

Northwards Housing Panel Meeting Minutes

Panel: Wilton

Date: 05 May 2009

6.30 p.m. to 8.30 p.m

Cheetham Hill Local Services Office, Community Room

Chair: Anne Heywood

Attendance:

Anne Heywood (AH)	Panel Member (Chair)
Charles Taggart (CT)	Panel Member (Vice-chair)
Sue Ratchford (SR)	Panel Member
Mark Bainbridge (MaB)	Panel Member
Jim Burke (JB)	Panel Member
Mavis Wilkinson (MW)	Panel Member
Cllr Ken Barnes (KB)	Panel Member
Cllr Naeem Hussan (NH)	Panel Member
Claire Tyrrell (CMT)	Head of Neighbourhood Services
Danny Whitelock (DW)	Repairs Services Manager (Wilton)
Elliot Simm (ES)	Home Improvement Services Manager (Wilton)
Peter Caine (PC)	Mechanical Surveyor
Arthur Kay (AK)	Street Scene Services
Diane Roberts (DR)	Governance Officer
Julie Goreham (JG)	Resident Involvement Officer
Carol Connolly	Observer

From 6.00pm refreshments were provided and officers were available to answer questions. The meeting commenced 6.30pm

Item	Description	Action
1	Welcome and introductions	
1.1	a) AH welcomed attendees to the meeting. Attendees introduced themselves to the Observer	
1.2	b) Quorate was confirmed	
1.3	c) AH explained the meeting rules	
2.	Apologies for Absences	
2.1	Apologies had been received from Melanie Beckford, Steve Kirkham, Jacqui Tomlinson and Joan Wilson.	
3.	Declaration of Interests/Confidential Matters	
3.1	There were no confidential matters and no declarations of interest were made.	
4.	Minutes of last meeting 07 April 2009	
4.1	The minutes were approved.	
5.	Matters arising	

5.1	5.1 CMT showed panel members a map of the area. KB asked for more detailed maps, for each ward. AK can send maps with the breakdown of each area including the sites street scene services maintain and their work programme.	CMT
5.2	11.4 The minutes should read "Glenthorn"	
5.2	5.2 British Gas Partnership JG reported that she had been holding discussions with the Youth Activities Group to find out how the ice rink events could best co-ordinate with the other youth activities taking place in the area. Dates had been pencilled in but not confirmed. Further information would be available for the next meeting.	JG
6.	Grounds Maintenance (Arthur Kay)	
6.1	AK explained that some funding had been made available to pilot a scheme of cutting and collecting for grassed areas. This includes Higher Blackley. Additional staff will be employed during the trial, and new machines used. The scheme will launch on 18 May. Staff are being trained and a new round created. Cut grass will be cleared by the end of the working day. KB was pleased to hear about the scheme, and asked if the grass would be composted. AK explained that it would be recycled and mixed in with other green waste. Local allotment sites had expressed interest in taking some of the materials. KB asked how long the trial would take place for. AK explained that there was funding to run the scheme for this year and then the scheme will be evaluated. KB asked for an update in November.	
6.2	JB asked when the team would start strimming around the trees. AK explained that staff would be weed killing where possible to minimise strimming. A contract is going through for this work.	
6.3	CT asked about using machines on steep banks for example in Bank House and Riverdale estates. AK explained that different machines are used for these.	
6.4	AH asked what will happen with the staffing. AK explained that agency staff will be employed. On staffing AK reported that Street Scene Services have recently taken on three apprentices.	
6.5	MaB asked for the details of when the grassed areas were being cut, as he was concerned that this is happening less and less often. AK will produce maps to show this information. KB explained that the information will also help liaison about areas that the community do not want to be cut e.g. wildflower meadow. MW asked about whether residents needed permission to plant an area. AK explained that they should check with Bill Erstell to obtain permission and ensure that Street Scene Services are aware of the areas where they should not be cutting.	AK
6.6	AK reported that two dedicated pedestrian orderlies had been employed to cover some areas to collect litter. JB felt that these were doing a good job.	
7.	Business and Delivery Plan Update (Claire Tyrrell)	
7.1	CMT explained that the full report will be available at the June meeting and invited questions on the summary which had been enclosed in the minutes.	

