

# Contact Group Meeting (No.4)

## Boiler House, Angell Town

### Minutes

Tuesday 16 January 2018 3:30-5:00pm Venue: St John's Primary School, 85 Angell Road, Brixton, SW9 7HH	
<b>Chair</b>	Cllr Donatus Anyanwu (Chair) – <i>Cabinet Member, Lambeth Council</i>
<b>Attendees</b>	Rohini Anand-Pal – <i>Senior Policy &amp; Communications Officer, Lambeth Council</i> Pauline Foster – <i>Housing Development Team Manager, Lambeth Council</i> Rev Rosemarie Mallett – <i>Vicar, St. John's Angell Town &amp; Chair, St. John's Primary School Board</i> Claudette Jaggon – <i>St John's Church representative</i> Francis Hector – <i>Chair, Angell Town RMO</i> Margaret Ajanaku – <i>Acting Estate Director, Angell Town RMO</i> James Gregory – <i>Artelia</i> Elaine Lewis – <i>Property Manager, L&amp;Q Housing</i> Onomo Metitiri – <i>Area Housing Manager, Family Mosaic</i> Sara Nashnuh – <i>Housing Operations Manager, Notting Hill Housing</i> Davina Unuefa – <i>Housing Operations Manager, Notting Hill Housing</i>
<b>Apologies</b>	Cllr Matt Parr – <i>Councillor, Lambeth Council</i> Martin Clark – <i>Headteacher, St John's Primary School</i> Marcia Burke – <i>Business Manager, St. John's Primary School</i>
<b>Minutes</b>	Rohini Anand-Pal, L.B Lambeth
<b>1.</b>	<b>Welcome, Introduction / Apologies</b>
	<ul style="list-style-type: none"><li>Cllr Donatus welcomed all to the meeting in particular James Gregory from Artelia who is the appointed Employers Agent for the Council. Also, welcome Davina Unuefa from Notting Hill Housing who will be taking over Sara Nashnuh. Apologies noted above for those who were unable to attend the meeting.</li></ul>

<b>2.</b>	<b>Minutes of last meeting (14/11/17) and matters arising</b>		
<b>2.1</b>	<ul style="list-style-type: none"> <li>Point 2.7 – Block Representatives need to be identified by Housing Associations. The reps will be face to face contact with residents and cascade information from the contact group to the residents as well as bring back any comments. The contact group will meet with the reps at a convenient time (evening) and feedback information. The Housing Associations need four weeks to get the names of the reps to us (end of Feb)</li> </ul>		
<b>2.2</b>	<ul style="list-style-type: none"> <li>Point 2.8 – Need Terms of Reference for Block Representatives outlining roles and responsibilities</li> </ul>		
<b>2.3</b>	<ul style="list-style-type: none"> <li>Point 4.4 – Pauline to make contact with Marcia Burke at the school re any building matters during the process. Artelia are currently looking at ground conditions, oil leakage and so on.</li> </ul>		
<b>2.4</b>	<ul style="list-style-type: none"> <li>Point 5.4 – Circulate list of properties to contact group. Rohini has received these addresses but is still waiting on the address list from L&amp;Q. Once this is received they will be circulated to the contact group.</li> </ul>		
	<b>ACTION/S</b>	<b>LEAD</b>	<b>COMPLETION</b>
<b>2.5</b>	<b>Rohini to draft Terms of Reference for Block Representatives and a covering email and circulate to all for comments</b>	<b>RA-P</b>	<b>End of Jan / Early Feb</b>
<b>2.6</b>	<b>Housing Associations to send out email to all residents to recruit Block Representatives</b>	<b>L&amp;Q/ Family Mosaic/ Notting Hill Housing</b>	<b>End of Feb</b>
<b>2.7</b>	<b>Set up meeting with Contact Group and Block Representatives once we have the names and contact details</b>	<b>RA-P</b>	<b>To be confirmed</b>
<b>3.</b>	<b>Group Membership</b>		
<b>3.1</b>	Cllr Donatus re-iterated membership rules and the need for substitutes at the meetings if anyone is unable to attend.		
<b>3.2</b>	Rohini has completed the Terms of Reference for the contact group with the role of the chair and code of conduct added to it. To be circulated next week.		
	<b>ACTION/S</b>	<b>LEAD</b>	<b>COMPLETION</b>
<b>3.3</b>	<b>Rohini to circulate final version of the Contact Group Terms of Reference</b>	<b>RA-P</b>	<b>End of Jan</b>

