**Serpentine Court Steering Group**

Tuesday 1 May 2018  
Minutes

Residents: Jeremy Alssop (Observer), Kardina Bobrycz, Nasfeexo Cabele (Observer), Zara Bryjica (Observer), Nicola Cox, Cassy Eliott (Deputy Chair), Joan Forsyth, Robyn Goodwin, Alfie Hughes (Observer), Stella Hoskin, Sharon Jordan (Deputy Chair), Shannon McCaul, Laura Nash, Ronke Oludapo, Danielle Slaymaker (Chair), Pauline Wright

Anne Bircham (YourMK), Alicia Francis (Newman Francis), Kevin Farrell (Tpas), Emma-Jane Flynn (Tpas), Sam Goodwin (Tpas)

Apologies: Laura Nash

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| 1. | **Welcome, introductions and ground rules**  Danielle opened the meeting with a welcome and introductions.  The previous minutes were agreed as a true record. |  |
| 2. | **Project Update**  Engagement levels: Anne reported that the level to date stood at 73% with a target of 80%.  Repairs: Emma Weingart of YMK is at Spotlight every Wednesday from 10.00 – 12.00 from 17th April onwards on a trial basis. This will operate as a drop in and Emma will follow up any repairs that are ongoing and also help any residents make the initial phone call if support is needed.  Surgeries: Anne continues to hold surgeries at Spotlight every Wednesday (with Kevin) and Thursday from 10.00am – 2.00pm. Kathryn Eames, Head of Regeneration is sometimes based there on a Tuesday.  Next design event: There will be a design event led by HTA in mid-May which will look at building design and materials. It will be called a ‘Shaping Places Workshop’. Anne is awaiting confirmation of dates and venue.  Self-help Care Group: this group is made up of local stakeholders such as the doctors, police, teachers etc. There is a 20-minute slot on the meeting agenda for Anne to report on Serpentine Court regeneration. Anne circulated copies of a survey on Health on the Lakes estate, and asked SCSG members if they would be kind enough to complete and return it. The survey asks residents to identify their 5 health priorities.  Project timeline: Anne took the group through the latest timeline and noted that the ballot is currently set for w/c 17 September 2018.  Litter pick: Fenny Stratford Council is holding a litter pick on the Lakes Estate on Friday 11 May and all residents are welcome. Anne encouraged the SCSG to join the initiative if possible.  SCSG logo: Anne explained that YMK would like SCSG to have its’ own logo. YMK would like to formalise the minutes on the YMK website and the group logo would be shown above the monthly minutes. Anne explained that Fullers Slade steering group is also producing a logo. Nadia agreed to design one for consideration by the group. | KB |
| 3. | **Waste Management sub group**  Robyn reported that there would be a walkabout with managers from Serco and Milton Keynes Council on Wednesday 2 May to look at the proposals in detail. |  |
| 4. | **Housing Needs Assessment**  Alicia of Newman Francis introduced herself and explained that she is currently covering Lizzie Brown’s maternity leave 2 days a week.  The Housing Needs Assessment (HNA) is needed by HTA Design in order to develop the design options.  YMK are currently awaiting comments on the survey from the Housing Department.  Every household on Serpentine Court will receive a pack, in advance of the visit by Newman Francis, containing a covering letter, survey form, appointment card, Tpas card and information about the regeneration process.  Residents will be able to choose their appointment time; they can have a home visit, an appointment at Spotlight or complete the form over the phone. The survey is expected to take up to 45 minutes to complete, and residents will have time to look at the pack before their appointment. Residents do not have to complete the survey on their own. HTA have spoken to local businesses about their future needs so they will not need to complete a form.  Residents will be provided with a copy of the completed form on request.  Newman Francis has been given a target of 85% completion of surveys and there is a prize draw.  Arrangements are being made to use MK Council’s translation services.  A system will be in place to allow residents to update their information as their circumstances change.  The SCSG made a number of suggestions to improve the form including:   * Q19 – extend the size of the box, if possible * Q29 – give examples of the kinds of things people might do to improve well-being * Add questions about employment status and pets * Provide contact details so residents can update their information   Alicia agreed to make the amendments. | AF |
| 5. | **Planning for the Shaping Places Workshop**  Anne is in negotiations to hold the event at Water Hall Primary School over 2 nights in mid May from 4-7pm.  The first event will be for residents of Serpentine Court and the second will be for residents of the wider Lakes estate.  Sharon, Honey, Danielle, Robyn, Stella and Sharon volunteered for both events and Cassy will do certain times. Nadia will help on the second day. |  |
| 6. | **Report from Project Board Meeting (12 April) and Regen. Sub Committee (12 April)**  Danielle reported on the April Project Board meeting which covered the project timeline, the plans for the design event in May, the communication and engagement strategy for the satellite sites, the Housing Needs Assessment, establishing a translation service for residents, the communication plan for the ballot, and a query raised by a resident about storage for mobility scooters.  Danielle took the group through her report to the last Regen. Sub Committee and encouraged members of SCSG to attend. Nadia, Zara and Robyn are all willing to give lifts in their cars. |  |
| 7. | **Tpas report**  Kev agreed to deliver 3 training sessions for SCSG members at the Family Room, The Warren, on 9, 23 and 30 May from 6.30pm – 8.30pm. He will be joined for the final session by David Gleeson of YMK.  YMK has offered training on dealing with the media. The group agreed to invite Mark Wall to the next meeting to deliver a session. Anne to arrange.  Emma announced that Cassy, Danielle and Sharon had completed Tpas training and had been awarded certificates for Chairing Skills.  Danielle has been invited by Tpas to help deliver a workshop on regeneration at the Tpas national conference in July. Emma suggested that YourMK might be asked to fund places so other members of the SCRG could attend.  Sam Goodwin, Tpas associate was introduced to the group. Emma explained that Sam will cover for Kevin when he is not available, and act as an extra resource at busy times such as the build up to the ballot. | AB |
| 8. | **Any other business**  Pigeon infestation: works are continuing to tackle the infestation, including repairing roofs and eaves and putting up spikes and nets.  New start time for SCSG meeting: starting in June, the group agreed to start meetings at 6.30pm. |  |
| 9. | Date and times of future meetings   * Wednesday 6 June - SCSG 6.30-8.30pm (coffee 6.00pm onwards) at Spotlight |  |