

The Exchange- Partnership Board

Date: 5th December 2022

Time: 17:00-18:30

The Buddhist Centre, Spa Road

Attendees:

The Exchange Residents			Notting Hill Genesis		
Name	Initials	Role	Name	Initials	Role
Chris Lane	CL	Resident (Costermonger)	Pippa Fleetwood-Read	PFR	Deputy Group Director-Commercial Services
Kunal Govindia	KG	Chair for this meeting Resident (Hepburn) & Chair of the TRA	Sarah Pearce	SP	Corporate Projects Director
Marta Ostrykiewicz	MO	Resident (Ockham)	Richard Maguire	RM	Head of Client Delivery and New Build
Stephen Hogan	SH	Resident (Ockham)			
Independent parties					
Emily Hickson	EH	Local councillor			

Existing actions

Ref	Accountable Person	Detail	Deadline
1	CL	Residents to continue attempts to engage an independent person	Complete
2a	KG	Provide comms for NHG to circulate to all residents for which they hold details	Complete
2b	SP	Mass email to all residents, including TRA engagement comms	Complete
3	SP	Circulate meeting notes to PB (4 th Nov) and add to microsite if requested by PB	Complete
4	KG	Submit application to formalise TRA	Best endeavours – not complete
5	SP	Schedule site walk with SH	Complete
6	AA	Provide available repairs data	Complete
7	SP	Share cyclical works roadmap with PB	Complete
8	SP	Invite guest speaker to attend next meeting- Cyclical	Complete
9	AA	NHG to prepare list of cost commitments to PB	Complete
10	SP	Organise Orka presentation on H&HW works	Before Xmas, once Board has advised of dates
11	KG	Provide dates & times for Orka session, and list of questions that residents want to know the answers to	25 th November – not complete
12	AA	Report Ockham outlet issue to Orka, then circulate update to PB	Complete
13	AA	Issue update to Hepburn building following dye-test	Complete
14	AA	Update PB on scale of roof leak issues discussed	Complete

New actions

Ref	Accountable Person	Detail	Deadline
1	SP	Provide details of the competency of the surveyors in the team	
2	SP	Provide information about when a ground level survey can be carried out – targeting early in the new year	

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3	SP	In advance of the survey, provide written terms of reference for the survey	
4	SP/RM	Following the survey present to the Partnership Board on scope of works and surveyor's opinion on if any works would be deemed above normal wear and tear for a scheme 8 years old	
5	RM	NHG to look at identified communal doors and see if anything can be done economically to make the repair less obtrusive	Next Partnership Board
6	RM	Repairs data to be provided monthly, the next report will provide a more comprehensive overview of emergency repairs and confirm the number of outstanding repairs that are older than 3 months	Next Partnership Board
7	RM	Provide escalation routes and contact details	Complete
8	EH	Emily to become PB chair and will think about and approach any relevant contacts to join as independent members	
9	SP	Forward emails notifying of last resident meeting on heating and hot water in the spring	Complete
10	RM	Clarify separation of HIU and underfloor heating responsibilities	Next Partnership Board
11	RM	Clarify HIU servicing programme at the next meeting	Next Partnership Board
12	RM	Provide information on what more can be done regarding cars parked in incorrect places, receiving and not paying tickets	Next Partnership Board
13	RM	Notify all residents at the end of the heating/hot water and cladding replacement programmes	As applicable
14	SP	Clarify whether EWS1s for Hepburn and Costermonger will be reissued following cladding replacement works	Complete
15	RM	NHG to provide information on the current value of the sinking fund	