

Minutes - Mill Farm Close Residents Steering Group Meeting

3 December 2008

Steering Group Representatives in attendance:

Jackie Fineman, Phil & Olive Balch, Rasiah Uthayakumar, Tilman Marsh, Shireen Burrowes, Danielle Davis, Darrel Alexander, Salma Hassan, K Selvanayagam, Michael Gant, Ravi Panara, P Omkararuban, Marian-Yabou

Advisors: Alison Pegg – Harrow Council; Louis Blair – First Call

Catalyst Housing Group: Murray Crawford

PTE Architects: Judith Marshall

Apologies:

Pre-Meet (Without Catalyst)	Action
<p>1. Appointment of Chair and Vice Chair</p> <p>As previously discussed, both AP and LB thought that the meeting should be chaired by a resident representative. It was agreed by all that Jackie would be Chair and Michael Gant would be Vice Chair.</p> <p>AP/LB will continue to support the Chair and Vice Chair by taking minutes/notes and preparing the agenda for the meetings.</p>	<p>JF/MG</p> <p>AP/LB</p>
<p>2. Selection of construction contractor</p> <p>Catalyst is keen to work with Higgins as proposed in their bid. They think they are best regeneration contractor. Catalyst arranged a visit for some Higgins sites on the 29th November and 4 residents attended. JF commented that Higgins were very professional, the site was very clean and the tenants seemed very happy with them. Lots of the employees appeared to have been working with them for some time.</p> <p>The group discussed the merits of approving the appointment of Higgins and agreed to accept them as the preferred contractor for the project. However the group would like to meet the site manager appointed to work on Mill Farm. MC to check to see if someone has been appointed – if not will ask the Contracts manager to attend this meeting in the meantime. In response to a question from PB MC confirmed that Higgins will attend meetings when required.</p>	<p>MC</p>
<p>Main Meeting</p> <p>3. Newsletter</p> <p>Catalyst will be sending out a monthly newsletter to all residents. A mock up of the first issue was circulated for discussion. It was agreed that the resident steering group would be invited to comment and contribute to each newsletter. For the first newsletter it was agreed that the dates for the various sub group meetings should be promoted as follows:</p> <p>Meet and Greet event – everyone invited to meet Catalyst officers on Saturday 17th January, 11 – 3 pm. This event will include some “fun” events relating to design of the estate.</p> <p>Leaseholder group – 21 January 2009, 7.30 pm</p>	<p>MC</p>

<p>Housing Management/Rehousing Group – 28th January 2009</p> <p>The architects will also be running Design workshops for which they will need around 20 people to attend each session of all ages. These will happen fortnightly for 2 hours and each meeting will look at a particular issue eg estate layout, house/flat layouts, external appearance, security etc. The design will evolve through this process and the final workshop will concentrate on reviewing the design prior to finalising for a draft planning application and inclusion in the Offer document.</p> <p>First Design Workshop agreed as 5th February 209 at 7pm. MC to suggest further dates. Steering Group members to encourage other residents to attend.</p> <p>MC also agreed to organise a further coach trip to look at different examples of design for a weekend in February.</p> <p>MC also offered a further visit to Page Road where Mill Farm residents can talk to Page Road residents without Catalyst present</p> <p>A web site is also being set up: www.millfarmclose.org.uk</p>	<p>MC</p> <p>MC</p>
<p>4. Housing Needs Survey</p> <p>MC talked through the proposed survey. There will be trial run with 5 residents from the Steering Group and then the entire estate will be covered in the week 6-10th January 2009 with any outstanding completed in the following week. This will mean that all the information is available for the design process commencing at the end of January 2009.</p> <p>PB suggested that leaseholders be informed of the likely timescale for purchase of properties to assist in getting information re people’s intentions to move.</p>	<p>MC</p>
<p>5. Ballot</p> <p>The ballot in proposed to be in May/June 2009 hence the need to timetable in the various sub groups that will agree the information to be put in the overall “Offer” document” which will set out the binding promises being made to residents.</p> <p>The formal consultation and ballot process takes 2 months. The Stage 1 consultation runs for 28 days and gives residents time to read and comment on the “Offer” and ask for changes or clarification before the ballot.</p> <p>The Stage 2 notice makes clear any changes made as a result of the Stage 1 consultation and runs alongside the ballot for a further 28 days.</p>	
<p>5 Next Meeting</p> <p>Wednesday 14th January at 6pm</p> <p>Venue: Pinner Hill Hall</p>	