

PARTNERSHIP ACTION GROUP

Draft Minutes of Meeting held on 17th March 2005 7pm at City Hall: Mancroft Room

- | | Action |
|---|--------|
| 1. Welcome & Introductions | |
| a. Present: | |
| i. NLA Committee Members: Ken Leggett (chairman), Pauline Walton, Ian Docking, John Fuller, Lorna Kirk | |
| ii. Council Officers: Stuart Mudie, Paul Sutton, Charles Thurston, Jonathan Smith | |
| b. Lorna Kirk was welcomed to her first PAG meeting. | |
| c. Since the Inaugural NLA Meeting, Brian May has been proposed and seconded and co-opted onto the NLA Committee to be confirmed as a member at the next General Meeting | KL |
| 2. Apologies | |
| Hereward Cooke, Chris Land, Nick Turner, Paul Pearce, Richard Essex, Brian May, Hilary Koe, Sarah Cooper | |
| 3. Minutes of the Last Meeting | |
| The minutes of the meeting held on 22 nd Feb 05 were accepted. | |
| 4. Matters Arising | |
| 5. NLA Inaugural Meeting | |
| a. The draft minutes were accepted in principle. The minutes will be approved by leaseholders at the next General Meeting and ratification will be completed at the next following Executive Meeting. The meeting was generally well-received. | |
| b. Charles will supply Stuart's presentation slides to Pauline on email, and the list of Forum attendees. | CT |
| c. Pauline will forward amended minutes and slides to Ian | PW |
| d. Ian will post both documents to the website | ID |
| 6. Participation Compact | |
| a. Amendment: Jonathan will supply Pauline with the new wording required from 23 rd Feb 05. | JT |
| b. Amendment: It was noted and agreed that the Partnership Action Group leaseholder quorate for meetings is reduced to three members on the understanding that stated positions will have been agreed in advance in an NLA committee meeting. | |
| c. Amendment: It was agreed that all PAG meeting minutes will be posted on the NLA website according to the timescale set by the NLA secretary. | PW |
| d. Pauline will circulate a new draft Compact for approval, target date for posting to the website to be one week from this meeting. | PW |
| e. Ian will post the draft Compact and minutes to the website | ID |
| f. Pauline will provide a draft organisation chart for the next meeting | PW |
| g. Paul S and Stuart will rely on Charles to ensure that minutes are correct. | PW |

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7. New Issues	Action
a. Stock Options	
i. Pauline will add Stock Options to the Leaseholder Issues Plan with a brief outline	PW
ii. Ian will provide a link to the NCC Stock Options web page from the NLA website	ID
b. Non-resident Leaseholders	
i. Pauline will add Non-resident Leaseholders to the Leaseholder Issues Plan with a brief outline	PW
ii. Charles will advise Pauline of the number of non-resident leaseholders & associated number of properties	CT
iii. Charles & Jonathan will consider the way in which the mailing lists are constructed for resident/non-resident leaseholders (report 6 th Apr 05).	CT/JS
8. Ongoing Issues	
a. "Ex-Gratia" Refund (Issue 1)	
i. Charles will investigate why a number of Normandie Tower leaseholders did not get the leaseholder letter & newsletter (report 6 th Apr 05).	CT
b. Management Fees (Issue 4)	
i. Charles will provide a detailed proposition for levy and calculation of the Management Fee by 30 th Apr 2005	CT
ii. Pauline will amend the Issue paper	PW
c. Charging Apportionment (Issue 3)	
i. This issue will be balloted to all leaseholders. Work will start after the next meeting on 6 th Apr 05, with the ballot to be announced at the General Meeting on 7 th Jun 05.	CT
ii. NLA representative(s) to be appointed in advance.	KL
iii. Pauline will amend the Issue paper	PW
d. Redress of Grievance (Issue 6)	
i. 26 Issues were presented at the Forum and a report will be produced by Charles for the meeting on 6 th Apr 05	CT
e. Interim Work (Issue 2 & 8)	
i. The roofing tender was produced with no leaseholder observation due to legal difficulties. Stuart will keep us in touch in future.	SM/CT
ii. Citycare are one step removed from the consultation process and will need convincing of the need for participation. A Citycare rep will be invited to a future meeting to pave the way. All to decide action at the next meeting on 6 th Apr 05.	KL
iii. If possible, a brief will be prepared (by Citywide & NLA) before the meeting planned on 30 th Mar 05 to ensure that participation objectives are clear on this Issue.	PW/CL
iv. Heathgate windows are now in plan, and Brooke Place have expressed windows as the priority.	
f. Direct Debits (Issue 10)	
i. Paul will establish a value for the direct debit implementation for the next meeting on 6 th Apr 05	PS

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9. Next meeting

The next meeting will be held at City Hall on 6th Apr 05 at 7.45pm.
Charles will book a room for leaseholder meetings from 6.30pm until 9.15pm.

**Action
CT**

10. AOB

- a. Ian gave a brief introduction to the NLA website and will report further progress at the next meeting.
- b. The next edition of Tenant Talk will be published in April

ID