



# **Door to Door**

Your local tenant magazine

January 2022







Free course - save energy at

home! page 4

& share your experience

of Broadland, page 12



# Home visits: IMPORTANT!

We want to keep you and our staff safe during visits to your home. Please follow this simple advice to protect everyone.

#### On arrival, our staff will:

- Ask if you have any Covid symptoms, or if you have been in contact with anyone who has Covid symptoms
- Wear a mask and use hand-sanitiser

#### Before our staff enter your home, please:

- Clear any area being repaired so there is space for our operative to work
- Open the nearest windows

#### When our staff are in your home, please:

- Keep 2 metres distance at all times. If this is not possible, wear a face mask
- If possible, stay in a different room while any repair/safety check is carried out

# Thank you for helping to keep everyone safe!

# **New ASB policy**

We have recently updated our Antisocial Behaviour (ASB) policy. We have taken on board feedback from our tenant and staff surveys, and from an ASB workshop for tenants we held last year (see January 2021 issue).

Tenants told us that progress on their ASB issue felt slow and our communication with them could be improved.

As a result, we have tightened up some of our processes, including how we monitor cases:

- We will agree with tenants about when and how they want us to communicate with them about their issue
- We will ask tenants what would 'solve' the issue for them, and hold honest and realistic conversations to manage expectations
- To support equality and diversity, we will ensure that victims and perpetrators receive support to meet their needs as early as possible.



### **Keep safe from fire!**

After the Grenfell fire tragedy in 2017, the Government has introduced new legislation to ensure the safety of residents and to prevent fires starting in multi-storey residential buildings.

This means that as your landlord, we will be carrying out regular inspections of balconies and terraces to check for fire risks.

Fires on balconies and terraces can quickly spread to the outside of the building, placing people at risk. Sadly these types of fire are increasing in frequency.

Follow the fire safety recommendations below to reduce the risk of fire where you live.

Find more fire safety advice at www.broadlandgroup.org/tenants/about-your-broadland-home/fire-safety/

What you can do

#### Prevent fires starting on balconies or terraces

- NO smoking careless disposal of smoking materials is the main cause of fire
- NO BBQs, electric grills or any other cooking appliances
- NO firepits, patio heaters or chimineas
- · NO candles or incense

#### Prevent fire spreading externally

- NO laundry, clothes or other items hanging from balcony or windows
- NO furniture or furnishings that will catch fire easily (e.g. wicker, bamboo, soft cushions, blankets)
- NO bamboo, fabric or plastic privacy screens
- NO flowerpots, stickers, flags or decorative bunting
- · NO household storage or clutter

#### Keep communal areas clear

Corridors and stairwells are emergency exit routes in case of fire!

Please keep these communal areas clear so that people can leave the building as quickly and safely as possible in an emergency.

DO NOT leave any objects in communal areas, including:

- bicycles
- · mobility scooters
- · prams/pushchairs
- potted plants
- furniture
- · pictures and ornaments.





# Making alterations to your Broadland property

Remember, you MUST get written permission from us before you make any changes to your home, property or garden. Otherwise, you may be breaching your tenancy agreement. You can find everything you need, including an application form, on our 'Making alterations' webpage at www.broadlandgroup.org or request a printed copy via Customer Services.

For any queries, please contact tenantalterationrequests@broadlandgroup.org

### **Beat the January blues**

This time of year can be difficult. If you are struggling with debts, or would like support to lose weight or cut down on your drinking after the festive period, check out your Tenant Assistance Programme (IAP).

This is a **FREE** independent service for all Broadland tenants and their immediate family members. It is run by Health Assured on behalf of Broadland. It is completely confidential, between you and Health Assured.

There are lots of ways to reach out for support:

- Freephone 24/7, 365 days a year **0800 917 6470**
- website portal with monthly webinars, 4-week programmes (eg quitting smoking, losing weight, drinking less), mini-health assessments (anxiety, depression, alcohol etc)
- live chat function with Health Assured agent via online portal
- free health and wellbeing mobile app 'My Healthy Advantage' (weekly mood tracker, personalisation tools plus all the features of website portal)

Health Assured provides support services to organisations throughout the public, private and non-profit sectors.



