

Four Courts Steering Group Minutes

Meeting Date:	Thursday 24 July 2025
Meeting Time:	1 – 3 pm
Meeting Format / Location:	Four Courts Community Centre, Small Room

Present

Roosevelt – 1 attendee
 Bevin – 1 attendee
 Kennedy – 5 attendees
 Churchill – 1 attendee

Southern Housing Attendees

Name	Job Title	(Initials)
Lis Rodrigues	Director of Regeneration and Strategic Projects	LR
Alison White	Community Engagement Manager	AW
Lewis Kinch	Co-creation & Innovation Manager	LK
Ellie Boulton	Resident Recruitment and Development Lead	EB

No.	Summary of meeting notes	Action
1.	Welcome and introductions	
	<p>LK opened the meeting, noted absences and invited introductions. Four members and one standing observer had given apologies</p> <p>Residents shared their names and blocks; Southern Housing (SH) colleagues introduced themselves.</p> <p>Group Membership Update Before the Terms of Reference were agreed on 22 May, the group was informal, and attendance varied. Since formal establishment, no members have left. One regular attendee is no longer eligible (moved off Four Courts), and one person left after the 22 May meeting.</p>	
2.	Confidentiality Agreement	
	<p>Copies were shared and explained. Purpose: to protect sensitive info (e.g. tender questions, personal disclosures). Agreed: No sharing information outside the group unless specifically approved, even with partners. - Decision Action: AW/EB to send copies with minutes. All present signed; Action: EB to follow up with absentees and future members.</p>	<p>AW/EB</p> <p>EB</p>
3.	Chair and Vice Chair Appointment	

	LK confirmed LHB (Chair), and SP (Vice Chair) were appointed since the last meeting.	
4.	Introductory message from the Chair	
	<p>The Chair thanked LK and said it's a privilege to work with such a talented group. She encouraged everyone to be forward-looking and to always raise their hand to ask questions so that everyone gets a fair chance to speak and be heard.</p> <p>The Vice Chair echoed the Chair's message, thanked everyone for their votes, and said he hopes the group will enjoy working together. He reminded everyone to pause and ask if something isn't clear, so no one gets left behind, and the group achieves the best outcome for the Four Courts.</p> <p>Apologies & Contacting the Chair Apologies should be sent to Southern Housing (SH), who manage admin. Members can also cc the Chair, who is happy for her email to be shared. Action: AW/EB to share the Chair's email with members and the standing observer. SH and Chair will bcc group emails to protect members' privacy. - Decision</p>	AW/EB
5.	Declaration of Interest	
	<p>Copies shared and explained. Members should declare any conflicts (or potential conflicts) at the start of meetings or as they arise. Ask if not sure. Members only sign the form if a conflict exists. Action: AW/EB to send copies with minutes.</p>	AW/EB
6.	Approval of previous minutes	
	<p>Minutes from 19 June were reviewed and approved. All previous actions completed. Action: AW to remove signature section from future minutes.</p> <p>Next Meeting – Procurement Team Invitation Group agreed SH can invite Procurement colleagues to explain consultant/contractor selection. - Decision Action: EB to arrange attendance.</p>	AW EB
7.	Resettlement update	
	<p>The Chair asked for resettlement to be a regular agenda item. AW confirmed it already is.</p> <p>Update from Resettlement Team (via LR):</p> <ul style="list-style-type: none"> • 14 households have moved. • 18 households have accepted offers and are preparing to move. • 45 properties are currently available. The team is reviewing Bevin Court residents' needs to match them with suitable homes. <p>Rumour of Forced Moves SH was asked if reports that two residents were forced to move were true. SH confirmed they are not aware of any such cases.</p>	

	<ul style="list-style-type: none"> • If a property is declined, it's offered to other Bevin Court residents before being released to the council. • A resident noted seeing properties advertised in the lifts. • Members are encouraged to direct anyone with concerns to contact SH directly at four.courts@southernhousing.org.uk or attend a drop-in session. <p>Where Are People Moving To? Most moves have been local, with a few to Bexhill and Rye areas.</p> <p>Removals – Questions Raised:</p> <ul style="list-style-type: none"> • How were removal companies chosen? • Are residents' belongings insured during the move? • Do we collect feedback from residents about the removal service? • Can residents choose their own removal company, and who pays if they do? <p>Action: EB to invite a colleague from the Resettlement Team to a future meeting to respond to questions.</p> <p>Former Residents A member asked why former residents can't join the group. Members confirmed this was a group decision made at the last meeting. The Terms of Reference state that only current residents can be members. Former residents can be invited to future meetings to share their resettlement experiences.</p> <p>Action: LK/EB to work with the Chair to invite former residents to contribute when relevant.</p>	<p>EB</p> <p>EB</p>
8.	Roadmap	
	<p>LR shared the updated Regeneration Roadmap, which will appear in the July newsletter.</p> <ul style="list-style-type: none"> • It now includes a note for Kennedy and Churchill Court residents: they are unlikely to move before 2031, when Phase 1 homes are expected to be ready. • Some residents are still confused, thinking moves would start in 2027. A special newsletter in May 2025 aimed to clarify this. <p>Action: LR to work with the project team to ensure future messaging is clearer.</p>	LR
9.	Selecting consultants and contractors	
9.1	Framework Overview	
	<p>LR shared lists of companies (architects, planning consultants, etc.) from the Notting Hill Genesis (NHG) framework. These companies have been vetted for large-scale projects like the Four Courts regeneration.</p>	

- For **Employer's Agents and Cost Consultants**, SH is looking for a company that can do both roles.
- All listed companies are considered capable of delivering the project.

