

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 8th December at 7pm Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p>Present: James Lewis-Murphy (JLM- Chair) Isabel Sanchez (IS-Treasurer) Jennifer Welch (JW-Secretary) Denise Prieto (DP-Vice Chair) Patricia Hogan (PH- Board Member)</p> <p>Apologies: Rehanna Kwaja (RK- Board Member)</p> <p>Leaseholders group members (via zoom): Kate Doyle (KD- observing to join the board) Naomi Soetendorp (NS-observing to join the board)</p> <p>Not present:</p> <p>Reference made to: Yasmita Kotecha (YK- Finance/Admin Officer) Liz Michaels (LM- Community Consultant) Sarah Robbins- (SR- Senior Community Engagement Officer-Housing Delivery and Supply Team) Jennifer Williams (JWM- Estate Manager) Carolyn Downs- (CD- Chief Executive of Brent) Oscar Jackson- (OJ- External Partnerships Officer) Sonia Dalphinis- (SD- External Partnerships Manager) Hakeem Osinaike (HO- Director of Housing)</p> <p>Minute taker: Sarah Counihan-Sanchez (SCS)</p>	
<p>1) Welcome and apologies</p> <p>JLM welcomed board members for attending the meeting. JLM said that this would be a long meeting as there is a lot to get through. Apologies from RK. JLM said that as this is the 5th or 6th meeting that she has not attended, and so she will receive a letter stating that she will no longer be a committee member going forward.</p> <p>No conflicts of interest.</p>	
<p>2) Non-disclosure Agreement (NDA)</p> <p>All board members and minute taker in attendance signed a non-disclosure agreement. JLM made KT and NS aware that the board signed Non-disclosure</p>	

<p>agreements prior to the start of the meeting, which he said he would send them copies of, but that they did not need to sign one as they would not be party to the part of the meeting which required the signing of the NDA's.</p>	
<p>3) Minutes of the last meeting</p> <p>JLM explained the process of the minutes to KT and NS, and that they were always sent to board members prior to the meetings in order to give the board a chance to read the minutes and then raise any issues or queries that they had in relation to the minutes.</p> <p>i) 15th September- board meeting:</p> <p>No points were brought up for these meeting minutes.</p> <p>Minutes were admitted and agreed by JW and IS</p> <p>Signed by JLM, JW and IS.</p> <p>ii) 6th October- zoom meeting with Brent (TMO Briefing)</p> <p>DP said that she was concerned about Brent speaking about the colours and exterior about the tower block rather than focusing on the building and costs initially during these preliminary and planning stages. DP said this is bypassing the plans of what they are actually planning to do. DP said that the issues that should be in negotiation seem to be getting over jumped. JLM agreed with this point, and said that he brought this up to Brent. Brent said to JLM that they will be resending all information to households next week. Following this Brent said they will be starting with a 'clean state'.</p> <p>DP also said that if the estate is being doubled in size it is being doubled in problems and that there is no way to accommodate this. DP said the addition of five new blocks will create new alley ways and places for people to hide. DP also said that taking barriers away is making an open plan, when the barriers were there to deter people coming onto the estate.</p> <p>JLM said he will come back to these points further along in the meeting as they were not mentioned in the last meeting.</p> <p>Minutes were agreed by JW and IS.</p> <p>Signed by JLM, JW and IS.</p>	

<p>JLM explained to KT and NS that both sets of minutes would be sent to the office the next day, with them then being put onto the website within the next day or two. There are currently some technical issues that have delayed this.</p>	
<p>4) Accounts for the 31st March 2020</p> <p>JLM said that his information given by the NFTMO was different to the information given to DP. The accounts have been checked by office staff and managers. JLM thanked DP for bringing up her information to his attention. JLM has been assured by LM that the office staff and managers are the only people that need to check and sign the accounts off. They do not need to go to the AGM or GM. They just need to be presented.</p> <p>JLM said it is a matter of urgency that this is signed off.</p> <p>JLM said the co-op is looking healthy financially. Rent is up to date.</p> <p>JLM asked if there was anything board members would like to ask about the accounts. No one had any questions. IS has gone through the accounts with YK and JW. JLM went through them with JWM.</p> <p>JLM said that MB always does an exemplary and would like him to be the auditor again for next year.</p> <p>Accounts were signed by JLM, IS and JW.</p>	
<p>5) Financial report/s</p> <p>JLM and IS met with JWM via zoom last week to go through financials. No minutes were taken as it was an informal meeting, but details are provided in the cash forecasts.</p> <p>JLM said the co-op is under budget for spending this year. Staff costs are down slightly this year.</p> <p>JLM asked for any questions or queries. None brought up.</p> <p>JLM also said that the performance indicators look very good. The number of repairs reported and dealt with was 99%. 75% of target so far in the financial year with three months to go in the financial year.</p> <p>Financial reports have been read through and reported.</p>	

