

<p style="text-align: center;"><b>Kilburn Square Housing Cooperative: General Meeting held on 16th March 2017 at 7.30pm Community Hall of the Tower Block</b></p>	<p style="text-align: center;"><b>Actions</b></p>
<p><b>Present:</b> Margaret Von Stoll (MVS - Chair) Jennifer Welch (JW - Secretary) Antonio Messina (AM - Treasurer) Pauline Fell (PF - Member) Zaler Montana (ZM - Member) Martin Page (MP – Member) – arrived at 8:10pm Duan Siah (DS – Resident) Bob Stockwith (BS – Resident) Jide Lawal – (JL – Resident) Diane Ashby – (DA – Resident) Y Linch – (YL – Resident) A Smith – (AS – Resident) Catherine Mack – (CM – Resident) K Scannell - (KS – Resident) Yinka Cole (YC – Resident) Janet Degol (JD – Resident) F Khan (FK – Resident) Ian Von Stoll (IVS – Resident) Elorine Sergeant – (ES – Resident) Daniel Bugudi (DB – Resident) Patricia Hogan (PH – Resident) Mary Coughlan (MC – Resident) Ramona Jones (RJ – Resident) A Howard (AH – Resident) P Nakinala (PN – Resident) J Deenan (JD – Resident) Liz Kilbum (LK – Resident) Ervin Thomas (ET – Resident) Fatima Achach (FA – Resident) April McLaughlin (AM – Resident) A Khenda (AK – Resident) T Russell (TR – Resident) A Kiernan (AK – Resident)</p> <p><b>Apologies:</b> Hasan Mamood (HM – Resident)</p> <p><b>Absent:</b> Jennifer Williams (JWM – Estate Manager)</p> <p><b>Minute taker:</b> Kaoru Komaki (KK)</p>	

<p><b>1. Welcome from the Chair</b></p> <p>Margaret welcomed everyone to the meeting and thanked them for attending.</p>	
<p><b>2. Apologies</b></p> <p>JW received an email apology from HM.</p>	
<p><b>3. Conflict of Interest declarations</b></p> <p>No declarations of Conflict of Interest.</p>	
<p><b>4. Minutes of last General Meeting (18<sup>th</sup> December 2016)</b></p> <p>(a) Accuracy - none</p> <p>(b) Matters arising.</p> <p>PF asked about the parking policies on page 2.</p> <p>A resident said that there is still graffiti on the Argos wall on page 2.</p> <p>JW mentioned the entry gates and MVS asked everyone to check the doors and remove items being used to prop open doors around the entry gates for security purposes. MVS also urged everyone not to let in any strangers for security.</p> <p>PF stated that you cannot confront people and that there is nothing to close the entry gates.</p> <p>A resident mentioned the expenses of installing the security gates.</p> <p>MVS explained that the more leaseholders you have on the estate, the less money you get and that more money is generated from tenanted properties.</p> <p>(c) Minutes agreed by PF and ZM.</p>	
<p><b>5. Treasurer's report</b></p> <p>AM said that as he is very new in the role, he will be liaising with JWM who will return from leave at the end of March. AM announced that the budget will be reduced by 5% and that this is an estimated target.</p> <p>By 2020 the MMA allowance will be reduced so we need to find ways of making money such as by renting out the Community Hall.</p> <p>MVS added that the road surfacing must be done and the security gates must be paid for.</p> <p>A resident asked if the parking is a main way of making money and JW responded that parking is not a great revenue but that the Council</p>	

<p>Wanted to be more in line with the rest of Brent so the parking policy was introduced.                  The money from parking goes to Wing and some of it is returned to the Co-op.                  The staff costs are to be increased by 1% and the bank accounts for MMA and the social fund must be separated.                  AM will provide a more detailed report once he has spoken with JWM.                  MVS added that we need to change the format of the budget and focus on Governance and Finance. She stated that the accounts are quite healthy and the final accounts will be submitted at the Annual General Meeting in September.</p>	<p>AM</p>
<p><b>6. Parking – Update</b></p> <p>MVS stated that she hopes that everyone has given their car details to Wing. A resident car permit costs £30 per year, a business user’s permit costs £20 and a visitor’s permit costs £20 per book of 12. Wing charges £20 with Wing keeping £10 and the Co-op keeping the difference.                  MVS reminded everyone that there are no guaranteed parking spaces on the estate. A resident asked what happens if a family has 3 cars when only 1 permit is allowed per tenancy and stated that there are free spaces which are left unused. MVS responded that the policy is 1 parking space per household and that additional cars must be parked on the streets. ET asked about doctors and carers who need to attend to residents and MVS replied that they must use visitors’ permits and that there is a 30- minute grace period for deliveries, etc.</p> <p>JW stated that that consultation sheets were sent out to every residence and that these comments could have been given in the survey which was circulated in January/February.</p> <p>MVS reminded everyone that motorbikes must be registered with Wing as well. She urged people to register their details by the end of March. Residents can register online or post their applications with proof of ownership and proof of MOT and there will be a 2% surcharge for credit card payments. The system will go live online on 17<sup>th</sup> March and you can apply for your permit. More information is available from the office and the terms and conditions that were delivered to every property.                  ET asked if there was signage and JW replied that it is the same parking enforcement company currently in use and the same signage displayed as before. He also asked about whether there will be an appeals process for those unhappy with the terms and conditions.                  MVS declared that the charges for permits of £30 per car and £20 per visitors will be reviewed. She also added that garage prices will increase to £17 per week for leaseholders and £12 per week for tenants.                  A resident asked about parking for transit vans and MVS responded that if the vehicle does not overhang from the parking space then they can use a car permit. JW added that vehicles are to fit within a bay and are not to overhang onto pavement areas.                  A resident noted that there aren’t any disabled spaces or doctors’ spaces</p>	<p>MVS</p>