### Free course - save energy at home!

Want to learn how to save energy in your home? Cut your bills by making simple changes?

There is still time to join our FREE online course with the WEA - 'How to Save Energy at Home' - Friday 28 January 2022 from 10am - 1pm.

You can find details on the 'Tenant Support energy saving' pages of the website. Or contact Kate Sadler on kate.sadler@broadlandgroup.org or 01603 750128.



# Save energy! 10 top winter tips

- Pull curtains in the evening this acts as a barrier to prevent heat loss out of the home.
- 2. Open curtains during the day to take advantage of the warmth of direct sunlight.
- 3. **Shut windows** if the heating is on and you are letting all the hot air escape straight out of the window, then you are wasting energy and money! (However, in kitchens and bathrooms allow some ventilation to reduce condensation.)
- 4. Draught-proof around your front door (including the letterbox) to help prevent cold air rushing into your home during the winter months.
- 5. Wash clothes at 30-40°C 90% of a washing machine's energy is spent heating the water, so you could save a significant amount of money using a lower temperature wash.
- 6. Don't dry clothes on the radiator it lowers the room temperature, which means the boiler will need to work harder!
- 7. **Don't block radiators with furniture** the hot air will circulate around the room quicker.
- 8. **Vacuum behind the refrigerator** if you can get access, removing dust off the coils makes the fridge run at maximum efficiency
- 9. **Review your boiler settings** e.g. set it to come on 20 minutes before you get out of bed, it should be enough to warm the house.
- 10. Check your energy tariff to ensure you are on the best deal NB: in the current energy price situation, most experts advise against switching provider. Check our 'Tenant Support energy saving' pages for the latest advice.



Get help with your fuel bills + find extra support on our 'Tenant Support energy saving' pages at www.broadlandgroup.org/tenantsupport/energy-saving/

# Naming ceremony for Canary Quay apartment blocks

Patricia Hollis House and Richard Hawthorn House were officially named in October, after a long delay because of the Covid lockdown.

The 2 apartment blocks on Canary Quay, Norwich, are named after Baroness Patricia Hollis and Richard Hawthorn - both former Broadland Board members and both passionate supporters of social housing. You can read their biographies on our website.

Clive Lewis, MP for Norwich South, joined their family members and Canary Quay tenants at the naming ceremony. Patricia's son, the poet Matthew Hollis, read a poem, *Residence*, which he had composed specially for the event. Plaques will be placed in the 2 lobbies.

The Canary Quay development is a mixture of social housing, affordable homes and open market properties. Phase 4 is now underway.



Pictured with the plaques for the lobby areas: Lord Alan Howarth, Matthew Hollis, Michael Newey and Clive Lewis

#### MP Clive Lewis said:

"Ultimately community is about people. When people look at the name Patricia Hollis on this building in years to come, all they need to know is that she helped to build that building and build a community not just here, but across the city, and in many people's hearts."

# 'GOLD' again!

Good news! Broadland has maintained GOLD status in the SHIFT (Sustainable Homes Index for Tomorrow) Awards 2021.

SHIFT is an independent audit system that assesses the environmental impacts of a landlord's housing stock across 21 criteria. It is the recognised sustainability standard for the social housing sector.



Broadland was first accredited with the SHIFT Gold standard in 2016.

"We are delighted to receive SHIFT gold accreditation - especially with the challenges of Covid-19. Being sustainable runs through everything we do and we continually review our practices and processes to ensure they are as environmentally-friendly as possible, in addition to considering how we can also reduce our carbon footprint. This latest award reflects the hard work of our teams throughout the organisation on the journey to #NetZero."

Louise Archer, Executive Asset Director

We have maintained this standard ever since, and we were the highest scoring social landlord in 2016, 2018 and 2020.

### 'Built' in 3 days! Tackling homelessness in Norwich









Our new flats at Webster Court for people who are homeless in Norwich have been completed in just 3 days.

