

Minutes of Meeting
Lancaster West Refurbishment Programme Board
21st May 2019

Attendees

| | |
|------------------------|---|
| Doug Goldring | Director of Housing Management (RBKC) |
| Cllr Kim Taylor –Smith | Deputy Leader -Lead Member for Grenfell & Housing |
| Cllr Judith Blakeman | Notting Dale Ward |
| Cllr Marwan Elnaghi | Notting Dale Ward |
| Stewart Hall | Resident |
| Jacqui Hayes | Resident |
| David O’Connell | Resident |
| Camilla Sheldon | Grenfell Recovery MHCLG |
| Nick Walker | Procurement Lead (RBKC) |
| James Caspell | Neighbourhood Director (LWNT) |
| Stephen Jacobs | Governance and Scrutiny Lead (LWNT) |
| Elpida Andreou | Programme Manager (LWNT) |
| Chris Binns | Project Manager (LWNT) |
| Fiona Willaims | Refurbishment Project Officer (LWNT) |
| Meriem Bellafkih | Refurbishment Project Officer (LWNT) |
| Desmond Zephyr | Head of Community Development (LWNT) |

Apologies:

| | |
|----------------------|------------------------------|
| Steve Mellor | Group Finance Manager (RBKC) |
| Cllr Robert Atkinson | Notting Dale Ward |

1.0 INTRODUCTION

1.1 Cllr Kim Taylor-Smith, Chair, led on the introductions and presented the agenda for the meeting and explained the remit of the LWE Programme Board.

2.0 MINUTES & ACTIONS

2.1 The minutes of the last meeting were agreed as a correct record of discussion.

2.2 (Action 2.3) Cllr Blakeman asked Steve Jacobs what has been done to build trust. Steve Jacobs advised there has, and continues to be a robust approach to resident engagement.

2.3 (Action 3.2) James Caspell presented and explained the level of works and costs involved for full refurbishment and ‘quick let’ of void properties currently undertaken (Appendix A2). By revisiting the specification, with residents, the average cost of each refurbished flat will be circa 28k on average. This figure varies depending on the level of asbestos removal or encapsulation of asbestos. Stewart Hall stated that safety should come first and all asbestos should be removed

from all flats. James Caspell explained that Health and Safety guidance on asbestos does not require its full removal if it is not damaged, and removing it in occupied properties where no works are required will be disruptive. However, where full refurbishment is being undertaken in flats the asbestos is being fully removed.

Cllr Kim Taylor-Smith enquired whether there are 17 studios or 2. James Caspell clarified that there are a total of 19 studios out of 57 voids. 17 studios require a full refurbishment and 2 require lesser works referred to as 'quick lets'. James added that the supply of studios currently out ways the demand and hence an application is currently with Planning for potentially converting 2 studios into 1 larger flat. Stuart Hall asked how the loss of properties will affect the numbers wishing to return to the estate. Virginia Sang raised concerns that the loss of studio flats will limit opportunity for older children wanting to stay on the estate. James Caspell gave reassurances that no decisions will be made until the full outcome of the Local Lettings Policy has been realised and every opportunity has been given to residents wishing to stay or return to the estate. Residents will also be fully consulted on and if conversions of the studios are feasible and acceptable by Planning. Cllr Kim Taylor Smith asked that the LWNT team share the architect's drawings with the residents. **(Action – James Caspell)**

2.4 (Action 3.4) Steve Jacobs confirmed that the refurbishment team and the voids team are working together to ensure a coordinated approach across the proposed works on LWE.

3.0 Draft Programme

3.1 James Caspell reported that the Lancaster West Repairs Team are achieving 80% satisfaction on repairs completed to date and we have carried out 20% stock condition surveys across the LWE.

3.2 James Caspell presented the draft programme, that was also shared with residents at the Steering Group workshop. This will be reviewed to include for the level of resident engagement agreed for at the workshop. James Caspell stated that the current commitment is £31m that will allow for a level of refurbishment works, and an estimated £78.5m would be needed to deliver the vision of a 21st Century model estate. However, this would not include for additional work such as new lifts where there are none. Should funding permit these in the future these would need to be considered in fullness in terms of maintenance and impact on service charges.

3.3 James Caspell explained that the programme will be made up of 4 projects packaged together in terms of building type and similar works. Each project will include a series of workshops whereby residents can discuss and agree priorities.

3.4 Stewart Hall raised concerns over fire doors and some not yet replaced. James Caspell stated that there is a separate programme for fire doors led by RBKC, to whom he would feedback back to. **(Action: James Caspell).**

4.0 REFURBISHMENT PROGRAMME FINANCE MONITOR

4.1 Elpida Andreou presented the finance overview of the spend to date of £729,461.26 against the £31m budget. (Appendix C). This spend was predominantly on architects and cost consultants involved in the idea workshops and some early works. The spend will be monitored and reported on at these meetings.

4.2 Residents stated that there had been no investment in the building since 1980 and were concerned that the cost of refurbishment may lead to the Council reconsidering total regeneration of the estate. Kim Taylor-Smith confirmed that the commitment to refurbish made to residents is unchanged and has been formally agreed at leadership. Residents to be forwarded a copy of the Key Decision report of July 2018, in the form of a letter to all residents. **(Action: Kim Taylor-Smith/ James Caspell).**

5.0 PROGRESS OF EARLY WORKS

5.1 James Caspell presented the programme of smaller projects and stated that many of these projects were funded outside LWNT.

5.2 James Caspell reported that the opening of the playground on Saturday 18th May 2019 was well received. He added that there was good resident engagement throughout its development and the resident vision of the play area was achieved.