<p>6) Wing Parking (end of contract)</p> <p>The Co-op received an email from Wing Parking last week, informing the co-op that they are ending the co-op contract, with four months' notice. The contract was going to be renewed in April 2021.</p> <p>Wing said they were concentrating on consolidating their business to work solely with councils, and so are terminating the contract as it is a co-op.</p> <p>JLM said he would like to see the parking to be taken back in house, as it was dealt with in house before and this was done well, and so this could be done again, if the board is happy with this going forward. JLM said he would be happy for the board to obtain quotations to manage this. It was run in house successfully for years.</p> <p>JLM said that this could be taken to AGM level to see how residents on the estate feel about the direction, rather than just making a decision at board level.</p> <p>The Board has agreed that parking should be taken back in house, and will ask JWM to look into how this transition could be made easily.</p> <p>JLM said he likes the visitors' permits, but would run them slightly differently.</p>	
<p>7) General Meeting (due for the 12th December)</p> <p>General meeting was cancelled due to COVID restrictions and due to the size of the room. Brent informed JLM that no more than 8 could meet in the hall. Not 'covid secure'.</p>	
<p>8) Annual General Meeting (suggested for the 29th December)</p> <p>AGM is to be called for the 29th December. JLM said this has to be done with 14 days' notice. JLM said this should be done virtually rather than by paper. The logistics of this are currently being looked at. JLM said that this AGM is important to give residents notice and an opportunity to voice any concerns and ask any questions.</p> <p>JLM said once plans are finalized he will be in contact, and that the meeting will be advertised on the estate for residents to know how to access this meeting.</p> <p>JLM has asked Brent to provide the co-op with some TV screens so that the board can see the residents during the meeting.</p>	

9) New build and proposed new build/s

JLM said he received an email this evening at 5:47pm from Brent Council.
From SR- Housing delivery and supply team:

Dear Chair,

I write following your request for information and update. I am pleased to confirm that Kilburn Square Leaseholders will incur no additional charges in relation to the new redevelopment proposals for the Kilburn Square Estate for the following:

- *No new landscape proposals- including the proposal of the relocation of play equipment play area, pedestrian routes, and new proposed additional trees, proposed planting, including any new proposed enabling works for the new proposal of redevelopment of Kilburn Square.*

If you have any additional questions or would like more information, please do not hesitate to contact me.

Kind Regards,

Sarah Robbins.

DP asked what this meant for the Tower Block.

JLM said he would be happy to send this email on to the leaseholders group, and for the leaseholders group to contact SR regarding any further questions they have or details they would like. JLM will forward the email to NS in the leaseholders group to bring any further queries regarding lease holders charges to Brent.

DP said this email means very little at the moment and would like to have communication with Brent about this.

The above email from SR was sent to JLM after the offices at Brent were closed, and so JLM could not give Brent a phone call to discuss this email before this evening's meeting.

Fencing around the estate:

In a safer neighbourhood meeting held last week, Brent asked the Metropolitan Police on their view regarding the estate. Metropolitan Police stated that the estate was better exponentially after the fencing was put up around the estate, compared to before it was put up.

Therefore, Brent will not be taking down the secure fences around the estates.

JLM said he does not believe that Brent would build rat runs into the estate. DP said that with 5 new blocks, it would be impossible to not in turn create smaller walk ways, unless the fencing was taken away.

DP said the diagrams look as though the new builds will take up no space and will not minimize walking spaces. DP said that doubling the size of flats is going to double the issues on the estate and take up the footprint. DP said this problem is not just about leaseholders but about all residents as a whole. DP said she does not know how residents with children will feel when walking through smaller walk ways.

