

**Tustin Estate Project Group Meeting**  
**Thursday 9 January 2020 at the Tustin TRA Hall**

**MINUTES**

Present	Initials	Present	Initials
Andy Chaggar	AC	David Hills (Common Grounds)	DH
Andrew Eke	AE	Ian Simpson (Open Communities)	IS
Amelia Leeson	AL	Mike Tyrell (Southwark Council)	MT
Francis Phillip	FP	Neil Kirby (Southwark Council)	NK
Klodi Gilaj	KG	Neal Purvis (ITLA, Chair)	NP
Kerry Knibbs	KK	Robert Forest (Hunters)	RF
Keith Malyon	KM	Sophie Hall-Thompson (Southwark)	SH
Luce Gilaj	LG	Seth Scafe-Smith (Common Ground)	SS
Lee Harrison	LH	Tom Woods (Common Ground)	TW
Lee Walkley	LW	Paulette Kelly	PK

**1. Introductions**

1.1. NP took the Chair and welcomed everyone to the meeting.

**2. Minutes of the meeting of 12 December**

2.1. The minutes were accepted as accurate.

**3. Stock Condition Survey update**

- 3.1. **RF** explained that he is still waiting to receive the Mechanical and Electrical (M&E) report. **ACTION: Robert to provide the Stock Condition Survey report to the RSG meeting on 23<sup>rd</sup> January.**
- 3.2. He received Martech's report on the condition of the concrete today and he will incorporate any costs of any concrete works in the Stock Condition report. His initial impressions is that there are no major issues or concerns with the concrete.
- 3.3. Internal damp is a problem in Heversham, Hillsbeck and Kentmere, especially on the inside walls inside the homes. This may be caused by leaking fittings in older bathrooms and kitchens and defective mastic seals. He also suggested removing internal ducting in a sample of properties to check the condition of the soil stacks.
- 3.4. Ponding and pooling seems to be caused by poor surface areas. In addition some of the drains are silted up so they need to be rodded or flushed through.

- 3.5. The fire risk assessments will be carried out by Southwark's usual contractor. **AE** asked **Sophie to ask Tony Hunter to provide the fire assessment report, and also ask Ferenc Morath for the estate assets register.**
- 3.6. **AE** asked if the survey includes the garages, and **RF** confirmed it covers all garages except the undercroft below Heversham. **KM** reported that the Council has now asked tenants to vacate the garages because of structural issues. **ACTION: discuss the latest situation with the garages at the TRA meeting on 16 January.**

#### 4. Common Ground report

- 4.1. **DH** and **TW** gave an update on the architects' consultation. They have now held their third drop in session at the TRA Hall, and on 19 December they met around 50 residents when they took the coffee cart out to the school gate, followed by visits to Bowness and Heversham.
- 4.2. **DH** said that many residents they had met said they did not know about the consultation. The TRA Hall is not well known to most residents at the moment, whereas 801 was a visible and well-known location with reasonable footfall. One member had not attended two sessions because she could not find the location of the TRA Hall.
- 4.3. **AL** suggested a sign on the TRA Hall gate giving details of meetings and a contact telephone number that visitors can call if there is no reply when they use the buzzer. **TW** suggested the gate is left open when Common Ground staff are in the Hall. There is no camera feature on the Hall's entryphone – can this be installed? **AG** had tried to come to a drop in session but could not get access.
- 4.4. Suggestions to raise awareness of the consultation include:
- 4.4.1. Using Southwark's website to promote Common Space's consultation events.
- 4.4.2. A second round of home visits by Southwark staff. **MT** confirmed that staff will take the exhibition boards and residents' manifesto on the visits and that they will promote Common Ground's drop-ins and other consultation events.
- 4.4.3. Common Ground could ask for introductions to neighbours and tap into existing social networks on the estate to contact more residents.
- 4.4.4. Higher visibility for Common Ground staff, e.g. high-vis jackets with the name and logo during walkarounds.
- 4.4.5. **AC** suggested giving more notice of consultation events, delivering leaflets at least 2 days before the first event that it promotes. A leaflet advertising a drop in session had arrived on the day of the drop in session mid morning which did not publicise the session effectively for those at work.
- 4.5. **PK** asked if Common Ground had encountered any language problems during their consultation, stressing it is important everyone is aware of the options appraisal. **TW** said all the parents they met on the school run seemed to speak good English. **SH** said information on residents' languages and translation needs would be collected and used during the second round of home visits.

