

**Rushleigh House, Brettenham Road & Benjafield Close
Annual General Meeting
AGENDA – 9th July 2026**

1. Welcome and introductions
2. Election of Committee Members
3. Minutes of last meeting and matters arising
4. Housing Management Team
5. Caretaking & Waste Services
6. Repairs Services
7. Any Other Business (Open to the floor)
8. Date of Next Meeting – 12th November 2026

Meeting:	Minutes of Rushleigh House, Brettenham Road & Benjafield Close Residents' AGM Meeting				
Date:	23th April 2026	Time:	1pm to 3pm	Held at:	In the communal room
Committee Members present:	Inez Corbin (Gloria) - Secretary John White – Committee Member Nijole Germa - Vice Chair Stephen Ali – Chair Yoland Francis – Treasurer				
No. of Residents Present:	7				
Officers Present:	Daniel Henman – Community Independent Living Officer Jany Badoye (JB) - Resident Engagement Officer, Minute taker Vilma Skapinskiene – Caretaking Manager Terrence Dixon – Community Independent Living Manager				
Apologies:	Mehmet Ali – First Response Officer Liz Mowatt				

Item No. 1	Welcome and Introductions	Actions
1.1	Stephen, the Chair, welcomed everyone.	
2	Updates from issues raised	
2.1	Outstanding issues: <ul style="list-style-type: none"> • Door intercom still not working Please see item 6.1 for more details.	
2.2	Fire Assembly Point: Daniel will keep Stephen updated for when the sign has been installed.	

2.3	Flat 1 has still got issues with heaters – ref: 2607345/1 Heaters in sitting room not working. Boiler need thermostat changed. Daniel confirmed that it could be due to missed appointment, so will help with reaching out to Gloria.	
3.	Housing Team Update	
3.1	A new First Response Officer will be assigned to the estate.	
3.2	Daniel is on site in the afternoon of Mondays to complete health and safety checks and running a coffee afternoon at 2pm and Fridays to update the health and safety records checks.	
3.3	General needs – Daniel is no longer based at the office, but can still be contacted by phone, 020 8132 0945.	
4.	Caretaking & Waste Services - Vilma Skapinskiene (VS)	
4.1	Vilma was in attendance.	
4.2	Vilma confirmed that the team has purchased new cleaning machines/tools for windows and carpets. The team is aiming to learn how to use them before running a cleaning schedule on different estates.	
4.3	Vilma asked for unwanted outside items to be removed as the outside areas will be cleaned. Also unwanted items will be removed; Vilma reminded all that help can be provided if needed for removal of heavy items.	
4.4	Estate enhancement ideas A meeting with Aaron Waller and residents will take place on 26 May at 10.30am to survey the estate and the enhancement ideas for benches and planters. Action:	
5	Grounds maintenance	
5.1	No one was in attendance.	
5.2	GM has cut the grass and the bushes at the back of the garden.	
6	Repairs Service – Patrick Greenwood (PG)	
6.1	It was confirmed that works were to commence as soon as Delta has a schedule of residents/voids. Action: Jany to keep the residents updated.	
6.3	We are urging residents to raise any repairs via online or calling the landline 0208 379 1000. Alternatively, then to contact Daniel if anyone needed help.	
7	SNT – Police Safety Neighbourhood Team	
7.1	No one was in attendance. No reports received from the team.	
7.2	Benjafield Close had an attempted break-in and the police attended the property.	

	Action: Jany to send a text/email to inform residents of the concern raised. Terrence will send a poster to be attached to the minutes.	
8	Any Other Business (Open to the floor)	
8.1	None.	
9	Date of the next Meeting all on Tuesdays at 1pm	
9.1	9 th July 2026 - AGM 12 th November 2026	

Ref	Action	Responsible Officer	Update / Notes	Status
2.2	Provide update on installation of Fire Assembly Point signage	Daniel Henman	To keep Chair (Stephen) informed once installed	Ongoing
2.3	Follow up on heating issue (Flat 1 – ref: 2607345/1) and support resident contact	Daniel Henman	Possible missed appointment; to contact Gloria and resolve thermostat issue	Ongoing
4.4	Arrange and attend estate enhancement meeting (benches & planters)	Aaron Waller / Residents	Meeting scheduled for 26 May at 10:30am to survey estate and discuss proposals	Scheduled
6.1	Provide residents with updates on repairs works schedule (Delta)	Jany Badoye	Works to commence once schedule is confirmed	Ongoing
7.2	Issue communication to residents regarding attempted break-in (Flat 7, Benjafield Close)	Jany Badoye	Text/email to be sent informing residents of incident	Pending
7.2	Provide safety poster for circulation with minutes	Terrence Dixon	Poster to be produced and attached to minutes	Pending