JLM said the new block on the corner of Brondesbury Road and Algernon Road that has nearly been completed has gained some green space on the estate.

JLM said he is not happy about 5 blocks going on to the estate. JLM wrote to Brent about this the day after his meeting with them. JLM said no one knows what is happening behind the scenes.

JLM said the tower block and low rise going by the clinic and Brondesbury road will not take up any more space than is already taken up the clinic and surrounding buildings that are already there.

DP said a bad job was made of South Kilburn's regeneration, and complaints are still made about this today, and that all works were shoddy. JLM said that LQ homes were responsible for the South Kilburn housing, but DP said they were commissioned by Brent. JLM has brought the work up in South Kilburn to Brent. DP said a survey should go out to South Kilburn residents about how happy they are with the work before any work is being done here. DP said the quality of life in South Kilburn has been compromised. DP also said that parking on this estate is being cut down when there is already not enough for existing residents. JLM said that currently on the estate only 70% of it is being used. JLM said that with all new buildings in Brent, parking spaces are not provided. DP it should this should be disagreed with, as Brent wanting to put everyone on bicycles is not going to work, and that some people need parking. DP asked where cars are going to go.

IS said whilst she doesn't agree with the tower block, she understands why a tower block has been proposed as it provides the largest number of units whilst taking up a small amount of space. IS said that there are thousands of people living in temporary accommodation, but that school spaces and GP services are not increasing to accommodate an increase of people in the area.

DP doesn't like the idea of a new tower block having cladding as it is not necessary. DP said that the current tower block was insulated two years ago and that it is a warm block, but JLM said that the wind howls through many dwellings of the tower block, with some residents having their heating on all the time.

JLM said IS's letter will be going to Brent about her concerns. JLM has also voiced concerns about these.

JLM said that he can only bring to Board what is told to him by Brent, and that only consultations are happening at the moment. DP said that if this was only a consultation, colour schemes would not be spoken about.

Major works have been delayed, and JLM said this has been the case for years. DP said the roof was meant to be done 15 years ago. DP said this has gone to ruin due to the pipe work and that Brent have not done any of the works they were meant to do in the last 15 years.

DP said she is worried about taking the brunt of 15 years of shoddy disinterest from Brent. JLM said that leaseholders should not have to take the brunt of this, but JLM said that he has been saying since he has been chair that a lease holder group should be set up. DP said there is one, and JLM said there is one now, but DP said NS has been on it for years. JLM said the last leaseholders meeting was in 2018. DP said that when trying to set this up there was no interest, which JLM agreed with. IS said it's disappointing that things have had to get to this stage for interest to be shown in becoming a board member of a lease holders group members. JLM said he has tried to get people to join the board for years and that at the last AGM, IS and JW had to stand outside and ask people to come in on their way home so that there was actually enough people in the meeting for it to go ahead. JLM said that apart from KD, no other residents have put their names forward to join the board.

JLM said it is easy for people on the outside to knock the board for not doing enough, when they don't know what is being done behind the scenes, and they do not get involved at board level with what is going on.

JLM also said that looking through the minutes, he has asked for a lease holder's group to be set up at least six times. DP said that when people have asked her for information she has tried to encourage them to join the board to get involved.

IS said that tensions have built, and she has been stopped over the last few weeks by residents asking for updates as to what is going on, but she has explained to them that she is unable to provide information due to a code of conduct. IS said that residents then respond feeling that they are not being told information out of choice, but IS has tried to say that information cannot be shared until things are discussed and approved at board level.

DP asked if the board authorized the letter from JLM to tenants that was sent out this morning regarding the information given to residents by the 'Save our Square' group, as she would have liked to add some points. JLM said that he has the right as chair to send information out without the board. DP said that she feels the letter implicates that it has been sent by the board due to the use of the word we, but JLM said he signed it at the bottom individually. JLM said this can be discussed further in AOB.

JLM sent a letter to Brent after the October board meeting.

