

**YARDLEY WOOD**  
**HOUSING LIASON BOARD**

**HELD**

**Wednesday 4<sup>th</sup> September 2019**

**Present:**

|    |   |                  |  |
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| JM | - | June McQuaide    | Chair                                  |
| SH | - | Linda Stanley    | Member                                 |
| FB | - | Francis Brady    | Observer                               |
| KT | - | Kerrie Titterton | Housing Officer                        |
| DM | - | Denize McNeish   | Fortem                                 |
| SW | - | Sarah Wong       | Tenant Participation Officer (Minutes) |

**Apologies**

Frank Goodwin  
Joan Goodwin  
Sue Harper  
Debra Stanley

| <b>2. Minutes of last Meeting – 3 July 2019</b>   | <b>Action</b> |
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| The minutes of the last meeting held on 3 July 2019 were agreed by JM and LS as a true and accurate record.   |               |
| <p><b>3. Matters Arising</b></p> <p>SW said as there were two members and an observer attended the HLB meeting, the HLB constitution stated that at least 4 members or at least one third whichever is the greater number of members must attend a meeting for it to be a quorate. Meeting which are not quorate can still go ahead but any decisions made at them will be provisional until they are ratified at the next quorate meeting.</p> <p>Denise agreed to find out whether Sue’s heating is working on a satisfactory standard.</p> <p>Francis stated that the Mill Garden sign near the Priory Road is not visible. Sarah agreed to look into this issue.</p> <p>Francis suggested that a reflective paint should be used on the bollards near entrance by the Common Room at Mill Gardens. Sarah agreed to look</p> | Sarah         |

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| <p>into this issue.</p> <p>Francis raised about the pothole that has appeared at the entrance of Mill Gardens leading to the common room Denize to check if this has been reported and chase up with Bill Kingham, Contract works officer</p>  |                     |
| <p><b>4. Fortem update</b></p> <p>Denize stated that a resident meeting has been held at Brandwood and Cocksmoor to inform member on update of installation on Sprinkler system.</p> <p>Also when entering properties and carrying out repairs they are identifying properites where residents have carried out their own alterations and their living conditions inside- Sarah to arrange a list to be given to Denize with contact details of Housing Office for the area.</p>   |                     |
| <p><b>5. CHLB update</b></p> <p>SW stated that the July CHLB meeting was cancelled. Next meeting to be held on 26<sup>th</sup> September 2019.</p> <p>The Performance Monitoring Group meeting held on 2<sup>nd</sup> September 2019. JM read out her own notes – To be distributed to the members with the minutes.</p>   |                     |
| <p><b>6. Community Improvement</b></p> <p>Sarah confirmed that the 19/20 Yardley Wood HLB Community Improvement budget allocation is £9729.09</p> <p>Sarah discussed the potential 19/20 Community Improvement budget. The suggestions are as follow:-</p> <p>Sarah confirmed that the work to replace the existing windows on the main entrance of Wareham and Ashfield House has been completed. The cost is £1,596.92 which HLB agreed to support the project via the Community Improvement Budget.</p> <p>Sarah reported that Capital budget is currently looking into the improvement work on the Communal lighting at the rear of Nos 14, 15, 20 and 21 Southville Bungalow. The quote of carry out the above work is £5,638.33.</p> <p>Sarah stated that she is awaiting quote on both the hard standing bin area project at 108-110Priory Road and Brompton Pool Road.</p> | <p><b>Sarah</b></p> |

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| <p>It was asked by the Chair that can photographs be taken before and after of what projects have been approved and completed.</p>  |  |
| <p><b>7. Estate Walkabout/feedback</b></p> <p>SW confirmed that the August walkabout was held on 31 July 2019 due to summer vacation in August.</p> <p>Date of next walkabout is on Wednesday 25 September 2019 @ 10:00am meet at corner of Daisy Farm Road.</p>  |  |
| <p><b>8. Any Other Business</b></p> <p>Sarah proposed the tea party of 100 year celebration will be held at Pit Leasow Close on 5th October 2019.</p>   |  |
| <p><b>9. Date of Next Meeting</b></p> <p><b>Wednesday 2<sup>nd</sup> October 2019 @ 6.30pm Southville Bungalows</b></p> <p>For members requiring taxis please contact Sarah Wong on <b>0121 464 3626</b>, please give a least 24 hours, notice so that these can be arranged with the taxi company.</p> |  |