

**Fourways Area Panel
(Moston and Charlestown)**

**Minutes of Meeting held at 1.30pm, 17 May 2007
White Moss Road Local Services Office**

Chair: John Ward

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| Present: | John Ward (JW) | Panel Member (Chair) |
| | Grace Choularton (GC) | Panel Member |
| | Pam Angelucci (PA) | Panel Member |
| | Peggy Yuill (PY) | Panel Member |
| | Mavis Harris (MH) | Panel Member |
| | Carol Downes (CD) | Panel Member |
| | Dorothy LeMoignan | Panel Member |
| | Joan Fitzgerald (JF) | (Board Member) |
| | Richard Lockwood (RL) | (Board Member) |
| | Hazel Entwistle (HE) | Co-optee |
| | Larry Patrick (LP) | Director of Property Services |
| | Julie Wilson (JWi) | Principal Local Services Manager |
| | Steve Kirkham (SK) | Technical Services |
| | Diane Roberts (DR) | Governance Support Officer |
| | Rhonda Finlayson (RF) | Resident Involvement Officer |

Observer: Anne Ash (AA)

| ITEM | SUBJECT | ACTION |
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| 1 | Welcome and Introductions Introductions were made. A full Quorum was in attendance | |
| 2 | Apologies for Absence Apologies given by: Charlotte Grant, John Biggs and Larry Patrick would join the meeting later. | |
| 3 3.1 | Declaration of Interests/Confidential Matters Item 4b and 7 were declared confidential. It was agreed to take confidential matters first. Observers were asked to leave while Panel members discussed this item. | |
| 4a | Minutes of the Last meeting The minutes of Fourways Area Panel meeting on 19 April 2007 were approved as a correct record. | Approval |
| 4b | The confidential minutes of Fourways Area Panel meeting on 19 April 2007 were approved. See confidential minutes | Approval |
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| 5 | Matters Arising | |
| 5.1 | Larry Patrick confirmed that the door at White Moss Road will be fitted this week. PY queried the details about this LP will discuss after the meeting. LP confirmed that the Contractors had been approached about attitude issues. | LP |
| 5.2 | The forms for consultation on the modernisation are being sent out to 140 homes on Dam Head/Crosslee estate. LP had investigated this matter and learnt that forms had not been sent out after scheme completion. | |
| 5.3 | Items 8 and 9 Environmental Works and PLSM Update. JWi reported these items would be covered under Item 9 on the agenda – PLSM Update. | |
| 5.4 | JF asked if money is being wasted by Northwards due to the fact that scaffolding erected for repairs has been left up too long. LP advised there are issues other than the cost of the scaffolding to address. Such as: Health & Safety and Crime and Disorder implications. | LP |
| 5.5 | PY reported that scaffolding had been left up for three weeks at a property on Dam Head. It had churned up/ damaged the garden, and refuse was left when it was removed. MH reported scaffolding was up for two weeks at her property, children were climbing all over it, before it was removed. LP agreed that if panel members want to give him specific details after the meeting he can address this. | LP |
| 5.6 | GC reported that TB advised scaffolding is paid for by Northwards at a fixed sum. An individual assessment is made on each property regarding the Health and Safety requirements. MH was told by a contractor that it costs £1,000 to paint 3 metres of fascia board, yet no scaffolding was used on her house. LP will investigate this particular allegation. | LP |
| 5.7 | LP advised some work that was to be done next year can be done within this financial year, due to efficiency savings. He agreed that there will always be some wastage of money. If work isn't completed within a financial year with money received from the Government, Northwards will lose this funding. | |
| 5.8 | LP explained Construction Industry legislation is followed at all times. If Northwards employ Health & Safety specialists, should anything go wrong Northwards can still be held liable. | |
| 5.9 | MH raised concern and asked if men were supposed to stand on the roof. LP advised Risk Assessment is done on each roof as per the CDM Regulations, 2007. This will cover : How High, What's beneath, Is there Access, etc. As Operatives' Health & Safety is a priority. LP suggested if members want, Alan Lawrenson, can be | |