In the email, JLM said that the major works for the tower block which the board were assured would begin in April 2020, and have not been started, JLM said it was unacceptable that tenants are living in properties that are substandard and do not meet decent home standards. JLM also said in the email that there are a number of vulnerable residents living in the block who are becoming increasingly frustrated at the state of their living conditions.

JLM said ill-fitting windows, a leaking roof, a link bridge which is leaking acid, and a front door on the block which is dangerous. All of which have been reported on numerous occasions both by email and during face to face meetings with Brent.

The new build on KSHC footprint, has been offered to the TMO as if it is a wonderful gift to manage within the TMO's portfolio. As well as additional allowances for the new build, it is very difficult to justify to both the board and tenants why the co-op should take on the management of this new build, when there is overcrowding in existing blocks and the co-op are not being offered any space in the new build.

(JLM said since this letter was sent some spaces have been offered).

JLM continued to in his email saying that council representatives have quoted the stay local byline, JLM said this is nonsense.

JLM said he understands the points system, but is he really to believe that none of the estate tenants qualify. How do Brent imagine the co-op are going to get on board with proposed developments on KSHC footprint, including the old NHS site and the nursery site, when there are so many outstanding works that need to be carried out on the existing properties?

The above points were sent in a letter to CD, but that she did not reply.

JLM received a letter from HO, who is the Operational Director of Housing. HO sent JLM's letter to CD back to JLM, saying that he is sorry JLM feels this way. HO said that JLM's points have been noted. Hakeem said that as JLM had mentioned, there had been a lot of staff changes within the team, and he would like to reassure JLM that Brent's focus has not been shifted.

HO said that the co-op were advised that major works would begin in April 2020, however upon inspections the major works in the tower block were more complicated than previously thought.

HO also said he had noted JLM's concerns regarding the 24 new units on site, and the costs that may ensue.

HO said he has been in contact with the finance department, and said he is happy to discuss this further, however thinks this is a conversation that should take place in person.

HO said that regarding concerns about the allocations of the new properties. HO explained that the new allocations policy allows existing tenants who live on the estate where Brent are building homes are already in housing need to be prioritized for the new homes.

However, JLM said that he knows that three residents on the estate have applied for the new units in the new build and have all been turned down, despite HO saying this would be allowed.

HO said he looked forward to JLM contacting him about meeting face to face. JLM replied and said he had no interest in meeting him face to face, and if Brent can't get them in order, he is not interested in platitudes.

JLM said he had a meeting with Brent and Network Homes at Brent's offices. Following this meeting, JLM called an Emergency Board Meeting, which was the 6th October.

Before this EGM, JLM wrote to Brent. JLM emphasized the need for the major works in the tower blocks. JLM said that during his time as chair, three different proposed dates have been given as to when the works were going to commence. JLM said that it was important to work on the current issues that residents are facing now, rather than how wonderful the estate will look in 5 years' time:

Dated 2nd October 2020

Dear all,

Before we meet on Monday, it's important to put a point across that I feel very strongly about.

I am excited that our estate is going to be improved by the proposed works and appreciate that you are involving us in the decision making process.

However it is important to note that first and foremost both myself, the KSHC board and management are primarily interested in the major works that need to be carried out on our existing stock, mainly the tower block. We currently have residents living in substandard accommodation and they have been promised time and again that the works will start, in my tenure as chair we have been given three start dates, none have come into fruition. This frankly is not good enough.

How can I look my residents in the eye and say how fantastic our estate is going to look in 5 years' time, when I have residents living in damp conditions, with windows that don't fit properly, a leaking roof, substandard plumbing etc the list goes on, we have had no working fire system for at least a year.

So first and foremost what I require from Brent on Monday is a timetable of works, a timetable that will be stuck to, let's be realistic and fair to our existing residents before we start building for a future.

Kind regards,
James Lewis Murphy
Chair
KSHC

JLM said that he has read these letters out as he was accused of not doing anything as chair, and he wants to express that this is not the case.

JLM said that the co-op was offered £35,000 to manage the new build, but the co-op turned it down.

JLM then read out a letter written to OJ and SD, regarding the financial package provided. JLM in the letter said that £35,000 was not sufficient enough to take on the new build, considering that a new full time cleaner would need to be employed:

Dated 22nd November 2020
Dear Oscar and Sonia,

Please see my below response to issues regarding the financials received at the close of business last week. I have thought long and hard about my response and have had discussions with Jennifer regarding the new build. I will only comment on the new build as the other financials are yet to be checked over by Jennifer.

