TOP Meeting 16/06/2026

Members in Attendance:

Sandra Longstreth

Graham Nash

Eluned Woods

Ian Allan

Officers in Attendance:

Stuart Pattison

Cali Gadd

Ben Roberts

Apologies

Mike Richter

1. **Welcome and Introductions**

Introductions were made around the room.

2. **Formal Appointments**

Members discussed need to appoint Chair/Vice Chair in line with group Terms of Reference. Advised that those who are appointed would have the opportunity to attend Housing Oversight Board and Housing Committee as tenant reps. Ian advised that Mike had indicated an interest in being chair.

Decision - The group voted for appointments as follows:

Chair - Mike Richter

Vice Chair – Graham Nash

3. **Terms of Reference**

Decision - The group made an amendment to the draft ToR that tenants and leaseholders only should be eligible for TOP rather than any household members.

Decision – The group approved the other amendments as per all track changes.

Action – Officers to amend ToRs and recirculate to members.

The group confirmed they are happy with the Code of Conduct, no amendments required.

4/5. KPIs and TSM data

Decision - Given limited time, the group decided to defer consideration of this data to the next meeting.

Action - Members were advised to forward any observations/comments to officers ahead of that meeting if they required an earlier response.

6. Pet Policy

The group felt the word 'may' should be replaced with the word 'Can' or another alternative. Otherwise, group are happy with the policy.

Action - Stuart to make minor changes then take to Housing Committee Chair Briefing 7 July.

7. Agenda/Forward Work Plan

TOP would like Tenant Action Group to present their latest scrutiny (Damp & Mould/Awaabs Law) at the next TOP meeting on 28th July.

Action - Ben to speak to Christine to arrange with TAG group members.

Group would also like to review the Reward and Recognition scheme ahead of it being presented to Housing Committee for approval in September.

Group to look at the Quarter 4 complaints report as part of the agenda for next meeting.

Action – all to provide any further suggested agenda items to Chair, Mike Richter, by 21 July latest.

Discussed timing of future meetings and need to align with Housing Oversight Board and Housing Committee to ensure TOP members receive information in a timely way.

Decision – group agreed to move the September meeting forward to 25 Aug.

8. AOB

Action - Ben to circulate Tenant reward & recognition proposal, for discussion at next meeting.

Discussion about making TOP meetings accessible to all tenants and leaseholders, including giving appropriate support and tools to engage in meetings. Officers supportive of providing members with IT to assist with online meetings and information sharing.

Action - Ben & Cali to find out more information about tablets and feedback to members at the next meeting.

Dates/times of next meetings

Tues 28 July	4.00 – 5.30
Tues 25th August	4.00 – 5.30