

# The Southwick Estate – Resident Working Group

## MINUTES

**Subject: Resident Working Group, Meeting 8**

**Venue: Southwick Community Centre**

**Date: 19<sup>th</sup> May 2022**

### Present:

Chelsea Reilly (CR) - Southwick Estate Resident Liaison Team  
Jeanette Kenyon (JK) - Adur Council  
Jake Lock (JL) – Adur Council  
Neil Erridge (NE) – Adur Council  
Bruce Reynolds (BR) – Adur Council  
Jemma Seaton (JS) – Adur Council  
Christine Searle (CS) – Independent Resident  
Advisor, New Mill  
Dave Donaldson (DD)  
Marilyn Foster (MF) – Leaseholder

Paul Hillier (PH) – Tenant  
Sharon Hillier (SH) – Tenant  
Emma Colfer (EC) – Leaseholder  
Lynda Hilton (LH) – Tenant  
Anamaria Horaru (AM) – Leaseholder  
Sue Wells (SW) – Resident  
Heather Jordan (HJ) – Tenant  
Jacqueline Peachey (JP) – Tenant  
Leanne Crump (LC) – Tenant  
Marcia Browne (MB) – Resident  
Seb Browne (SB) – Resident

Item	Comments	Action Assigned To
1	<b>WELCOME</b> <ul style="list-style-type: none"><li>• Terms of Reference</li><li>• Minutes from the previous meeting (Meeting 7) and Matters Arising</li><li>• Minutes for future meetings</li></ul>	
1.1	<b>WELCOME</b> <p>JK led introductions. Apologies were received from Leah Sawyer, Cllr O’Neal, Cllr Funnell and Cllr Albury.</p>	
1.2	<b>TERMS OF REFERENCE</b> <p>JK provided an overview of the existing Terms of Reference (ToRs) for the group, which members agreed to during the first meeting. JK explained the team is learning as we go, so we welcome any and all feedback members and residents have to share.</p> <p>JK noted the ToRs need updating to reflect the feedback we are receiving, some of the proposed changes include:</p> <ul style="list-style-type: none"><li>• Expand membership to 20 to 21 members</li><li>• Increase quorum to 5 members</li><li>• Publish a calendar of meetings several months in advance</li><li>• Circulate the minutes for comment before being finalised</li><li>• Issue the finalised minutes within 10 working days of the meeting</li><li>• If all members agree, we can record meetings</li></ul> <p>JK reiterated that these changes are her own suggestions, she encouraged members and residents to contribute their ideas and provide feedback on the above list.</p> <p>JK also explained this stage is the stage for listening, the team wants to hear feedback and understand everybody’s preference.</p>	

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	<p>JK presented the existing Code of Conduct, which members also agreed to during the first meeting, and asked the room for comments.</p> <p>SB queried the need for the confidential clause. JK / CR replied that this clause has never been used; the content being discussed should be shared with the wider community but there may be occasions whereby the council would like to present sensitive information to the group. In such cases, the RWG would agree or disagree on the information being confidential ahead of any discussions taking place.</p> <p>LC raised concerns about residents who are unable to attend due to the timing of the meetings, as some residents would like to join the group but cannot make the chosen time/days. JK confirmed meetings dates would be published in advance in the future.</p> <p>JK reminded the group this is a closed meeting.</p> <p>LC added that the number of people who attend should be increased as there is a large sum of money being spent on the consultation, why are only 15 residents welcome.</p> <p>JL also added that the purpose of a Resident Working Group is to feedback on views and concerns being heard across the estate. It is supposed to be a smaller group, made up of individuals who can commit to the regular meetings, but it is not in place of the wider consultations or conversations that are needed.</p> <p>JP suggested regular, closed, working groups could be supplemented with larger meetings to which all residents are invited. She added that the RWG is not well known to residents, and JL agreed the team has received this feedback too. The team has promoted the RWG at the consultation events and in the letters.</p> <p>JL / JK agreed to book the calendar meetings as early as possible, and to add the minutes to the website.</p>	
<b>1.3</b>	<p><b>MINUTES FROM THE PREVIOUS MEETING (MEETING 7) AND MATTERS ARISING</b></p> <p>NE has asked the Operational Waste team to remove the netting at the bottom left hand corner of Sea House.</p> <p>JK asked the group how the minutes from the previous meeting should be amended to reflect the conversation that took place, particularly around the following note: 'Concerns were raised about the impact of residents' feedback shared today'</p> <p>The following points will be added:</p> <ul style="list-style-type: none"><li>• LC felt the architect was not supportive of options 1-3, and encouraged residents towards option 4 (full redevelopment)</li><li>• LC was concerned about why option 4 was brightly coloured with blue skies whereas the other options were dull in appearance with grey skies</li><li>• LC added that the information presented was dissuasive and incorrect</li><li>• LC also felt that two of the three tables had votes, her table did not</li></ul> <p><i>Post meeting note: Meeting 7 Minutes have been updated to reflect the above, minutes from both meetings (7 &amp; 8) will be circulated together for comment.</i></p>	

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	<p>JL suggested that in the future each table will complete a feedback form as a group, and the forms will be attached to the minutes, so everyone has access to them. JL felt the discussion on his and LCs table was free-flowing and LC contributed helpful feedback.</p> <p><i>Post-meeting note: the feedback included in the report will only be from residents</i></p> <p>LC feels the feedback wasn't taken on board and the objectives haven't changed. JK agreed the team will take more detailed minutes, and team needs to present back to the group on the outcome of the session, that is what changes have been made as a result of discussions.</p> <p>LC added the project team should not be contributing their personal opinions during discussions, this should be reserved for residents of the estate, noting that the project team is being persuasive during sessions.</p>	
1.4	<p><b>MINUTES FOR FUTURE MEETINGS</b></p> <p>As per the discussions outlined above, the following changes will be made immediately:</p> <ol style="list-style-type: none"><li>1. Minutes will be more detailed</li><li>2. The group will have an opportunity to provide comments on the minutes ahead of minutes being finalised</li><li>3. Finalised minutes will be issued within 10 working days of the meeting</li><li>4. Minutes will be uploaded to the website</li></ol>	
2	<p><b>UPDATE</b></p> <ul style="list-style-type: none"><li>• Event 3 Consultation</li><li>• Council response to the flyer circulating on the estate</li><li>• Proposal to hold special RWG meeting to discuss Residents' Priorities</li></ul>	
2.1	<p><b>EVENT 3 CONSULTATION</b></p> <p>JK advised Event 3 launched today, there are posters around the estate and residents will have received a letter inviting them to the pop-up stalls and an exhibition taking place on the following days and times:</p> <ul style="list-style-type: none"><li>• Thursday 19th May from 1pm</li><li>• Saturday 21st May from 10am</li><li>• Wednesday 15th June from 11am</li><li>• And on Saturday 11th June there will be an exhibition at the Southwick Community Centre from 10.30am-1.30pm.</li></ul> <p>The website has been updated, JK encouraged residents to visit the website - feedback can also be provided online.</p> <p>This is a fact-finding exercise; the team is hoping to gather as much feedback as possible.</p> <p>JL advised a leaseholder has feedback that they would like to see all the previous boards as they did not know about earlier consultations. Could the team include an archive section on the website to host earlier records? JK / CR to action this.</p>	

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	<p>JP asked if repairs are still going ahead whilst the consultation remains ongoing, adding that some residents are waiting 5/6 years for masonry work to be carried out. JK confirmed that repairs are still taking place and we will be discussing this in detail in items 3 and 4.</p>	
2.2	<p><b>COUNCIL RESPONSE TO THE FLYER CIRCULATING ON THE ESTATE</b></p> <p>The council has written to all residents in response to the flyer that was circulating on the estate, letters should land on people's doorsteps tomorrow (20/05/22). JK suggested a Special Meeting in an environment where more people can attend, with a tailored agenda, plus time and space to reflect on the points being raised.</p> <p>SB asked why the response to the flyer isn't thank you for getting more people involved. JK agreed that interest has peaked since the flyer has been circulated, and explained the team wants as many people involved in this process as possible.</p> <p>JK added that the council has not pre-empted the outcome, officers are here to listen to views about the different options / sketches.</p> <p>JP said there are residents who are saying knock it down, but those are residents who are close to moving on and this should be considered.</p> <p>JK replied that therefore this process is important, everyone will have different wants and wishes. The council also has to consider the financial implications, and needs to hear everybody's views before a recommendation is made on the preferred option.</p> <p>LC raised concerns as the project team includes a Regeneration Consultant, she feels this indicates the council is not considering refurbishment.</p> <p>JK explained that this is a long process, with lots of expert teams leading on the different specialisms involved, including planning experts, cost consultants, architects, and more. There's a lot of work that must happen alongside the consultation.</p> <p>LC raised concerns about losing her secure tenancy status, JK explained that Adur Council is not planning to hand over any homes, the council wants to continue to be the landlord. LC explained that the finances would not work without support from housing associations. JK replied that within the financial model, the sale of private homes would subsidise the cost to the council, this would enable the council to retain the council homes, adding that everybody would be rehoused on the estate.</p> <p>The group asked for examples of previous projects where council tenants were able to carry on living in their homes with the same tenancy. JK said she has been involved in other regeneration projects where the council owned the new build housing, remained the landlord and tenancy rights were preserved. SB added that their own research indicates otherwise and asked for some examples. JK said she could provide examples at the next meeting rather than going into detail now.</p> <p>This topic will be covered in detail at the Special Meeting. Members can tell the project team what the agenda should include, what questions need answers, and what topics need explanation and discussion. This will allow the project team properly to prepare and bring along the right people.</p> <p>JL added that New Mill can share advice on best practice and what this means for residents.</p>	