Yet again I find myself have to berate Brent on poor communication, I stated at the last teams meeting that we would not be able to make a decision re taking on the

new block until financials were in place, we have waited weeks for these financials only to be disappointed at the package out together. I can only assume that you have never had to put a budget together to run a business. It's a hard thing to do and these finances just do not stack up.

35k is not sufficient funding for us to take on and manage the new build, we would need to not only employ another full time cleaner we would also have to work in costs of insurance, gardening, security, reconfiguring of door entry system so it syncs with the current council approved KSHC model, not to mention the extra work load on both the estate manager and housing officer on site. Also I have asked previously that the MMA is finalised with the new build included in before a decision was made, I do not want it as an addendum at a later date. Hopefully the council will have got its act together, before the commencement of the new phase and we can seriously look at taking these properties into the co-op fold. My frustration is palpable at the prevarication of the council in the matter of this build. Up until our face to face meeting at the council offices was any details entered into about the current new build, at no point up until then have we been involved in the decisions, things such as making sure the door entry system syncs with ours, connecting the fire alarms with our central system, putting in place direct contacts with our housing office and most importantly involving our estate manager who would ultimately be the person in charge of the day to day running of this site, repeating myself shows just how important these issues are. And currently the issues outweigh the benefits.

To clarify point four in Jennifer's email, we have had little involvement in the current new build and we were told, all be it in passing that Brent assumed we would not be managing the new build as they already had a plan in place. As you are all aware I was very keen to take it into our portfolio, but not if we have to make a loss managing it.

Oscar, you have asked us for a spending plan for the surplus monies we have in our account, we were advised not to make any plans as anything we had in the pipe line such as resurfacing carparks, repairing link bridge, removing trees, making garages water proof, installing new CCTV etc were all to be put on hold as the proposed new builds would take care of our most outstanding problems. If this is not the case I would be happy to put together a series of proposals, but do not wish to waste either mine or Jennifer's time if this is not necessary.

I am now working full time, so am not as available as I once was. It is easier for me to receive emails and respond rather than phone calls. I am obviously happy to talk to you in the evening if available. The team will be returning to office after the lockdown on 2nd December, If Jennifer decides to return before then I am sure she will inform you.

*Regards,
James*

*James Lewis Murphy
Chair KSHC*

JLM then received the following email response from SD.

Dated 23rd November 2020

Dear James

Thank you for your communication your comments made therein have been duly noted.

We would like to take this opportunity to respond in reference to concerns you have raised within.

We are saddened to think you and the TMO office feel that there has been poor communication from Brent, as we have been meeting regular on a monthly basis and have always included the possibility of incorporating the New Build Phase 1 within conversions.

We are quite concerned and confused with the figures that you are referring to within your communication please can you advise if this is in relation to the phase 1 new build or overall for the estate. As these appear different to our records?

If you can please provide us with a reasonable figure with a breakdown of costs for us to consider it would be appreciated.

We have noted that you are referring to items that are being considered and form part of the major works programme which you are conversant with as discussed with Guiseppe, and circulated recently in the estate newsletter. For example the door entry, fire safety works. These proposed works are currently ongoing conversations that we will ensure you are updated regularly in your capacity as TMO chair. We will also request that the major works programme form as an agenda item in our arranged monthly meetings, as we have been advised that these proposed works are still in process of being finalised with financial conversations still in progress in relation to what is deemed a rechargeable item in relation to works and leaseholder charges.

We would like to discuss this further with you as we were not under the impression that this was an ongoing concern as we have met recently in the monthly meetings and nothing has been raised in relation to concerns for Phase 1 new development. To our understanding the conversation was raised historically and again more recent at the monthly meetings starting September 2020. To our understanding Sarah Robbins Engagement Officer for Brent has also shown both yourself and Jennifer a site visit into a ground floor 1 bedroom property, to which no further concerns were of have been raised either from yourself or Jennifer. We would like to arrange a virtual meeting with you to discuss in more detail.

