

**FREEBRIDGE COMMUNITY HOUSING BOARD**

**Minutes of a Meeting of the Board held on  
Monday 11 April 2016 at 6.30pm in  
“The Barn”, 2 Chapel Lane, King’s Lynn**

**PRESENT:**

Ray Johnson (Chairman)  
Matthew Brown  
Steve Clark  
Marie Connell  
Tony Hall (Chief Executive)  
Brian Long  
Ian Pinches  
Colin Sampson

**IN ATTENDANCE:**

Colin Davison - Director of Property (minute numbers  
67/16 – 84/16)  
Sue Hemming - Human Resources Business Partner  
(minute number 66/16)  
Jackie Beckett - Legal Services Manager  
(minute number 67/16)  
Angus MacQueen - Company Secretary

**66/16 Confidential item**

The meeting adjourned at 6.55pm to allow the Board to receive a briefing from the Legal Services Manager and the Clerical Assistant (Legal Services) on the Right To Buy and Right To Acquire. The meeting reconvened at 7.40pm.

**67/16 Confidential item**

**68/16 APOLOGIES**

An apology for absence was received from Jasmine Rigg.

**69/16 MINUTES**

The minutes of the meeting held on 7 March 2016 were confirmed as a correct record and signed by the Chairman.

**70/16 MATTERS ARISING**

There were no matters arising.

## **71/16            DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **72/16            CHAIRMAN'S UPDATE**

The Chairman said that he had attended his usual weekly meetings with the Chief Executive. In addition, he advised of the following:

- On 15 March 2016, he had attended a meeting of the West Norfolk Clinical Commissioning Group.
- On 22 March 2016, he had attended, along with the Vice-Chairman, the Chief Executive and the Company Secretary, the first meeting of the new Strategic Forum with the Borough Council.
- He had attended various meetings regarding an employee matter.

## **73/16            CHIEF EXECUTIVE'S UPDATE**

A written update from the Chief Executive had been previously circulated and was noted by the Board.

The written update covered the following issues:

- Hillington Square
- Plaxtole House
- Revised Timescale for Financial Forecast Return
- Priors Road Development
- Eviction Order
- Community Fund
- Tenth Anniversary Celebrations

The Chief Executive reminded the Board that a Board Members' conference had been organised by the e<sup>2</sup> consortium for 18 May 2016, to consider the Housing and Planning Bill. However, there had not been enough interest from across the consortium to justify holding the conference, and so it had been cancelled. Instead, it was proposed to hold a discussion about the Bill over lunch with James Tickell of Campbell Tickell, with each member organisation of the consortium sending a few representatives. The Board agreed that Freebridge should be represented at the lunch by the Chairman, Vice-Chairman and Chief Executive, who would normally represent Freebridge at e<sup>2</sup> joint member meetings.

The Chief Executive advised that Freebridge's two SWARM apprentices, Roxanne Cross and Alice Henderson, had completed their apprenticeships. Later that week, SWARM would be awarding them with Advanced Enterprise Skills certificates, and Freebridge as an organisation would be receiving an Investors in Innovation and Enterprise certificate.

**74/16**            **PLACESHAPING POLICY**

The Chief Executive presented a report which introduced the Placeshaping Policy. He reminded the Board that it had previously undertaken a Time to Think session on placeshaping, and this had contributed to the formulation of the Policy. Further work was required on the action plan, and it was intended to report back on this to the Board by September 2016.

The Chief Executive commented that the Policy would build on work already being undertaken with the West Norfolk Partnership and reflected the fact that Freebridge had a significant role to play in West Norfolk.

In answer to a question, the Chief Executive explained that an action arising from the Policy was to gain a greater understanding of the needs and priorities in the Downham Market area. This was because the area was growing but was disproportionately low on Freebridge stock. Further growth was expected in the area should the proposed innovation centre come to fruition.

**RESOLVED:** That the Placeshaping Policy be approved as presented.

**75/16**            **CODE OF GOVERNANCE COMPLIANCE**

The Company Secretary presented a report which provided the completed action plan to achieve compliance with the National Housing Federation's 2015 revision of its Code of Governance.

The Company Secretary highlighted that agreement had been reached with the Borough Council that individuals nominated by the Borough Council to the Freebridge Board would undergo a selection process.

In answer to a question, the Company Secretary confirmed that, where the Code of Governance referred to "paid staff", this meant employees and did not include Board Members.

**RESOLVED:** That it be agreed that Freebridge is fully compliant with the National Housing Federation's "Code of Governance – Promoting Board Excellence for Housing Associations" (2015 edition).

**76/16**            **EASTERN PROCUREMENT PROJECT PARTNERING CONTRACTS**

The Director of Property presented a report which sought approval to enter into Project Partnering Contracts with Eastern Procurement for tendered Repairs, Maintenance & Voids Framework and Heating Servicing, Repairs & Maintenance Framework.

**RESOLVED:** That Freebridge enter into the Eastern Procurement Project Partnering Contracts for Repairs, Maintenance & Voids Framework and Heating Servicing, Repairs & Maintenance Framework.

**77/16            URGENT ACTION TAKEN – LETTING OF 45 LINDENS, FAIRSTEAD, KING’S LYNN**

The Board noted a request for urgent action that had been approved, regarding the letting of 45 Lindens, Fairstead, King’s Lynn.

**78/16            URGENT ACTION TAKEN – LETTING OF ROOMS AT PROVIDENCE STREET, KING’S LYNN**

The Board noted a request for urgent action that had been approved, regarding the letting of rooms at Providence Street, King’s Lynn.

**79/16            URGENT ACTION TAKEN – LETTING OF FORMER CADET HUT, PROVIDENCE STREET, KING’S LYNN**

The Board noted a request for urgent action that had been approved, regarding the letting of the former cadet hut at Providence Street, King’s Lynn.

**80/16            URGENT ACTION TAKEN – SHARED HOUSES: 22 LOSINGA ROAD, 9 GAYTON ROAD, 7 BLACKFRIARS ROAD AND 50 WISBECH ROAD**

The Board noted a request for urgent action that had been approved, to dispose of the shared houses at 22 Losinga Road, 9 Gayton Road, 7 Blackfriars Road and 50 Wisbech Road, to The Purfleet Trust on a five-year lease.

**81/16            URGENT ACTION TAKEN – PLAXTOLE HOUSE SECTION 106 AGREEMENT**

The Board noted a request for urgent action that had been approved, to enter into a Section 106 planning agreement for Plaxtole House, 70 Goodwins Road, King’s Lynn.

**82/16            WORK UPDATE**

The Company Secretary presented the work update, which included the following:

- Action Sheet
- Future Work Programme of the Board.

It was highlighted that the Governance Committee meeting scheduled for 18 April 2016 had been cancelled.

In answer to a question, the Company Secretary confirmed that the Board Member vacancies were being advertised that week.

The Board noted the update.

**83/16      ANY OTHER BUSINESS**

There was no other business.

**84/16      NEXT MEETING**

The Board noted that its next meeting was scheduled for Monday 16 May 2016 at 6.30pm.

**The meeting closed at 8.15pm.**

**CHAIRMAN**