The 6 modular apartments, built on a disused car park, were craned into place on site, one storey at a time. Each flat was lowered into position with windows, heating systems, kitchens and bathrooms ready fitted.

The new apartment block is next to a housing with care scheme run by St Martin's Housing Trust.

Tenancies of 6-24 months will be available.

Tenants will be supported to find a long-term solution to their homelessness. The first residents moved in just before Christmas.

Andrew Savage, Executive Development Director, said:

"We chose a modular construction route because of speed. The fundamental issue in the UK, and in Norwich, is that we do not have enough housing. That is why we have street homelessness, that is why so many vulnerable groups are struggling to find the right accommodation. That is why it's so important to be delivering housing."

Councillor Gail Harris, Cabinet Member for Social Housing, Norwich City Council, said: "What a start for someone who could have their lives changed, and with the proper support, will be able to progress through life in a far better place!"

The new block has been built in partnership Norwich City Council, who gifted the land. The Department for Levelling up, Housing and Communities and Homes England helped fund the construction. St Martin's Housing Trust and The Magdalene Group will provide tenancy support.

You can watch a video of the construction on our website at www.broadlandgroup.org/webster-court-flats-built-in-3-days/

# Does your home still meet your needs?

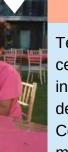
Would you like to downsize, or perhaps move to a larger property? If so, you may want to think about a mutual exchange. This is a house swap between council and housing association tenants. To be eligible for an exchange, all tenants involved must have an assured or secure tenancy.



The House Exchange website brings together tenants who want to swap homes, and also includes non-Broadland properties. It's free to register.

For more details, see the Mutual Exchange page on our website: www.broadlandgroup.org/tenants/about-your-broadland-home/mutual-exchange/





# Naming ceremony – October 2021

Tenants joined the naming ceremony at Canary Quay in October, after a long delay because of the Covid lockdown. They met with members of their Local Delivery Team and spoke about their new homes and community.



# Cinema event -October 2021

Tenants in Gorleston and surrounding areas joined us at Palace Cinema for the showing of The Addams Family 2. Tenants also shared their feedback on our services with members of the Broadland staff team.







# Time to be heard? Join the Tenant Assurance Panel!

We have some exciting news for 2022: the launch of a brand new panel - the Tenant Assurance Panel (TAP) We want to work in partnership with our tenants to improve our services right across the business.

#### **What is the Tenant Assurance Panel?**

The Tenant Assurance Panel (TAP) is the first of its kind for Broadland. It will become a pivotal part of our resident involvement plan. The panel will send reports and updates to each of our Board meetings, ensuring that the tenant voice is heard at the highest levels.

The TAP will also review feedback from our surveys, community conversations, Local Area Delivery (LAD) Panels and Housing for over 55's (HOP) panel. It will look at what our tenants are telling us, put forward suggestions and highlight issues to our Board. The TAP will play an important role in helping us to put things right. Most importantly, it will ensure that we deliver what we say we will - and hold us to account if we don't!

The TAP will also feed back to our tenants via our website and Door to Door. (If you don't already receive Door to Door, call 01603 750113 or sign up at tenantengagement@broadlandgroup.org)



#### Why should I join?

The TAP is about making a difference for ALL tenants, whether it's changing a policy or helping us improve communication. It is one of the best opportunities to influence positive change right across our homes and services.

The TAP isn't about individual issues, but about shaping changes that affect every Broadland tenant.

The best way to do this is to work with our tenants and really listen to what is important to you.

We are at the start of this journey. If you want to know more or express an interest in getting involved in the TAP, contact Paula Strachan -

paula.strachan@broadlandgroup.org 01603 750283

#### **Tenant Assurance Panel (TAP)**

Help improve our services right across the business, ensuring that the tenant voice is heard at the highest levels.

#### Housing for over 55's (HOP) Panel

You'll be part of a group to discuss and bring forward your ideas and issues about your scheme and services.

#### **Become a Member**

Hear about the direction
Broadland is taking as a
business. Attend meetings and
vote on key changes we are
proposing.

#### **Local Area Delivery (LAD) Panel**

Be part of your brand-new panel, specific to the area where you live. Meet other tenants and tell us how we can improve our services.