In relation to surplus monies, there has been an email communication that states this was non urgent at this time, and we were under the impression that there were new ideas that we had discussed which you were going to seek further advise or explore. So we would like to advise that this still remains non urgent.

We appreciate your offer to meet and have further discussions; please can you

<p><i>advise of some suitable dates and times to enable us to send you an invitation.</i></p> <p><i>Kind regards,</i></p> <p><i>Sonia Dalphinis</i></p> <p>JLM said that SD had confused the new build proposals with the major works in the tower block, when the tower block was not being discussed in JLM's email. JLM replied to this email with a face palm emoji as he could not believe her response. JL wanted to re-iterate that what is happening in the background is not always nothing.</p> <p>JLM asked if anyone had any further questions regarding the proposed new builds. DP said from her point of view the people who will suffer are the residents from being squashed together, and that this has happened on previous estates. DP also spoke that from a leaseholders review, they will get the bill. DP said she appreciates that JLM has tried to get bills capped, but that caps will not do anything. DP said she has to fight with the leaseholders. DP said she would never recommend that anyone buy their property again.</p> <p>DP said the lease holders will suffer, and that she will be firmly behind the leaseholders. Co-op board is a mixture of leaseholders and tenants, and her views as a leaseholder need to be heard in the board. DP said she hopes her fight with the lease holders is not a conflict of interest. Need to fight 'our own corner'. DP said she works for a council and knows how they work and that she does not trust Brent.</p> <p>JLM thanked KD and NS for joining the virtual meeting. Zoom call with lease holders KD and NS ended.</p>	
<p>10) AOB</p> <p>JLM said to DP that board members should act on behalf or belong to any other interest group within the resident population which may have conflicting aims unless agreement with the management board. DP said that she thought the leaseholders group was a sub-group. JLM said this lease holders group is not a sub group and has been set up completely separately to anything. DP said this makes her situation more untenable.</p> <p>JLM said that he believes this group is spreading dangerous misinformation to meet their own aims. DP said she can understand their own aims, and JLM said he does as well when someone from this group knocked on her door, she was giving incorrect information. IS said that said that older residents are becoming scared</p>	

<p>about access to the buildings as one was given bad information. IS said that this can cause fear mongering.</p> <p>IS said that some of the information on the leaflet is not correct. DP asked if this was due to the lease holders group not understanding the information.</p> <p>IS said information shouldn't be spread if people aren't sure about what they're talking about.</p> <p>DP said that she has nothing to do with this group and their leaflets.</p> <p>JLM said he has worked very hard for this estate.</p> <p>DP said she is finding herself to be in a difficult situation. JLM said that several board members are. DP said this situation is a disaster for leaseholders.</p> <p>JLM said that he believes that leaseholders group is damaging to the tenants and its position could stop vital works that are needed in the tower block for people's health and wellbeing.</p> <p>JLM has asked Brent about buy backs and capping.</p> <p>DP asked who would be paying for tenants to be moved out for 6-8 weeks whilst works are being completed.</p> <p>JLM has given staff an extra three days off for Christmas to say thank you for their work in the wave of COVID. JLM has written to JWM about this. JLM said during this time off, somebody will still come in to take the bins out, but this will be sorted by JWM.</p> <p>JLM said that he had a meeting with JW and IS yesterday and they have decided to resign from the board effective immediately. There is no longer a board for Kilburn Square Housing Co-op.</p> <p>JLM said he imagines as a result of this that the AGM on the 29th will no longer be going ahead.</p> <p>DP also messaged JLM to say she was resigning as vice-chair, but not as a board member.</p> <p>JLM has written to JWM regarding his resignation.</p> <p>JLM said that for our estate, JWM will be able to make decisions with delegated authority, this will be the case until an EGM is called a new board can be formed. JLM signed this off whilst he was still chair.</p> <p>JLM said he will email Brent tomorrow</p> <p>JLM reminded board members about the NDA's signed at the beginning of the meeting. JLM said that nothing including the resignations of the board are mentioned outside of the meeting until JWM can look at this.</p>	

Meeting adjourned at 8:10PM

Minutes agreed by:

Agreed _____ (1)

Agreed _____ (2)

Chair's Signature _____

Date _____