assured – 25.19% arrears includes HB, UC and this figure has reduced 8.4% since Feb. There are 28 rent accounts with “true” arrears (excluding HB and UC pending cases) totalling £20,431 NOSP have been served once tenant's arrears exceed 6 weeks. Eviction notice periods will be reduced to 4 months from next week, which should help to reduce.</p>	

	<p>Target Development – Acquisitions target was 8 but only 7 were completed by the end of the financial year.</p> <p>New dev completions – 8 Units at Tollgate Gardens completed in Summer. Ladbroke Grove VW2 phase 2 Now on site with good progress being made</p> <p>Finance report – GA has confirmed the deficit in financial report.</p>	
9.	Forward Meeting Plan	
	<p><i>HC presents</i></p> <p>Next meeting on Thursday 30th Sept. Business plan approval and annual general meeting and feedback to Board.</p> <p>The Board requested that the Business plan be moved to December and to include the Risk Register which will be reported to the March 2022 meeting.</p> <p>Cash flow to be included in report in end of June update to Board and included in all Board meetings going forward</p>	<p>SM/HC</p> <p>GA/SM</p>
	Next Meeting Date:	
	<p>Thursday 30th September at City Hall Room to be confirmed</p>	

Minutes signed off:

WCH Chair

Date: