

**WOODBERRY DOWN COMMUNITY ORGANISATION
LIAISON MEETING WITH PARTNERS**

<p>Woodberry Down Community Organisation Liaison Meeting with Partners Tuesday 1st April 6pm – 7pm</p>
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WDCO: Jackie Myers (JM), Adrian Essex (AE), William Sheehy (WS), Omar Villalba (OV), Leonora Williams (LW)

Partners: Hermione Brightwell (HB), Julian Rodriguez (JR), Giorgia Woolveridge (GW), Gareth Crawford (GC), Nick Popovic (NP)

Apologies: Oonagh Gormley (OG), Kalu Amogu (KA), Trevor Hughes (TH), Jada Guest (JG), Andrea Anderson (AA)

ITLA: Roda Hassan (RH), Ameera Hassan (AH)

Items		Action
1.0	Minutes of February Liaison Meeting	
	Minutes were checked for accuracy and agreed.	
2.0	Matters Arising	
	<p>Out-of-Phase Spilt Household Meeting: RH circulated the dates for the meeting, which was held last week.</p> <p>Disabled Employee Data: Stav was unable to provide figures on disabled employees at Woodberry Down.</p> <p>Action: Berkeley to provide figures on disabled employees at Woodberry Down before the April Board.</p> <p>Window: RH contacted TH requesting details on the cause. TH responded that Berkeley is finalising the remedial strategy and will liaise with their legal team to provide a concluding statement. OV stressed the issue has persisted for six years and asked for a timeline. AE noted multiple failures but said WDCO had been assured of a definitive solution (though not a definitive explanation due to legal reasons). WS added that residents want reassurance it won't happen again and a formal statement.</p> <p>Action: GW to follow up with TH on a timeline and concluding statement.</p> <p>Service Charge Review: RH confirmed Mica had shared progress via email. JG emailed JM with an update on historic service charge actuals. NHG's review is complete and pending Board sign-off. RH has shared this with the Executive Committee and will circulate to the full WDCO Board. AE questioned delays, and JR explained the process involves several pre-approval levels. OV is meeting NHG's Head of Complaints and will report back.</p> <p>Temporary Accommodation: HB confirmed a written response was sent to OV before the last Liaison meeting.</p> <p>Cultural Strategy: HB forwarded notes from Matt Jenner addressing WDCO's questions. RH noted that response to cultural strategy questions were included in the March Board report.</p> <p>AE raised concerns that the new comms strategy, discussed in October, has not been implemented—particularly regarding newsletter distribution and WhatsApp group sharing.</p> <p>Action: GC to follow up with Kris regarding AE's newsletter concerns.</p> <p>Ground Floor Strategy: GC will update the Round Table on 17 April and provide a timescale. AE expressed that the Board wants tangible improvements, not just timelines. GC noted he is still familiarising himself with the strategy.</p>	<p style="text-align: right;">BH</p> <p style="text-align: right;">BH</p> <p style="text-align: right;">LBH</p>

