

Minutes of the Pike Close Residents' Steering Group Meeting

Held Monday 2nd October 2017 at Sundridge Working Men's Club, Bromley

Present: Neal Purvis (Open Communities – Chair), Nick Simons (Riverside), Rachel Cockerill (Riverside), Ephraim Maseya (Riverside). 17 residents from the Pike Close attended the meeting.

1. Introductions & Purpose of the Meeting:

NS welcomed residents to the Pike Close Residents' Steering Group (RSG) meeting and provided an overview of the agenda.

2. Notes of the Last Meeting:

Previous meeting minutes were agreed as being a true record.

3. Outline Programme October 2017-July 2018

- a) Noted that Riverside's priorities from October to December 2017 are to;
 - Agree Terms of Reference for the Residents' Steering Group
 - Agree the process and timetable for recruitment of the Independent Tenants' Advisor (ITA) and to start the process
 - Agree and circulate the Residents charter
- b) Noted that Riverside's priorities from January to March 2018 are to;
 - Agree appointment of ITA
 - ITA to deliver training to RSG
 - Appoint contractor/developer for the delivery of the new estate
 - Riverside & contractor/developer to start design work for a planning application for the new estate
 - Riverside & contractor to arrange visit to an estate to show design options
- c) Noted that Riverside's priorities from April to July 2018 are to;
 - Consult with residents on the proposed design and phasing of the new estate

4. Terms of Reference for Residents' Steering Group:

- a) Draft Terms of Reference were discussed and agreed by residents.
- b) Reference to the Tenants and Residents Association (TRA) to be removed on Page 1 as Pike Close does not have a TRA.
- c) A vote to elect a Chair and Vice Chair will be held at the next RSG meeting.

5. Process to choose an Independent Tenants' Advisor (ITA)

- a) An overview of the ITA brief and appointment timetable was given.
- b) RSG members were informed that the successful ITA will have experience of working on similar housing association estates across London and will submit bids based on their approach to completing key tasks set out within the brief.
- c) RSG members interested in being involved with the selection of the ITA will have the opportunity to do so. Further information on how RSG members can be involved will be provided once the ITA brief has been issued.
- d) Riverside RSG Code of Conduct to be circulated.

6. Any Other Business

- a) RSG members were keen to work with Riverside on the appointment of the ITA and the need for consistent and independent tenants' advice was welcomed.
- b) Residents were informed that estate wide Housing Need Survey letters will be issued in the next couple of weeks.
- c) The importance of the Housing Needs Survey was reinforced and residents were encouraged to make an appointment at a convenient time so that Riverside can gather information on residents' individual housing needs and rehousing requirements.
- d) Specific questions relating to property size, parking, garages/storage and open space will be addressed during the Housing Needs Survey process.

7. Date of Next Meeting

- a) The next meeting will be held at 7pm on Monday 20th November 2017 at St. Andrew's Church Hall, 134A Burnt Ash Lane.