

# Great Yarmouth Tenants Forum

## Minutes

Wednesday, 03 June 2015 at 17:30

### **PRESENT:**

**Mr P Kirkpatrick (in the Chair); Mrs C McDonald, Mrs K Watt, Mrs B Dawkins, Mrs S Taylor, Mr P Burrage, Mr P Nichols, Mrs D Gillet, Mrs A Arger and Mr R Taylor.**

**Ms D Gates (Guest)**

**Mr T Chaplin & Ms H Notcutt (GYBC Officers)**

### **1 DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared at the meeting.

### **2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs C Webb.

### **3 MINUTES**

The minutes of the meeting held on 1 April 2015 were confirmed.

### **4 MATTERS ARISING**

The Chairman reported that there were no matters arising.

### **5 STATEMENT FROM THE CHAIRMAN**

The Chairman announced his intention to step down as Chairman and from his membership of the Forum, after serving seven years as Chairman, due to lack of time to devote to Forum matters.

His last meeting, as Chairman, would be the October meeting and he would officially retire at the AGM in December.

Forum members expressed thanks to the Chairman for all his work and dedication to the Forum over the years. The Housing Group Manager extended thanks on behalf of the Borough council for all Peter's hard work and dedication to Community Housing over the last seven years.

## **6 VOID STANDARDS**

The Housing Group Manager presented the draft Voids Standard documents. Comments were received on wording regarding suite locks and door chains, absence of a shower standard in the bathroom section and artex removal. He recommended that the Forum formulate a response which he could then feed back to the Voids Manager. The final document would be circulated at the next meeting.

### **ACTION:**

**All comments to be sent to the Chairman by Friday, 12 June 2015 to enable him to formulate a response to the Housing Group Manager by Friday, 19 June 2015.**

## **7 FORUM OUTREACH SESSIONS**

It was proposed that due to the inability to run the May session, that outreach for early July should be planned again to be held in the Shrublands area. The theme "Are you a Happy Tenant?" was proposed.

Permission had been obtained to hold the session in a local public house function room so a date would need to be confirmed.

### **ACTION:**

**(i) To confirm a meeting date by Friday, 12 June 2015.**

**(ii) The CDM to speak with the Area Housing Manager to obtain permission for publicity materials to be publicised on communal notice boards.**

**(iii) All wording to be sent to Hilary Rickwood - a minimum of 2 weeks prior to the agreed date to ensure leaflet design and printing can be carried out in good time.**

## **8 UPDATES**

- **Tenant Magazine**

RT updated on the progress of the current issue, the next issue would be an annual report special edition.

### **ACTION:**

**PK to send article/letter to HAR for inclusion in the magazine regarding**

**retirement by 20 June 2015 deadline.**

- **Handbook**

Progress has been made by the Communications Group with KW. currently finalising content for copy editing.

- **Fosters Liaison Group**

Enquiry as to wherever the group would continue or not. various questions regarding kitchen/bathroom upgrades prompted a suggestion for Fosters to attend the next Forum to update on their progress to date

**ACTION:**

**Request for Graham Hollingdale and/or Fosters to attend next Forum meeting to provide and update on Fosters work to date.**

## **9 ANY OTHER BUSINESS**

The Community Development Manager reported that the next Scrutiny Panel meeting for the Mutual Exchange exercise is scheduled for 25 June 2015 at 1.30 pm, in the Town Hall.

The meeting ended at: 19:30