8.	Repairs Update (Danny Whitelock) and Gas Servicing (Peter Caine)	
8.1	DW explained that there was no report as this was being brought bi-monthly, but he was attending to answer any questions.	
8.2	PK explained the changes to Gas Servicing. Corgi registering for gas service operative is now called Gas Safe and registered staff will show a Gas Safe register card. PK circulated fliers with further information and asked panel members to spread the word. Fliers will go in the local offices too. MW asked what tenants should do if the staff who attend do not have the card/relevant qualifications for the work to be carried out. PK said that they should be sent away. CMT explained that all Northwards staff/contractors staff will carry the card.	
8.3	PK asked for the panel's feedback on a new step to take to gain access to properties for gas servicing. If the Tenant Liaison Officer has made three unsuccessful attempts to gain entry then a sticker could be placed over the door which would be broken on entry into the property, to prove that the property has been entered. MW asked how long tenants are given to reply to requests. PK explained the process. ES asked about translation issues for the sticker. PK explained that the letters were sent out in appropriate languages, the sticker would not. JB asked whether appointments were kept once made. PK reported that they generally were, and a phone call was made if there were any problems/cancellations. PK asked the panel if they agreed the idea of having a sticker. If so a mock up could be brought back. AH sought agreement from the panel, which was obtained.	
9.	Major Works Update 2008 (Steve Kirkham/Claire Tyrrell)	
9.1	JB reported that Longton Road residents had been informed that works would start on their windows in April but no works had commenced. ES reported that the start date is 18 May.	
10.	Environmental Works Update 2008 (Claire Tyrrell)	
10.1	Torcross and Fingley parking schemes are to be completed with Babbacombe scheme	
11.	Environmental Works Programme 2009 (Claire Tyrrell)	
11.1	Boothroydon parking scheme is costed at £52,000 for 16 spaces, or £30,000 for 8 spaces. KB asked if Blackley East regeneration would provide money, the scheme had been asked for by residents. CMT suggested that the panel approve 8 spaces and state they are looking for match funding to take this to 16 spaces. The panel agreed.	
11.2	CMT reported that JG and herself had met with a computer gaming company about the consultation project on Waterloo Road East estate, and they are keen to carry out the work.	
11.3	Acre Top/Munn Road – have added costings for tree work and benches, and 1.2 metre fencing costs. All for consultation with people in the area.	
11.4	Chain Road – allocated £15,000 for works on this site.	
11.5	Crossfell costing is an estimate, will consult on plans.	
11.6	Repainting and brick walls in Cheetham scheme have come in at a	

	high costing than expected so the scheme is being re-addressed.	
11.7	MaB asked if there would be consultation on the Glenthorn scheme. CMT confirmed that there would be. KB felt it would be a good idea to get an opinion from Crime and Disorder on the scheme as this was a potential cause for objection to it. MaB felt that if a gate was installed a light should be fitted also.	
12.	LSM Update (Claire Tyrrell)	
12.1	CMT explained that these reports will now be included in the papers	
12.2	JB queried a void on Seaford Walk which had been empty for months. DW reported that the tenant had been decanted and was aware of issues related to this. Works should be completed within a week or so.	
12.3	KB asked about the block of flats on French Barn Lane. ES reported that this is part of an upcoming scheme for external works and painting.	
13.	Estate Services – (Claire Tyrrell)	
13.1	CMT reported that Manchester City Council were awarded the contract for concessionary and void gardening. This will bring cost savings. There will be a full review of the mobile cleaning team in September. CMT thanked JB and SR for helping with the tendering process. Updates for the panel on gardens will come via the LSM report.	
13.2	AH asked what Garden Enforcement meant. CMT explained the meaning.	
13.3	MW asked if garden works are carried out while a property is boarded up. CMT explained that works are completed inside the property first, and then the garden is cleared for the next tenant.	
14.	Community Update and Governance (Anne Heywood/Julie Goreham)	
14.1	a) JG circulated copies of Revolve	
14.2	b) JG circulated a list of NorthAwards categories and invited panel members to suggest additional categories. SR asked if there could be a Pam Angelucci award.	
14.3	c) There had been no requests for observers.	
14.4	d) JG reminded the panel that FaD 09 would take place on 28 May. She asked for volunteers to attend on the day and promote the panel. CT, MW, SR, JB and NH will attend on the day.	
14.5	e) AH reported that the annual review training will involve AH and CT meeting with panel members to discuss their experience as panel members and any development needs. These interviews will not be compulsory but it would be beneficial if members could attend.	
14.6	f) JG and CMT explained that the panel social event will take place mid-July and asked if the 15 July would be suitable for the event. The panel were happy with this date. Panel members were invited to suggest activities.	
14.7	g) CMT explained that the RI agreement review is almost complete. It is being sent to communications. It will then go back to the sub-group, then to the communications forum for the tenant friendly stamp, and be ready in June.	

14.8	h) CMT reported that the constitution review is almost finished and will be taken to the Panel and Forum social event in July for ratification. The group will now move onto looking at the action plan.	
14.9	i) DR explained that there is no further update from the TSA at present. CMT explained that their report is due in Autumn.	
15	Any other business	
15.1	MW asked about CRB checking of volunteers and insurance for neighbours day events. JG offered to speak to MW about CRB checks after the meeting and CMT felt that they were unlikely to need insurance for the event.	JG
16.	Date and time of next meetings	
	<ul style="list-style-type: none"> a) Area Panel Meeting 2 June 2009, Whitemoss Road Local Services Office b) FaD 28 May Abraham Moss Centre 	

Meeting closed at 7.55pm