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2.3	<p><b>PROPOSAL TO HOLD SPECIAL RWG MEETING TO DISCUSS RESIDENTS' PRIORITIES</b></p> <p>The proposed date for the Special Meeting is <b>Wednesday 15<sup>th</sup> June at 7pm</b>. There were no objections in the room, the team will email all members to confirm.</p>	
3	<p><b>MAINTENANCE UPDATE</b></p>	
3.1	<p>NE provided an update on the recent progress and answered a series of questions from the group.</p> <p><u>Watling Court</u> Communal doors on block 8-19 have been installed, NE inspected yesterday and the doors were working but unfortunately today they have been vandalised.</p> <p><u>Coates Court</u> Door replacements have also been completed but again have been vandalised.</p> <p><u>Sea House, Rock Close, Channel View and Harbour Court</u> Doors and window replacements are starting next week, and should be completed by the following Monday.</p> <p><u>Fly tipping</u> There has been a number of incidents across the estate, the Operational Waste team has collected most of the rubbish, with Channel View and the netting outstanding.</p> <p>NE thanked CS for the photographs she shared of incidents that needed actioning.</p> <p><u>Rock Close</u> Shed roof has been completed and scaffolding removed.</p> <p><u>CCVT</u> NE asked the group if they would like CCTV to be installed, to deter the ongoing acts of vandalism. SB said this would send a bad message, NE advised that CCTV will not be installed if residents do not want it.</p> <p><u>Broken paving slabs and trip hazards</u> Andy Dixon – the contractor for the works - has agreed a price per SQ meter and NE has received approval for the works to go ahead.</p> <p><u>Sea House scaffolding</u> This will be taken down and the perimeter will be fenced off to protect against any debris.</p> <p><u>Roof pointing</u> Works are being completed ad hoc.</p> <p>JP has been waiting 10 years for hers to be completed. NE advised the urgent pointing works will be completed now but whether all of the roofs are repointed is dependent on the consultation.</p> <p>NE encouraged the group to contact him directly with any issues that need reviewing, he will review each request on a case-by-case basis.</p>	

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	<p>JP suggested the team write to residents, explaining how they should manage damp and mould. NE agreed this is a good idea and he is happy to do so. JP added this should form part of the resident's welcome information when they move into their flat.</p> <p>LH advised she reported water coming into her bedroom in February and she's still waiting for any works to take place.</p> <p>SW added that buzzer is always broken, tenants can't let anyone in, NE advised this was fixed on Monday but broken on Tuesday so there is only so much the team can do.</p> <p>JP suggested the council gives replacement keys for free, £10 is high cost which residents cannot afford. This would help prevent the doors being continuously vandalised.</p> <p>NE explained that the whole estate will have the doors refurbished next month, but he cannot provide any assurances as to what happens if the doors are vandalised.</p> <p>JP asked what was happening when the workmen recently spent four to five hours at Rock Close, JS replied they were re-running the cabling system to get the door entry up and running again.</p>	
4	<p><b>INNER ROOMS AND FIRE SAFETY PRESENTATION</b></p> <p>JS provided a detailed presentation.</p> <p>JS explained that, as a landlord, Adur Homes is classed as the responsible person – that is the person who has to answer to the fire brigade as to what has been done and why. This responsibility sits with the Chief Executive Officer who delegates to the Head of the Service, who in turn delegates some of that responsibility to Jemma.</p> <p>The council is responsible for ensuring there is a fire risk assessment in place for all communal spaces, including balconies. After the Fire Safety Act 2021 was issued following the Grenfell tragedy, councils' responsibilities expanded to include:</p> <ul style="list-style-type: none"><li>• Flat front doors</li><li>• Building structure</li><li>• Balconies</li><li>• External walls</li></ul> <p>The Building Safety Act relates to high-rise buildings, i.e., Sea House and Grange Court, and places new requirements on the council on how these buildings are managed.</p> <p>Adur Council's fire risk assessor is Rolf Zeegers, he used to work for the fire brigade.</p> <p>The fire risk assessment also identifies the fire strategy for each building. This used to be known as the 'stay put' policy, meaning that the building has been constructed in a way that allows you to stay safe if there is a fire in another flat. Following Grenfell, this has changed to as 'stay put if you feel safe policy', if you feel unsafe, see or smell smoke then you leave. Additionally, the fire brigade may evacuate the whole building if necessary.</p> <p>The team is carrying out a programme of works to ensure residents are safe in the event of a fire in another flat. There are over 200 blocks that need regular fire assessments, and all blocks need some level of work to bring the standards in line with recent changes to</p>	

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legislation. All flats will receive a new fire-rated front door, but otherwise, the level of work will vary.