	<p>Action: GC to update the Board with a timescale following the Round Table meeting.</p> <p>WS asked about the now-closed shop ice cream shop. HB confirmed MHDT is still managing the space and should provide the update.</p>	LBH
3.0	<p>March Board Actions</p> <p>Berkeley:</p> <ul style="list-style-type: none"> • Section 106 Presentation: Following Hilary's request, Tom confirmed he will deliver a presentation at the April Board. Due to a busy period, the presentation cannot be circulated in advance. RH updated the Executive Committee earlier today. • Wind Tunnel Testing: WS asked about visiting the facility in Milton Keynes. RH noted Phase 5's detailed design, including this wind testing, will be progressed in the coming months with the Design Committee. <p>NHG:</p> <ul style="list-style-type: none"> • Phase 3A charges letters: NP confirmed that confirmation letters were sent on 28 March to all current residents. Future residents will receive them as part of their sign-up packs. • Historical service charge review: JG sent an update to JM on 24 March. RH has circulated this to the Executive Committee. JR also confirmed the review outcome is awaiting NHG Board approval and should be available for the April or May Board. WDCO requested a written update rather than a presentation. • Birchwood 2021 Charges: Tina requested clarification in March. OV noted a resident meeting took place, covering the service charge. • Cleaning Contract: WDCO reps has requested the new contract reflect actual costs. OV asked JG to create KPIs for all social blocks to monitor service levels and charges. <p>Hackney</p> <ul style="list-style-type: none"> • Block D: Hackney met with the Working Group last Monday and is working with MillCo, who are actively marketing the space. A contractor is in place to begin fit-outs. AE flagged delays; initial completion was targeted for February. JM asked if the café would serve and employ the community, including people with disabilities. HB confirmed the current café under discussion is a social enterprise and will provide community benefit. HB clarified that while flexible space for community groups was discussed, no permanent space was promised due to costs. AE asked for clarification on whether works were being carried out for a tenant without a signed lease. HB confirmed Hackney has leased the space from Berkeley and will sublease to MillCo. The agreement will be signed upon completion of fit-outs. • West Reservoir: GC confirmed that landscape contractors have been appointed by Hackney; works will take 9 months and preparation is underway. <p>Action: GC to send West Reservoir documents to RH.</p> <ul style="list-style-type: none"> • District Heat Network: Hackney aims to update WDCO by the end of June. RH noted a feasibility study was commissioned and submitted in November 2023. GC is coordinating with Berkeley to provide an update. <p>Action: Hackney, NHG, Berkeley, and MHDT to provide written updates on March Board actions for the April Board.</p>	LBH
4.0	<p>Preparations for March Board Meeting</p> <p>Section 106 Agreement Presentation: Tom will deliver a presentation on the Section 106 Agreement at the April Board.</p>	
5.0	<p>Partner Updates</p> <p><u>Brief partner updates</u></p> <p>NHG Update: JG provided an update on NHG's activities, including the Vital Energy session which was scheduled for 26th March. JG also shared details about the HIU programme, which is set to begin in April, with units being replaced at Rowan, Hornbeam, Watersreach, and Reservoir. She will follow up with further details on this programme.</p>	

	<p>JG also noted they have a new starter at NHG who joined last Monday as an estate administrator. NP added that a new property manager has been appointed to take over the management of existing leasehold properties, while Daniel remains responsible for overseeing the new builds.</p> <p>JR also provide further updated that 47 households are currently living in Phase 3A's rented properties, with one more scheduled to move in and six in the sign-up process. This means a total of 54 households are either settled or in the process of moving in. In terms of shared ownership, NHG has sold 44 homes, with 11 in the process of being sold, reserved, or exchanged, leaving 28 homes still available.</p> <p>RH followed up on the issue of unallocated properties, noting that there are currently 16 to 19 such properties. Hackney is considering what steps to take next in terms of allocating them. RH asked how Hackney's strategy for allocating these properties will be shared with WDCO. HB explained that the allocation strategy will come from the DART team, who are working with the Decant team and tenants from future phases.</p> <p>Action: HB committed to providing more clarity on how the strategy will be communicated to WDCO.</p> <p>LBH GC confirmed that the Compulsory Purchase Order for Phase 4 has been made and will be officially announced on 10 April.</p> <p>OV noted that the WDCO Executive Committee have requested to meet with the Chief Executive and the Director of Regeneration to discuss rent levels. Executives have also met with councillors regarding support for temporary accommodation. It was raised that 80 of the 350 temporary accommodation units in Woodberry Down will be affected by rent increases in the coming week.</p>	LBH
6.0	AOB:	
	<p>GC enquired when Hackney can expect feedback from WDCO on the proposed governance changes. RH confirmed she has received initial comments from Board members and will send them across tomorrow morning. The Board would like to arrange a meeting to further discuss their feedback.</p> <p>Action: RH to circulate WDCO feedback on governance arrangements to GC by tomorrow morning and will provide additional comments from the Board following that meeting on 9 April.</p>	