

Walmer House TRA Annual General Resident's Meeting Agenda – 15th July 2026

1. Welcome, introductions and apologies
2. Election of Officers (Resident Engagement Team to conduct)
3. Actions from last meeting held on 14th April (please see below) and matters arising
4. LBE Housing Management Updates
5. LBE Caretaking Services Updates
6. LBE Repairs Services Updates
7. Enfield Safer Neighbourhood Teams (Police) Haselbury Ward
8. RLET Framework 26/27
9. A.O.B.

Walmer House – Updated Action Tracker (Following meeting held on 14 April 2026)

Caretaking / Grounds Maintenance

Action Ref	Issue / Action Description	Location	Responsible Officer / Team	Status	Notes / Follow-up
1	Carry out internal deep cleaning including communal window	Communal areas	Caretaking/Terry	New	Add to routine / schedule (bi-yearly?)
2	Install 2.5ft planters with flowers (residents willing to water)	Front / garden area	Caretaking / Grounds	New	Residents supportive
3	Clean and maintain front garden area	Front garden	Caretaking / Grounds	New	Linked to visual improvement
4	Sweep and deep clean, bins, bin areas and floors after collections	Bin areas	Caretaking/Terry	New	Notify Terry when bins emptied
5	Instruct external contractors to wash external windows	Outside building	Caretaking Team	New	Add to routine / schedule (yearly?)

Action Ref	Issue / Action Description	Location	Responsible Officer / Team	Status	Notes / Follow-up
6	Black door next to garage to remove graffiti	Door next to garage entrance	Caretaking/Estate Enhancement	Reported before	Residents/FRO reported

Repairs

Action Ref	Issue / Action Description	Location	Responsible Officer / Team	Status	Notes / Follow-up
1	Repair lift button No. 10 light not working	Lift	Repairs/Gemma Smith	Reported before	Resident reported
2	Repair pram shed doors not closing properly	Left of lift	Repairs Team	New	Safety concern
3	Adjust / repair heavy main door, door to bin room & communal room	Main entrance/ Bin room / communal room	Repairs Team	New	Accessibility issue
4	Check and repair rear doors fob entry system – sometimes takes up to 10mins to get it open	Rear doors	Repairs Team	Reported before	Residents reported
5	Check all lights on 8 th Floor	8 th Floor	Repairs Team/Ali Bozkina	Reported before	Residents reported

Waste

Action Ref	Issue / Action Description	Location	Responsible Officer / Team	Status	Notes / Follow-up
1	Investigate missed recycling collections	Recycling bins	Waste Services	New	Ongoing resident concern
2	Improve communication on collection days and standards	Bin areas	Waste / Housing	New	Prevent overflow

Fire Safety / Building Safety

Action Ref	Issue / Action Description	Location	Responsible Officer / Team	Status	Notes / Follow-up
1	Provide clarification to residents on "Stay Put" fire safety policy	Walmer House	Housing / Fire Safety	New	Residents unclear
2	Check green floor strips with Building Safety Officer	Communal areas	BSO	New	Previously ineffective

Resident Engagement Team

Action Ref	Issue / Action Description	Location	Responsible Officer / Team	Status	Notes / Follow-up
1	To promote the 2026 On Your Doorstep Event – 12.08.26	Walmer House Green Space	Jany Badoye	New	Residents led
2	To promote the Bingo session starting in May 2026	Walmer House Communal Room	Jany Badoye	New	Residents led
3	To send all actions to services accordingly	Email	Jany Badoye	New	Jany to send email by 16 th April

Next meeting dates

12th August 2026 (11am to 2.30) – On Your Doorstep Event

21st October 2026 (1pm to 2.30) – TRA Meeting