# Get involved & make a difference!

For more info or to get involved, contact us today!

#### **Community Inspectors**

Volunteer to walk around your scheme and carry out inspections to help look after where you live.

#### **Digital Panel**

Give us feedback on a wide variety of topics by completing short surveys sent to your email address.

#### **Community Conversations**

Share your experience of Broadland. Tell us what we do well and what we could do better. For the time being, these sessions are being held on Zoom.

#### **Mystery Shopping**

Test out a variety of our services and help us plan the best way to improve.

# Housing for over 55's (HOP) Panel

In October we held the first HOP meeting, where tenants joined this brand-new panel from our sheltered housing and over 55s schemes. Stephani Davis, Head of Housing led this meeting and tenants from across Norfolk and Suffolk attended. Stephani was clear about the aims of this panel and the hopes it would achieve.

In the meeting, Stephani asked tenants what they would like to talk about, and a poster was produced which included all the suggestions and topics that mattered most (see right). After the meeting, the tenants were contacted by phone, these calls were to go through some questions and hear their feedback.

From these calls, all tenants agreed the poster reflected the meeting and they all supported having a Chair and Vice Chair. Three tenants expressed an interest in Chairing HOP and they met online via Zoom to discuss their options as Chair, Vice Chair and Tenant Assurance Panel Liaison.





The most recent HOP meeting was held at the beginning of December. Tenants worked in small groups on the 6 headings from the poster. Then the Chair and Stephani opened up the discussion. The following points were raised:

- Communal rooms no access to internet service
- Weekly phone call from Broadland let tenants know more about the Tenancy Support service
- · Security and lighting audit on each scheme
- Community noticeboards at over 55s schemes
- Handyperson
- Review pets' policy

We will be looking into these points at our next meeting on Tuesday 8 March 11am – 2pm (venue to be confirmed). If you would like to join the HOP or more information, please contact **tenantengagement@broadlandgroup.org** or call **01603 750113**.

# Which door style? Tenants have their say!

Thanks to all the tenants who took part in our autumn survey on uPVC door and window styles. This feedback has really helped our Asset Management and Procurement Teams in the tender process. The aim is for the new contracts to be in place, ready for new installations from April 2022.

If you'd like to take part in future surveys, and join our Digital Panel. Contact 01603 750113 or email tenantengagement@broadlandgroup.org.

"We wanted to involve our tenants so we sent out a digital survey to find out what types of door styles and colours they would prefer," says Procurement Officer Will Hunter Rowe.

"The tender includes some more modern designs and colours for windows, so that when we look at a scheme or property for window replacement, we have various options available.

"Suppliers who tender will be evaluated on their pricing and the quality of the products and services they propose to deliver. We will also consider their sustainability and environmental approach to the contract and any social value it offers."





Join us & share your experience of Broadland:

22 February 20226.30pm

• 15 March 2022 6.30pm

19 April 20226.30pm

Look out for your invitation via email, text or by post! You can also call us to book on **01603 750171** 

Thank you to everyone who has attended one (or more) of our Community Conversation events in 2021.

These events have continued online via Zoom and we've been pleased to welcome so many new faces who have been sharing their experiences of Broadland.

Your feedback is so important in helping us make changes to our services. This is some of the valuable feedback we have received over the past year:



You would like more ways to be involved



You would like to schedule repairs at a time convenient to you



You feel it often takes us more than one visit to complete your repair

We will be publishing our full feedback document on our website shortly. Please visit www.broadlandgroup.org/tenants/get-involved/community-conversations/

# A day in the life of...

# Estate Services Operative (ESO) John Paulding



Job satisfaction? When you arrive at a place that looks a bit rough, then 6 or 7 hours later you drive away and it looks like a golf course!

#### How does a typical day start for you?

The first thing we do each morning is check the weather forecast. Then we decide what we're going to do. We check all the equipment we'll need and our vehicle, fuel it up etc. ESOs are not scheduled like our repairs or cleaning teams. Our days are 'organic' and 90% depends on the environment. It all depends on the time of year and the weather.