- 4.6. **PK** felt newsletter items about the consultation lost some impact because the newsletter also covers other estate issues. **AL** suggested a report on every drop-in session so residents would know what they missed, but **DH** said weekly feedback would be a challenge and it was best to focus on feedback from public meetings.
- 4.7. **FS** suggested branding for the consultation could be made more striking, while **AC** suggested more use could be made of digital material, e.g. up-to-date Project Group minutes on the Tustin pages of the Council's website. **AC** was concerned that there was limited digital engagement by Common Ground which had been part of their pitch at interview stage. **DS** said a dedicated website had been discussed with the Council and that it may also be possible to use specialised web tools for the consultation. At present all information was going to the Council's website. **SH** explained there is currently a backlog loading material to Southwark's website but she is working with the Communication team. **SH will let the Group know when the material has been uploaded.**
- 4.8. **SS** described engagement with local schools and discussions on apprenticeships. The social value report has been completed: **NP will try to compress the report to email it to the Group, otherwise Common Ground will send to RPG members.**
- 4.9. Upcoming dates for the consultation include:
- Weds 15 January – Project Group meeting on design.
- Sat 8 February – site visit to redevelopment scheme.
- Sat 15 February – site visit.
- ACTION: send site visit details to Neal to circulate to the Project Group (DH / TW).**  
**ACTION: contact all residents where the Ledbury team holds contact details to promote the visit (MT / Olive Green).** Site visits will also be promoted on next week's Common Ground flyer and the Southwark website.

## 5. Health and Equality Impact Assessment

- 5.1. **SH** said the **consultants will report to the Group at the 23<sup>rd</sup> January meeting.**

## 6. Options Appraisal

- 6.1. **SH** said the consultants are working on a financial model (spreadsheet) to test the viability of the options. Their current work includes benchmarking local property valuations and assessing potential benefits for each option.
- 6.2. She hopes the model will be ready in time for the 23<sup>rd</sup> January meeting. **NP** asked **the Group see the model before the 23 January meeting.**

## 7. Housing Needs Survey

- 7.1. **MT** said around 75% of households have now been visited. Some of the household who have not taken part may have their own reasons for refusing to engage, e.g.

private rented sector tenants. He said the level of engagement has been less in blocks that have a high percentage of non-resident owners.

7.2. As well as recording housing needs, staff are catching a lot of repair issues. The dedicated Repairs Hub will start on 27<sup>th</sup> January.

7.3. **MT will bring survey results to the February TEPG meeting.**

## **8. Resident Engagement Plan**

8.1. **MT** said there will be a third round of one-to-one home visits in March.

8.2. The ballot will probably take place in early summer (April – June).

8.3. **MT will include a newsletter article on the ballot** when the Council knows who is eligible to vote. Council staff are checking Land Registry records to establish ownership of flats sold before the estate was transferred to Southwark Council.

## **9. Draft Newsletter**

9.1. The meeting agreed to increase the size of the newsletter to six pages.

9.2. **DH will help MT with an article on the architect's role and its consultation work.**

9.3. AC was concerned that the information on the Council's website showed minutes from October TEPG meeting and that the November ones have been approved but have not been uploaded and December newsletter was not uploaded on website.

## **10. Draft Offer Document**

10.1. **NP** reported there has been no change to the draft since December, but that there are likely to be a lot of suggestions when the Stock Condition results are available at the 23<sup>rd</sup> January meeting. He suggested there may need to be a separate meeting to consider the Offer Document.

10.2. AC pointed out a previous suggested change to leaseholder/freeholder session had not been updated. **NP to update Offer Document.**

10.3. PK suggested the **TRA consider the draft at its meeting.**

## **11. Matters Arising**

11.1. All the outstanding actions are progressing. The Mechanical and Electrical report will be available at the 23<sup>rd</sup> January meeting.

## **12. Any other business**

12.1. **SH** suggested holding two meetings a month during January, February and March because of the large amount of information the Group needs to consider.

12.2. **AC** asked if this showed the options appraisal timetable was too ambitious.

12.3. **AL** requested that **reports presented to the Group include an executive summary** to help members deal with the scale and complexity of the information.

12.4. **NP** said he would be happy to provide individual briefings for members who cannot attend the extra meetings.

### 13. Dates of future meetings

13.1. The next meeting will be held on Thursday 23 January at the TRA Hall.

13.2. Future meetings will be on the second & fourth Thursdays of each month.

### 14. Upcoming Meeting Dates

Date	Session	Invited
15.1.20	TEPG and Common Ground Architects RPG input on developing design ideas	TEPG
23.1.20	TEPG update meeting with consultants on Stock Condition Survey, Cost and Viability Assessment, Health and Equality Impact Assessment.	TEPG
5.2.20	Tustin Estate Meeting to update Estate on Design Ideas	All Residents
6.2.20	Drop in Session to update residents on Estate Design ideas	All Residents
8.2.20	Site visit organised by Common Ground	All Residents
13.2.20	Tustin Estate Project Group Meeting	TEPG
15.2.20	Site visit organised by Common Ground	All Residents