The team regularly consults with the fire brigade and talk through plans and timescales. There is a lot of work to do over 200 blocks, which cannot be done quickly, so the team plans the work to reduce the risk. This means that the first round of works prioritised are the flats deemed the highest risk. Phase 1 (high priority works) is due to complete this June, with works having started in January.

The fire doors replacement scheme also started in January; residents will receive an update on this from Jemma shortly. JS confirmed she has paused the programme for quality control.

Medium and low-risk fire safety works are due to commence this summer, these works are being planned now. Blocks will receive all of the work needed in one go, the team will move from block to block (across all 200 blocks managed by Adur Homes) and this programme will take 2 years to complete.

JS shared images of recently completed works (presentation attached).

The fire doors must last 30-minutes in the event of a fire and provide smoke and heat protection. Where there are lobby doors, separating one communal space from another, they must be upgraded or replaced with fire doors as well.

The team will also carry out fire stopping works, closing any holes between doors and walls to stop smoke from travelling between rooms.

JS asked residents to get in touch if any Fire Action Notices are missing, the team has been replacing these but unfortunately, they are being removed.

### **INNER ROOMS**

An inner room is a room that you can only access by passing through another room. Some inner rooms are acceptable, as residents will not sleep or sit in those rooms e.g. a kitchen. You cannot have a room that you might sit, sleep or work in as an inner room.

Legislation states that you can retain your inner room to a height of 4.5metres if you install an emergency egress window. Adur Homes and West Sussex Fire and Rescue Service are agreed this is not acceptable as this would not be an escape route that everybody could use. So, Adur Homes has an inner rooms programme underway as they begin bringing their housing stock in line with the changes to legislation.

Adur Homes pays for a removals van to help residents to move, they also pay the bills for the 6-weeks that residents are in temporary accommodation. In their home, residents will receive new hallway flooring and the walls will be decorated.

BR – Adur Council's Private Sector Housing Manager - explained what that means for leaseholders.

A lot of the properties owned by leaseholders are likely to have inner rooms and possibly a category 1 hazard. Hazards are assessed and may result in enforcement action; this would be an improvement notice to the leaseholder. If the flat is owner-occupied, the

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	<p>notice is likely to be suspended as homeowners can choose to take on a higher level of risk.</p> <p>Improvement action will be enforced when the home is rented out to a private tenant or sold on.</p> <p>The freeholder (Adur Homes) must give consent to works taking place, for example, JS must review fire doors to ensure they are compliant and therefore safe.</p> <p>Adur Homes has opted to reconfigure the rooms as this ensures the homes are safe forever, but a leaseholder does have a couple of options available to them – including, creating a corridor, creating an alternative escape route, installing a full fire suppression system etc.</p> <p>BR has three officers dealing with the inner rooms programme across the whole of Worthing, so this will take time but progress is being made.</p> <p>JP asked what the options are for leaseholders who cannot afford the works, referencing a neighbour who had paid £2500 for a new fire door only to be told it was not compliant therefore had to be removed. JS explained that in this case, the leaseholder had chosen a supplier who is not compliant with the legislation. The installation of the door is just as important as the door itself, this means doors must be fitted by an authorised person otherwise they may not last the 30-minutes needed.</p> <p>HJ asked if the back doors will be completed, as her front and back door are side-by-side yet only her front door was done. JS confirmed this was in error by the contractor, they have since been instructed to replace all of the secondary entrance (back) doors.</p> <p>The team has learned lessons from Phase 1, where the feedback was the fire doors are too heavy and causing issues for residents. JS has been working with a team of experts to create a door set that works for as many people as possible, whilst also ensuring residents are safe.</p> <p>LH queried why some flats have had both doors replaced and some have not. JS advised that Adur Homes has 1300 doors outstanding and each door takes half a day to replace, meaning that the team cannot possibly replace all of the doors at once.</p> <p>Phase 2 will be carried out block by block, so all the doors in one block will be replaced before the team moves on.</p> <p>SW asked about the automatic openers, as she was told by an Adur Homes employee that her door would cost £1400 so is too expensive to replace. JS confirmed if a resident already has an automatic opener, their door will be replaced with an automatic opener. JS is working with fire door manufacturers to obtain a fire door with an automatic door set, this will take a little longer to source but this will happen.</p>	
<b>5</b>	<b>ANY OTHER BUSINESS</b>	
<b>5.1</b>	The group has agreed that Dave Donaldson is the new Chair of the group, following support from more than half of the group.	
<b>5.2</b>	The remaining items on the agenda will be shifted to the next ordinary RWG meeting, including priority major works and leaseholder sub-group.	



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5.3	The presentation will be attached to the minutes.	
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