#### What does your job involve?

ESOs do all sorts of grounds maintenance - cutting the grass, strimming, hedge cutting, planting, picking up litter etc. If there is severe weather and we have some downtime, we get on with online training on our electronic devices. We might also do forward planning for jobs, particularly for some of the bigger projects. We do landscaping and site refurb work. Like our job title says, ESO is a lot more than a 'gardener'!

# What might tenants be surprised to know about your role?

We do work that is not necessarily related to the service charge. We might help Tenancy Support clear a garden or shift furniture for a tenant, or help with office removals. Occasionally, if we see something that is quick and easy for us to repair on a site, such as some loose guttering, we will try and fix it there and then.

We do a lot of signposting to other Broadland services, such as Tenancy Support. We are talking to tenants every day and engage with them. Someone might think they do not need Tenancy Support now, but their circumstances can change in a heartbeat.



John has worked for Broadland for 22 years. Previously he did similar work for local authorities in London from the age of 16.

# How much of your job is about keeping tenants safe?

We are the eyes and ears of Broadland. We're trained well enough to be aware of domestic abuse and other issues. So we might say to the Housing team, "I don't know if there's anything in it, but I saw this...".

We try to keep the grounds safe for tenants. For example, I've just been walking round with a knapsack full of moss-killer to prevent slips, targeting danger areas on slopes, and where people are walking the most. In icy weather, we grit the entrances and exits at sheltered and housing with care schemes.

#### What is the hardest part of your job?

In the depths of winter, it can sometimes be hard to get going in the morning! It has been particularly hard the last couple of years because of the pandemic. It's also a bit dispiriting when people don't look after the places where they live, such as dumping an old television in the grounds.

#### What part of your job do you enjoy the most?

I love to look over my shoulder as I walk away and think "I've done that!" It is real job satisfaction when you arrive at a place that looks a bit rough, then 6 or 7 hours later you drive away and it looks like a golf course!

But the most fulfilling thing I've ever done at Broadland is helping at the foodbanks at the start of the pandemic. I felt like I was really making a difference to people's lives.

### We have vacancies!

Flats are available in several of our housing with care schemes across Norfolk & north Suffolk

Housing with care schemes offer real peace of mind. Each flat is self-contained with its own front door, but there is 24-hour support available if needed. And, with plenty of social activities on offer, there's a community spirit too.

#### Our housing with care schemes

- Benjamin Court, Cromer
- · Dell Rose Court, Norwich
- · Harriet Court, Norwich
- The Lawns, Great Yarmouth
- Lisbon Court, Kings Lynn
- Lloyd Court, Holt
- Oakes Court, Downham Market
- Robert Kett Court, Wymondham

"I love having the flat to myself, but receive lots of help and support from the staff. I regard every single member of staff as a friend!"

Marion, housing with care scheme tenant







#### Take a virtual tour

Visit our website for a tour of one of the flats at Harriet Court, our housing with care scheme in Norwich.

Visit our website

https://www.broadlandgroup.org/homes/find-a-home/housing-with-care-needs/

Flats available in your area Contact us today!



0303 303 0003 www.broadlandgroup.org



Ivy celebrates
103rd birthday!

Ivy, who lives at one of our sheltered housing schemes, celebrated her 103rd birthday in December.

Tenants at the scheme, including Ivy's best friend Doris, came together at one of their coffee mornings to celebrate Ivy's birthday. One of the carers had made a cake for the occasion, and Ivy was presented with a bouquet of flowers from Broadland.

From everyone at Broadland Housing, we hope you had a very special birthday, Ivy!

# In the Garden Shed with Jane

Welcome to all our gardeners and my best wishes to everyone for the New Year. I hope you will have an enjoyable and productive year, and that everything you sow and plant will thrive and look beautiful.

People often think that in the winter months not much needs doing in the garden. How wrong they are - winter is actually one of the busiest times!

On cold, wet days, a really nice thing to do is go through your seed box. Sort out old seeds or ones that you don't want to use again, swap or give away to friends. Then you can browse the new catalogues from the seed suppliers and choose what you want to sow and plant in the coming months.