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| 5.10 | <p>invited to do a presentation on People Working at Height at a future panel meeting. The Panel agreed that they would ask LP to investigate costs at this stage.</p> <p>LP reported that Charlestown South work would be completed by January 08. The type of work being carried out will not cause road blockages so should not pose any issues.</p> | |
| 6 | Environmental Works | |
| 6.1 | JWi has been out with Environment Officers's and Tenant Representatives . She has not yet been out with John Ward. Lots of proposals have been received. | |
| 6.2 | JWi has met with Matt Roberts to go through the proposals and discuss the timetable. | |
| 6.3 | JWi suggested the panel dedicate the June Area Panel meeting to prioritise Environmental Programme item and consider all proposals fully. | |
| 6.4 | PY raised concern that, as Dam Head estate is built on a hill, for Health & Safety reasons members asked two years ago to be considered for a rail for the steps. Yet they were advised that the rail is not deemed necessary. JWi agreed the proposal sounds viable, and apologised for this response. She will investigate this further. | JWi |
| 6.5 | JWi asked members that if they have issues to contact her Michael or Angela directly. | |
| 6.6 | <p>JF raised the proposals for parking bays. JWi confirmed they were included in the proposals.</p> <p>JWi will do a power point presentation, of pictures not words. To give members are real feel for the proposals being presented.</p> | |
| 6.7 | MH raised proposal for Haverfield Road. She asked if there's a way that small bays can be made. JWi explained there are ways to design out crime. DR asked if there is a deadline for submission of the project proposals. JWi asked that they be sent to her by 18 June 07. | |
| 6.8 | <p>GC reported oil has been spilled on Rusland Court forecourt flagstones and asked who is responsible for replacing them. JWi will investigate.</p> <p>PA asked if the prioritised list of Environmental projects from 2006 could be brought forward as was agreed. JWi advised this can be discussed at the June panel meeting dedicated to making recommendations for next two years programme.</p> | JWi |

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| 7 | Constitution Review Feedback (confidential) See confidential minutes | Noted |
| 8 | Chair's Review Meeting Feedback | |
| 8.1 | JW reported he felt the meeting was a useful one as it allowed him to get ideas from other participants. | |
| 8.2 | DR went through the minutes of the last meeting. . Training and development for panel members was discussed. A skills audit will be carried out for the Area Panel's. | |
| 8.3 | The next meeting with Chairs and Vice Chairs to plan the AGM for the Area Panel and Board is 30 May, 2007. | |
| 9 | PLSM Report | |
| 9.1 | JWi circulated a report. Highlighting the Beat Sweeps jointly done with the Police in Moston and Charlestown which were part of the 100 Days Campaign. Clean ups of both areas were also carried out. Cars without Tax discs were identified, and 34 poop scoops were given out free of charge. | |
| 9.2 | | |
| 9.3 | JWi agreed to bring an update to the next meeting for Charlestown. This will be looking at debris, empty buildings, scaffolding on new build. White Moss LSO has been working with the Fire Service to reduce fires in the the area. JWi explained Contractors need to put their contact numbers on their equipment, so they can be Contacted in case of accident/emergency. A fire safety leaflet was circulated. | |
| 9.4 | JWi advised panel members to tell the committee of their TA the Fire Service is prepared to do free fire risk assessment for tenants and residents. GC reported all the flats have been fitted with electrical smoke alarms. | |
| 9.5 | JWi explained the police attend regular tasking meetings This means they are aware where potential problems are on development programmes. | |
| 9.6 | JWi confirmed Moston and Charlestown are quite well resourced by Youth Service with Youth Activities provision. Youth Activity leaflets will be available in the office for Whit programme. | |
| 9.7 | JWi reported back on the developments regarding the Citizen Advice shop this is a slow process but it will be the first in North Manchester. | |
| 9.8 | JWi explained the police will be doing a joint operation with White Moss to address problems with Quad bikes on Crosslee. GC reported near Somerton Court and Rusland Court, and the | JWi |