<p>and stated some people are elderly or have regular carers and asked why they needed to pay for visitors' permits for them. MVS said the policy will be reviewed. Another resident added that there should be spaces for emergency services such as paramedics.</p>	
<p><b>7. External works</b></p> <p>The scaffolding is coming down. There are still major problems with the Low Rise. JWM had to inspect the roofs, there had been floods in Varley House and leaking in many flats with damage to kitchens and bathrooms. MVS announced that cameras will be put up so that the roofs can be monitored and that the flooding was caused by the rubble that Wates had left previously. Outstanding works must be registered with Wates, who are the managing subcontractors and it has been noted that the communication from them has been abysmal. MVS stressed that the people in the Low Rise have had a horrible experience such as cracks in the ceilings and cracked windows. A resident mentioned that Marlon, the new Liaison officer is friendly and competent.</p>	
<p><b>8. Anti-social behaviour (ASB)</b></p> <p>MVS reported that 40 to 50 schoolchildren had been on the estate this afternoon screaming and shouting and more people joined them on Victoria Road. There had been similar problems with loiterers in the low rise particularly in Varley and Rathbone on the Victoria Road side. The police are aware of the problems and are requesting to put in CCTV cameras on Kilburn High Road. MVS encouraged everyone to report any ASB to the police as the more people do so, the more effective the complaints will be and the sooner action will be taken to resolve the issue. MVS thinks that they need a dispersal zone. JW thinks that they need an estate patrol for out of hours as a dispersal zone only pushes them towards our estate.</p> <p>MVS said that people were congregating on the top floor of Rathbone House and that this has been going on for about a year. MVS added that only a few residents call the police if they see or hear untoward behavior. A resident queried about CCTV and its quality with regards to facial recognition of the people involved. JW stated that there are no wardens in Brent anymore but that there is an ASB team available at Brent Council but only during certain hours. ET suggested that outreach workers who could help speak to the youths with their behavior might help. JW stated that firstly the loiterers are not always youths and secondly people should not have to be told not to urinate outside peoples doors, to not set fire to property, to not smoke drugs in communal areas etc. MVS concluded that she receives callbacks and email updates from the police after her complaints.</p>	

<p><b>9. Management and Maintenance Agreement (MMA) - update</b></p> <p>MVS stated that we do not know how much funding will be cut by BHP in the negotiations as the figures given by BHP are in piecemeal. MVS explained that BHP did not want to meet with the Co-op's consultant Liz who is very experienced in these matters and agreements. MVS would like to have meaningful negotiations and when there are going to be reductions in funding, this should be evidence-based for example we would like to have proof of how this has been calculated. MVS added that we need the consultant to make sure we are on the right track and that we get all the allowances we are entitled to.</p>	
<p><b>10. Co-op members' attendance raffle (x3 prizes of £50)</b></p> <p>First winner is AY of Kilburn Square  Second winner is MD of Sandby House  Third winner is PN of Sandby House</p>	
<p><b>11. Any other business (AOB)</b></p> <p><u>Social Fund</u>  MVS asked everyone what events they would like to take place. A resident commented that the barbecues and the Halloween party were a great success.</p> <p><u>BHP</u>  MVS reminded everyone that the last day for consultation regarding whether to go back in-house or remain with BHP is Friday, 17<sup>th</sup> March and urged people to submit their comments by that date.</p> <p><u>Board membership</u>  MVS asked for people to volunteer as Board members as the co-operative currently has only 7 members. If this number falls to 6 members, then there is a real danger of the Co-op having to close.  JW will draft up a document providing more details about what it entails to be a Board member to encourage more people to join.</p> <p>No other business.</p>	

Meeting adjourned at 9.15pm

Minutes agreed by:

Agreed J. Welch (1)

Agreed P. Fell (2)

Chair's Signature Margaret Van Zon

Date 15 June 2017