I use the winter months to clear up and remove accumulated rubbish, rather like early spring cleaning for the garden.

### **Indoor plants**

Indoor plants need attention. If your poinsettia is still looking healthy, move it to a shady spot, give it a little water and leave it. See what happens - it might last quite a while longer.

### **Pruning**

Prune apples and pears using the three "Ds" rule - remove the dead, damaged and diseased branches.

#### Herbs

Herbs can be sown all year round on a sunny windowsill. Basil and parsley do well, but don't overwater - give them just enough to keep the soil damp.

### Forcing rhubarb

If you have a clump of rhubarb in the garden, try forcing it by placing a bucket or large pot over the crowns. The cover will exclude light, encouraging the rhubarb to produce earlier, tender sweet stems.



I'm looking forward to spring and first snowdrops popping up, daffodils and warmer weather.

Love your garden indoors or out - it will always bring you joy and happiness!

Jane

# Some ideas to keep you busy in the coming months...

### **January**

Sow onions, leeks, radishes in a cold frame or sheltered spot. Dig vacant plots and spread manure if weather permits.

# **February**

Continue to prepare the soil by digging, weeding and raking. Plant shallots and sow early peas and broad beans.

#### March

Clean and repair any damage or natural wear and tear to the tool shed and outdoor structures. It's very important to check, clean and sharpen tools ready for the coming season.



### Your local reuse shop

Donate unwanted items to your local reuse shop, found at most Norfolk Recycling Centres. You could pick up an amazing bargain too! Norfolk County Council's reuse shops are currently supporting East Anglian Air Ambulance (EAAA), donating a proportion of the proceeds raised. For more information, visit Norfolk County Council's webpage 'Reuse shops'.

#### Large waste items

You can take large, freestanding household items, such as wardrobes, fridges, freezers, sofas etc to any of Norfolk's Recycling Centres. For collection of large waste items, contact your local council to see whether they will collect. They might charge for this service.

To find your local Recycling Centre visit Norfolk County Council's webpage 'Find your local Recycling Centre'



Give your brain cells a work out after Christmas... You could win a £25 Love2Shop voucher!

To enter: Take a photo of your completed entry and email it to tenantengagement@broadlandgroup.org. To enter by post, tear off and post in an envelope with your full name to Tenant Engagement, Broadland Housing, NCFC, Carrow Road, Norwich NR1 1HU.

Closing date Friday 25 February. One entry per person. If there is more than one correct entry, winner will be chosen at random. Broadland Housing tenants only.

#### Please circle your answer...

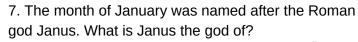
- 1. Whose famous diary started on 1st January 1660?
- a. Anne Frank
- c. Samuel Pepys
- b. Bridget Jones
- d. Marco Polo



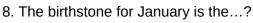
- 2. Which British newspaper began publishing in 1788?
- a. The Daily Telegraph
- b. The Daily Herald
- c. The Manchester Guardian d. The Times
- 3. Which country became the second independent country in North America in 1804?
- a. Cuba
- b. Haiti
- c. Puerto Rico
- d. Dominican Republic
- 4. In January 1941 German bombing severely damaged Llandaff Cathedral in which city?
- a. Cardiff
- b. Swansea
- c. Bangor
- d. Newport
- 5. Which state was admitted as the 49th US State in January 1959?
- a. Oregon
- b. Alaska
- c. Hawaii
- d. Texas



- 6. What year did the Euro banknotes and coins enter circulation on 1st January?
- a. 2000
- b. 2002
- c. 2004
- d. 2006



- a. Beginnings
- b. Resolutions
- c. Celebration
- d. War



- a. Ruby
- b. Garnet
- c. Diamond d. Emerald
- 9. Which of the following American presidents was born in January?
- a. Bill Clinton
- b. Richard Nixon
- c. Ronald Reagan d. Barack Obama
- 10. Which of these star signs represents January 20th to February 18th?
- a. Aquarius
- b. Libra
- c. Cancer
- d. Capricorn