<b>4.</b>	<b>Update on demolition timetable</b>		
<b>4.1</b>	<ul style="list-style-type: none"> <li>Pauline invited James Gregory from Artelia to come along and give an update to the group</li> </ul>		
<b>4.2</b>	<ul style="list-style-type: none"> <li>James informed the group that Artelia were pulling together survey information for tender preparation</li> <li>By Mid-March we are looking to start compiling the tender documentation</li> <li>We also need to start compiling a list of questions to ask the community</li> <li>James went through the indicative key milestone dates which are subject to change, the works will be split in three stages: <ul style="list-style-type: none"> <li>➤ Phase 1: Early-mid June early strip works</li> <li>➤ Phase 2: End of July (start of school holidays) main demolition works begin</li> <li>➤ Phase 3: Early-mid September landscape works start</li> </ul> </li> <li>The main works must coincide with the school summer holidays</li> <li>The site will be backfilled after the summer</li> <li>James to keep us informed of what we need to do at each stage of the process</li> </ul>		
<b>4.3</b>	<b>Effects on Key Stakeholders:</b>		
	<ul style="list-style-type: none"> <li>Need to consider aspects such as Health and Safety and walkways</li> <li>There are extra sensitivities with those in Fairfax House as the site is next door to them, we need to speak to the groups here separately</li> </ul>		
<b>4.4</b>	<b>Communication:</b>		
	<ul style="list-style-type: none"> <li>Need to ensure we inform residents of the process in advance of the planned works</li> <li>Need to ensure consistent messaging and communications are going out to all concerned</li> <li>RA-P stated the council should take the lead on communications and cascade down to the rest of the Contact Group to circulate for consistency</li> <li>Apart from the Block Reps, other methods of communication discussed were newsletters, web-site, feedback forms, email, face to face meetings, drop in sessions, text alerts</li> </ul>		
<b>4.5</b>	<b>Temporary use:</b>		
	<ul style="list-style-type: none"> <li>Though it is too early to consider a temporary use for the site once the boiler house is demolished, a brief discussion took place with James re the ground finish</li> <li>It is proposed and agreed by the group that the ground finish should be flexible to have a multi-purpose use in the future. It was agreed to keep it simple</li> </ul>		
	<b>ACTION/S</b>	<b>LEAD</b>	<b>COMPLETION</b>
<b>4.5</b>	<b>Pauline to contact Marcia Burke re any building matters during the process pm <a href="mailto:mburke9.208@lgflmail.org">mburke9.208@lgflmail.org</a></b>	<b>PF</b>	<b>Ongoing</b>
<b>4.6</b>	<b>James to send through information he needs from the group and also keep us informed of any major changes/developments</b>	<b>PF</b>	<b>Ongoing</b>
<b>5.</b>	<b>Next steps - summary</b>		
<b>5.1</b>	<ul style="list-style-type: none"> <li>Main points are above under section 4</li> <li>Pauline to continue to liaise with James re Building matters and inform the group of any developments</li> </ul>		

	<ul style="list-style-type: none"> <li>• Rohini to send out Terms of Reference for Block Representatives with covering email to recruit them</li> <li>• Rohini to send out final Terms of Reference for the Contact Group</li> <li>• Rohini to draft an update newsletter to all in Angell Town from Cllr Donatus for Mid-Feb</li> <li>• Once names have been received for the Block Representatives a meeting needs to be set up with them and the contact group</li> </ul>
<b>7.</b>	<b>Any other business</b>
7.1	<ul style="list-style-type: none"> <li>• None was discussed</li> </ul>
<b>8.</b>	<b>Date and time of next meeting / future meetings for 2018</b>
8.1	<ul style="list-style-type: none"> <li>• All meetings to be held at St John's Primary School, Angell Town at 3:30-5pm</li> <li>• <b>Next meeting:</b> Tuesday 13 March</li> <li>• <b>Future meetings:</b> Tuesday 22 May July TBC Sept TBC Nov TBC</li> </ul>