Procurement Process (New Rules)

Under the new Procurement Act, SH must:

1. Invite all companies on the framework to submit an Expression of Interest.
2. Ask detailed questions to check their capacity.
3. Run insolvency checks.
4. Invite qualifying companies to tender.

This process is costly and time-consuming but ensures fairness and quality.

Local Companies?

Most companies are based outside the area but will be asked to show experience working with local planning teams and resident groups. The list may appear London-centric due to NHG's location, but companies may be based elsewhere. Frameworks have a lifespan—when they expire, new companies can apply, helping avoid monopolies.

Can Residents See the List?

LR will check if the framework list can be shared with the Group.

Action: LR to follow up.

LR

Project Team

The final team will include environmental consultants, landscape architects, and others. Companies must name the individuals who will work on the project so their experience can be assessed.

Budget

SH has Board approval to fund the regeneration

Resident Involvement in Procurement

The new Procurement Act limits how residents can be involved. SH proposes the following approach:

1. **Pre-procurement** – residents help design the questions.
2. **Post-evaluation** – residents review how SH scored the tenders.
3. **Interview panel** – optional, but less common.

TPAS (tenant engagement experts) say this is best practice. SH will focus on question design and evaluation.

Resident Priorities

LR asked what matters most to residents when selecting architects.

Members agreed to hold a workshop where they could formulate a few questions to be shared with LR. She said once received she would aim

	<p>to incorporate the issues raised into the question being prepared for procurement of the architects - Decision</p> <p>Workshop Details</p> <ul style="list-style-type: none"> • Thursday 31 July • 1–3pm • Small room, Community Centre (usual venue) <p>Action: LK/EB to prepare workshop and notify all members.</p>	LK/EB
10.	Structure and content of future meetings	
10.1	<p>Improving Access and Diversity</p> <p>The group discussed the need for broader representation, especially of young families.</p> <p>The group agreed to Increase the maximum number of members (as per Terms of Reference) if required, to support more diverse voices - Decision</p> <p>Further discussion postponed to a future meeting due to time constraints.</p>	
11.	Any Other Business (AOB)	
	<p>Security Concerns: Residents raised issues with scaffold access, anti-social behaviour, and unauthorised entry. Action: EB/LK to invite a member of the ASB team to a future meeting to listen and respond.</p> <p>Bevin Court Debris: Loose debris left after cladding removal. Action: LR to investigate and report back.</p> <p>HASHTA Involvement: The Chair asked if the group would like to invite HASHTA (Hastings Area Southern Housing Tenants Association) as non-voting observers at meetings. It was agreed not to extend this invitation. Decision</p> <p>Clarification on Group Recognition: SH clarified that the FCSG is the official resident group for the regeneration. SH would recognise a separate Four Courts group focused on non-regeneration issues if one were formed and whose membership was made up of only Four Courts residents.</p> <p>Meeting closed Chair closed the meeting at 3.00pm.</p>	<p>LK/EB</p> <p>LR</p>
	Summary of Actions	
	<ul style="list-style-type: none"> • Send copies of confidentiality agreement with minutes • Follow up confidentiality agreement with absentees and future members • Share the Chair's email with members and the standing observer • Send copies of declaration of interest with minutes • Remove signature section from future minutes • Arrange attendance of Procurement colleague at next meeting 	<p>AW/EB EB</p> <p>AW/EB AW/EB AW EB EB</p>

	<ul style="list-style-type: none"> • Invite a colleague from the Resettlement Team to a future meeting to respond to questions • Work with the Chair to invite former residents to contribute when relevant • Work with the project team to ensure future messaging is clearer • Check if the framework list can be shared with the Group • Prepare workshop and notify all members • Invite a member of the ASB team to a future meeting to listen and respond to questions • Loose debris left after cladding removal. Investigate and report back. 	EB/LK LR LR EB/LK EB/LK LR
	Summary of Decisions	
	<ul style="list-style-type: none"> • No sharing information outside the group unless specifically approved, even with partners • SH and Chair will bcc group emails to protect members' privacy • Invite Procurement colleagues to explain consultant/contractor selection • Increase the maximum number of members (as per Terms of Reference) if required, to support more diverse voices • Not to extend an invitation to HASHTA. 	
	Future Agenda Items	
	<ul style="list-style-type: none"> • Improving access and diversity • ASB 	
	Date of next meeting	
	1pm Thursday 21 August 2025	