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| <p>9.9</p> <p>9.10</p> <p>9.11</p> <p>9.12</p> | <p>Broadmoss Elderly Centre, youths are storing quad bikes. JWi agreed to check the spot they have been using. Lindsay Laidlow, Community Safety Officer, will attend residents meetings to address and collect local issues.</p> <p>PY asked for details of the voids. JWi explained there were no printouts available owing to difficulty with the new computer system. Voids were being managed manually and this was not affecting delivery.</p> <p>PY asked about a long term structural void on Normanton Drive, JWi will investigate. MH asked about a fire damaged property and if the returning tenant could make structural changes. LP advised because of tenancy law, if the tenant is the legal tenant he has the right to do structural legal changes . MH explained the tenant was asking Northwards to do the work. LP advised that this would not be agreed. If a tenant does the work incorrectly, then Northwards could re-charge for putting it right. LP advised that the first £5,000 of insurance claims is paid by Northwards. Above that cost, the insurance pay</p> <p>HE reported a property at Earby Grove has been burnt out. She enquired when this would be completed.</p> <p>JF asked what is the average age group for Anti Social Behaviour. JWi estimated it's generally in the 16 – 18 age group.</p> | <p>JWi</p> <p>JWi</p> |
| <p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> | <p>DR asked if the Panel had any questions</p> <p>JF raised concern at the standard of cleanliness in the Walk Up flats. JWi asked if this was in the communal area. JF reported she had received a complaint at the condition of them.</p> <p>MH reported a rumour is being spread that kitchens and showers are being fitted in all properties.</p> <p>LP explained Northwards works closely with Aids & Special Equipment/ Adaptations. If the tenant's assessment has been done through the Manchester Partnership, and it states they need a walk in shower shower/grab rail/stair lift. This will be fitted while doing the modernisation programme work, for best value. HE enquired how to apply for an assessment. LP advised the best way for is that the tenant contacts Aids & Adaptations directly. GC reported a shower fitted by City Works during modernisation work in 2004. In 2006 it was discovered that the Shower had not been connected.</p> | <p>Noted</p> |
| <p>11</p> | <p>Quarterly Complaints and Praise Report</p> | <p>Noted.</p> |

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| 11.1 | <p>DR asked if there were any questions. There were none</p> <p>LP advised that the level of complaints regarding repairs is higher than in other areas but this is expected due to around 3000 repairs being carried out each month. It is only a small percentage which result in complaints.</p> | |
| 12 | Community Update | |
| 12.1 | <p>A Community Update will be covered by Rhonda Finlayson, RIO at each panel meeting. Rhonda will do a monthly mailout to groups and where possible, send by email to groups/people with computers. RF circulated an Agenda 2010 leaflet. DR reported a new section will be on Northwards website soon to cover local events. DR circulated a Community Sponsorship leaflet. The Panel requested that the policy be re-circulated</p> | <p>RF/TA's</p> <p>DR</p> |
| 12.2 | <p>JF reported the Charlestown in Bloom will be taking place. Schools are doing the Logo for this. The Kwik Save hoarding will be used as a Graffiti Board by a local school.</p> | |
| 12.3 | <p>JF confirmed it's the first time a response has been received from St Matthews RC High School. North Manchester Boys are also participating.</p> | |
| 12.4 | <p>JF advised the Potting Day will be held at 1.30pm – 3.30pm on Wednesday, 30th May. People are asked to bring their hanging baskets. Twelve trees have been planted in Damn Head Park and one's been broken.</p> | |
| 12.5 | <p>The plans for the Community Room have been completed, the job is out to tender..</p> | |
| 12.6 | <p>DAMRA have complained about the holes in Haverfield Road.</p> | |
| 12.7 | <p>GC confirmed Broadmoss TA have got a Neighbours Day event on Tuesday, 12 June 2007. GC asked for permission from Vanessa to provide a Caretaker to assist the group with the event.</p> | |
| 12.8 | <p>Crosslee T & R A are also involved in Charlestown in Bloom. DAMRA have offered to donate £50 for an event. Crosslee are going to sell hanging baskets to the public. HE reported one little girls happiness at having won a prize. Tee Shirts will be used to publicise the event.</p> | |
| 12.9 | <p>GC asked if a party could be held for young children to celebrate the children having taken part in the event.</p> | |
| 13 | Any Other Business | |
| 13.1 | <p>JF asked when it was agreed to change the day of the Area Panel</p> | |

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| 13.2 13.3 | <p>Meetings to a Thursday, and to the third week of the month. DR explained it was decided by the Area Panel to accommodate Basil Curley and to avoid meeting dates clashing with Sub-Committees.</p> <p>JF confirmed the visit to Street Cleansing has been arranged for 6th June at 10.00am. Rhonda Finlayson will arrange transport for the four members attending, and will notify them.</p> <p>DR advised number of members attending the Fourways Area Visit has not yet been finalised. Three more slips were received.</p> | RF |
| 14 | <p>Date and Time of Next Meeting The next meeting is at White Moss Road Local Services Office on Thursday, June 2007 at 1.30pm.</p> <p>JF and PY gave apologies for the next meeting</p> | |
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| | End of Meeting | |
| | The meeting ended at 4.00pm | |