

Minutes - Limes Farm Estate Regeneration - TRA Meeting Nr.4

Job Ref: ER - 001

Project: Limes Farm Estate Regeneration Project

Date of Meeting: Friday 1st April at 12:30pm

Venue: Online – Zoom

Attended By:

Jordan Dapaah	Project Manager – Epping Forest District Council	EFDC	(JD)
Leanne Turner	Resident Liaison Officer	EFDC	(LT)
Lynne Moir	TRA Chair	TRA	(LM)
Limes Farm Estate Residents	Various	TRA	(TRA)

Apologies:

Rachel Smith	Team Manager Estate and Land Management – Epping Forest District Council	EFDC	(RS)
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Chair Taken by:

Jordan Dapaah	Project Manager – Epping Forest District Council	EFDC	(JD)
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Minutes Taken/Distributed by:

Jordan Dapaah	Project Manager – Epping Forest District Council	EFDC	(JD)
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Distribution:

All attendees plus apologies

Next Meeting:

Date/Time	TBC
Venue	TBC

Minute Item		Action Owner
1.0	Introductions	
1.1	The project introduced Leanne Turner. LT will fulfil the resident liaison role for Epping Forest District Council throughout the duration of the works.	Noted
2.0	General Monthly Update	
2.1	JD confirmed the Major Works specification is out for tender and pricing. The tender is due back on 9 th May 2022, further update to follow in due course.	Noted
2.2	JD confirmed all residents will be invited to a 'meet the contractor' date once the Council have successfully appointed a Contractor. This will be a chance to meet the Contractors and the wider project team.	Noted
2.3	JD confirmed that the designs for the Pocket parks have been completed. JD to share the tree schedule with the TRA.	JD
2.4	JD reminded all residents to submit their ballot returns to the drop box located outside the Limes Farm Community centre. The deadline for this is Monday 25th April . The project will be implementing the majority vote per block to ensure uniformity.	Noted
2.5	JD confirmed the next TRA meeting will be held face to face at the Limes Farm Community centre. The project will also look to hold an evening drop-in session for those that can't attend. Date for both to be confirmed.	JD
2.6	LM confirmed that the rainbow path commission has been agreed. Both paths leading into the park will be painted after the major works have been completed. This is to avoid any damages that may occur to the path as a result of the major works.	Noted
2.7	JD confirmed all building control applications pertaining to the proposed FED's have now been submitted.	Noted
2.8	JD confirmed the project has reached out to the local Royal Mail office to review the current mail delivery arrangement. The project is seeking to have the existing arrangement changed to allow for all mail to be hand delivered through resident letterboxes.	JD
	JD confirmed the project will look to release another batch of Frequently Asked Questions by Friday 15 th April. This will cover off some of the more generic queries around the project and specification.	

3.0 Section 20/Leaseholder Update

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| 3.1 | JD confirmed the addition of a new EFDC Leasehold officer to assist in the delivery of the project and leasehold queries. Mayowa Akinmade. | Noted |
| 3.2 | JD confirmed that the Section 20 (Stage 2) notices (Notice of Estimates) are due to be released in early June 22. This will provide Leaseholders with an estimate of their final bill for the works. Should Leaseholder wish to discuss their individual circumstances please get in touch with the Homeownership team using the details below. | Noted |
| 3.3 | JD confirmed that there had been some changes to the scope to help reduce the anticipated final bills for Leaseholders. | Noted |
| 3.4 | JD confirmed that EFDC will cover the cost for all front entrance door replacements. | Noted |
| 3.5 | JD confirmed that EFDC will work with all Leaseholders to find a payment solution that works for them. A new series of repayment options have been authorised, which include more manageable repayment terms of up to ten years depending on the value of your proposed estimate. If you'd like more information, please do contact our our Section 20 Officer or write into our Homeownership team. | Noted |

NB: The project will look to distribute a Section 20 guidance pack to all leaseholders outlining the above.

- Mayowa Akinmade – EFDC Section 20 Officer
- maikinmade@eppingforestdc.gov.uk
- EFDC Homeownership team
- HomeOwnershipTeam@eppingforestdc.gov.uk

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|-----|---|-------|
| 3.6 | JD noted EFDC were looking to provide an additional means tested 'buy-back' option to assist those Leaseholders who want to sell their property. This option has not yet been authorised, update to follow in due course. | Noted |
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4.0 Resident Engagement Update

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| 4.1 | JD reiterated that the project is constantly looking for new residents to join the TRA, project focus groups and Community groups. If you'd like to get involved, please contact: | Noted |
|-----|---|-------|
- getinvolved@eppingforestdc.gov.uk

5.0 TRA Queries

- 5.1 DC queried how to reset the Automatic opening vents to the smaller blocks. JD confirmed that this would need to be raised by a resident and then completed by the onsite maintenance team. The keys to reset the system are kept on site at the Limes Farm Community centre. Noted

6.0 Timeline/Programme

- 6.1 JD confirmed the following high-level timeline: Noted
- Section 20 (stage 1):** Completed
Design Phase: Jan 22- April 22
Tender: April 22 – May 22
Section 20 (stage 2): June 2022 – July 2022
Works on site: August 2022

7.0 Date and Time of Next Meeting

- 7.1 Date and time of next meeting TBC. Noted