

Coin Street Secondary Housing Co-operative

Minutes of Cross Co-operative Arrangements Review Meeting – Wednesday 8 October 2025

Present

Robert Lindsey	Redwood Housing Co-operative MC Member (Meeting Chair)
Clare Solomon	Redwood Housing Co-operative Chair
Angela Harris	Redwood Housing Co-operative MC Member (via Zoom)
Jack Elderton	Redwood Housing Co-operative MC Member (via Zoom)
Tom Keller	Palm Housing Co-operative Chair
Mark Bailey	Redwood Housing Co-operative MC Member
Alison Robert	Redwood Housing Co-operative MC Member
Paul Field	Palm Housing Co-operative MC Member
Carol Thom	Palm Housing Co-operative MC Member
Richard Mallett	Iroko Housing Co-operative MC Member (via Zoom)
David Hopkins	Coin Street Director of Community (via Zoom)
Helen Manley	Coin Street Director of Finance (via Zoom)
Paul Kelly	Coin Street Project Manager Consultant
Phil Morris	CSS Change Working Group Adviser (via Zoom)
Marie Kapszewicz	Coin Street Housing Lead
Nic Bliss	Coin Street Facilitators/Project Manager Consultant – Implementation Phase (via Zoom)
Simon Basey	Coin Street Facilitators/Project Manager Implementation Phase (minutes)

Apologies

Caroline Bryant	Iroko Housing Co-operative
Dearbhla Molloy	Iroko Housing Co-operative
Cait Saunders	Coin Street Head of External Relations

1. Welcome and Declarations of Interest

No declarations of interest were noted

2. Minutes and Actions Arising

The Chair noted that some comments had been received on the previous minutes, but these were all minor amendments and nothing substantive was raised. **Minutes were approved unanimously.**

Clare Solomon (CS) requested that minutes be abbreviated to focus on summary of discussion and action points. Simon Basey (SB) agreed to action this.

One action arising was raised by the Chair in relation to the discussion held at the last meeting on the EDL/Tommy Robinson march. He asked if all members were happy with the actions identified. These were supported by CCAR.

It was noted that the version of the Terms of Reference uploaded to the Housing Hub was the old version. SB took an action to send the correct ToR to Cait Saunders.

Actions: a) SB to write shorter minutes going forward
b) DH/MK to share link to South Bank Forum for anyone who wishes to be on the mailing list
c) SB to send latest ToR to Cait Saunders

3. Engagement Project Feedback

This item was advanced on the agenda as Paul Kelly (PK) had to leave to catch a train. PK introduced his main findings. These were shared as preliminary insights and there will be a more complete report delivered to the Co-op for future reference. He presented several solutions that he recommends that the Co-op consider as part of their initial engagement plan, also connecting these resident needs to the Community and Membership Officer role.

CCAR members asked questions around some of the ideas that he proposed including the Co-op pledge or manifesto, engagement in the Co-op, the expectation of participation and enablers for this.

The community engagement timeline was presented by SB and PK to show some concrete actions for bringing the Co-op members together alongside the decisions that will be made on the path to the formal establishment of South Bank Co-op. Members queried who would organise these events and requested agency – there has to be leadership of members to encourage them to take more responsibility for events in their Co-op. SB assured that Co-op that the initial group, though selected, are there to kick-start member engagement and participation and the plan is not to hand-pick the working group to write the ‘manifesto’ – this will be open to all members.

SB took an action to set out and update CCAR as to how this will happen and progress by the next CCAR.

Actions: d) SB to update CCAR on initial group and progress to establish an open Co-op working group

4. Co-op name registration

SB explained the reasons for the name proposed to the CCAR. It was emphasised that this name would be for legal registration only and not everyday usage – the Co-op needs a distinctive name compared to current registered entities to complete registration for the FCA.

The name proposed had two elements to distinguish it from the existing registered entities:

- i) Addition of the word ‘community’ as supported by CCAR in previous discussions
- ii) A geographical locator to define the site of the Co-op.

CCAR preferred the name South Bank Community Housing Co-operative Limited, and this was agreed to be 'Plan A'. SB requested that the group decide on a 'Plan B' just in case the preferred option (for whatever reason) is rejected by the FCA. After discussion of options the back-up was set as South Bank (UG) Community Housing Co-operative Limited, with 'UG' standing for Upper Ground.

These name choices were **approved** by the CCAR members. Nic Bliss (NB) will now proceed with rules registration using the approved name.

Actions: e) NB to submit rules to FCA with approved name

5. CCAR nominations for MC Selection Panel

SB recapped progress since the last CCAR meeting. Redwood and Iroko have proposed names of potential Co-op reps on the selection panel. Palm did not have any members to propose. SB contacted these members and brought back the names of those who were willing to be involved for approval by CCAR.

CCAR reviewed these names and made selections for the MC Selection Panel. It was noted that any members sitting on the panel should be suitable and with no outstanding code of conduct issues.

SB agreed to work with the CCAR approvals and contact relevant reps to check availability for specific dates to complete selection of the selection panel.

Actions: f) SB to contact CCAR approved reps to confirm them on the selection panel

6. Managing Agent Selection Panel

SB presented the pre-read doc which outlined the panel constitution and the process for October 22, 2025 selection day.

He requested CCAR approval for taking all four Managing Agents who had submitted tenders forward to interview since it could only be a positive choice to have a wider choice of potential agents. **This was unanimously approved by CCAR.**

The selection panel proposal included 3 reps to sit on it from CCAR. Angela Harris had already indicated willingness to join the panel. Carol Thom and Paul Field also expressed interest to be part of the selection panel. **These candidates were supported by CCAR.** SB noted that it would be beneficial to also have a representative from Iroko in the interviews and took an action to speak with the Iroko CCAR reps to see if one could be identified.

The member reps on the Panel were discussed in conjunction with the MC selection panel members above and CCAR indicated their preference. SB to contact the nominated candidates and check availability. SB confirmed also that an open invitation for members to self-nominate for

the selection panel also went out with the Co-op newsletter. So far, he had not received any interest from this.

CS requested that the Agents event be well advertised, preferably with flyers and posters rather than just via email. SB agreed to liaise with Cait Saunders to make sure this is done.

Actions: g) SB to speak with Iroko CCAR members regarding potential Selection Panel members from Iroko
h) SB to contact member reps approved by CCAR to confirm dates
i) SB and Cait Saunders to speak on comms for the resident event with Agents to happen on October 22, 2025.

7. Communications Update

SB confirmed that the communications plan leading up to the Co-op votes next year would be the main topic at the next CCAR meeting. This had been requested to be brought for discussion by CCAR.

He also confirmed that the 'Meet the possible agents' event on October 22, 2025 will be taking place in the Coin Street Neighbourhood Centre between 4-8pm. He asked that all members tell Co-op residents about this to ensure a good turnout.

8. AOB / Meetings

It was noted that due to the Resident event on October 22, 2025 the CCAR meeting will start at 7pm and be shortened to 1 hour (7-8pm).

CS reminded the project team to ask Cait Saunders to check all comms with the review panel for accuracy and visual accessibility before they are sent out. This was noted.

Next meetings: October 22 / November 5 / November 26