5.3 James Caspell stated that the spaces in the new bike storage sheds are all allocated and some residents are now on a waiting list.

5.4 James Caspell confirmed that the temporary boiler is still on a programme to switch from oil to a gas, which will eliminate outages. Notice will be given to residents prior to the switch over including any impact during this on the service. Residents asked if they would see savings as gas is cheaper than oil. James Caspell advised that the extra cost of using oil in lieu of gas have not been passed on to residents. Residents raised concerns on how long it is taking for a permanent solution. James Caspell advised that heating is one of the more complex phases of the refurbishment programme and residents will need to consider this against other works. Residents claimed that heating is a requirement and should be provided, therefore not to be chosen against other priorities. James Caspell replied that options will be provided to enable residents to make informed decisions on the heating. In the meantime, and in response to resident's previous concerns, gas supplies are being removed from properties, starting with the void properties.

6.0 Procurement Workshop Feedback

6.1 Chris Binns summarised the purpose and outcomes from the Procurement Workshop held on 21st May 2019. (Appendix E3) Chris Binns explained that the procurement process is essential to progress to the next stage of surveying and design to inform the scope of works on a block by block basis. Residents who attended worked in groups and gave a clear steer on the procurement route and level of involvement they want in the selection of the technical teams

and the contractor. There was a clear view on quality being prioritised heavily over price. A ratio of 70:30 has been discussed.

Residents at the meeting asked for further clarification on how they would be involved the selecting suppliers. Elpida Andreou stated that lists will be provided, for the respective specialist/ technical teams, to all residents, enabling them to select and feedback to the LW team. The information will include websites details for residents to research companies whilst making their decision. Elpida Andreou also confirmed that the tendering process will include for submission in 2 parts. This will enable us to analyse the returns and shortlist focusing on quality. **(ACTION: Elpida Andreou/ Chris Binns).**

6.2 Doug Goldring suggested that a timeline setting out the planned key activities and resident engagement is prepared for residents. **(ACTION: Elpida Andreou/ Chris Binns)**

7.0 LOCAL LETTINGS PLAN

7.1 James Caspell stated that the response to the Local Lettings Policy has been positive.

7.2 James Caspell advised that over 80 residents visited the concept flats so far. The specification for the kitchens and bathrooms together with a set of mood boards has also been shared with residents. The focus now is to complete the voids and plan works to properties where residents are moving.

8.0 LEASEHOLDER UPDATE

8.1 James Caspell reaffirmed the discounts offered to leaseholders and advised that these would apply to shared owners. James Caspell added that rechargeable works would be capped at 15k per unit whilst any level of funding was through government grant.

8.2 Leaseholders questioned the right or fairness of any discount to those absentee leaseholders who profit from their investment. James Caspell agreed to seek legal opinion on this matter and report back at the next Board Meeting. **(Action: James Caspell).**

8.3 Leaseholders were concerned that some residents will struggle with the bills. James Caspell stated that there are a number of options available for people to pay without resulting in financial hardship. All residents can discuss their circumstances and options available with officers from the Leasehold Services team.

8.4 Residents asked whether funding would be available for independent legal advice and consultation. James Caspell to explore and confirm back to leaseholders. **(Action: Steve Jacobs / James Caspell)**

9. GOVERNANCE & BLOCK REPS

9.1 Steve Jacobs stated that there are currently no permanent members representing residents at these Board Meetings. Residents asked that 4 members be considered in lieu of 3 for the

Board. This was agreed and Steve Jacobs suggested that representatives should reflect the estate to ensure estate wide engagement. It was suggested that one of these posts should be reserved for a resident leaseholder **(ACTION: Residents)**

10. MAXIMISING COMMUNITY DEVELOPMENT OPPORTUNITIES

10.1 Desmond Zephyr provided a summary of community engagement, employment opportunities and bringing social value to the estate. (Appendix H) Including the employment of operatives who live on the estate, council wide work experience opportunities and offering internships.

10.2 Residents asked for the BAME figures of Appendix H to be broken down as some communities are not represented. **(ACTION: Desmond Zephyr)**

10.3 Residents felt that children not attending KAA were not given the same opportunities and needed to be addressed. In particular school leavers on the estate who are struggling to find work and would benefit from training opportunities and internships. **(ACTION: Desmond Zephyr)**

11.0 AOB

11.1 Residents enquired whether the residents of Grenfell Walk will be able to come back to their homes soon. James Caspell advised until decisions on the future of Grenfell Tower are made we have no way of fully assessing how these would impact on the Grenfell Walk properties.

11.2 Resident felt that not all residents are being reached and would prefer to receive information and invites directly rather than through a block representative.

12.0 ACTION SUMMARY

| ITEM REF | ACTION | OWNER | TARGET DATE |
|-----------------|---|---------------------------------------|--------------------|
| 2.4 | Share architect drawings of studio conversions with residents. | James Caspell | 28 June 19 |
| 3.4 | Feedback to RBKC on fire door concerns | James Caspell | 28 June 19 |
| 4.2 | Confirm commitment from Council of zero demolition of homes | Cllr Kim Taylor-Smith / James Caspell | 28 June 19 |
| 6.1 | Consult residents on lists from frameworks, and potentially prepare wider selection if required | Elpida Andreou/ Chris Binns | 28 June 19 |

| | | | |
|------|---|---------------------------------|------------------------|
| 6.2 | Timelines for key activities and consultation | Elpida Andreou/ Chris Binns | 28 June 19 |
| 8.2 | Seek Legal opinion on charging absentee Leaseholders | James Caspell | Next Board Mtg |
| 8.4 | Confirm funding or opportunities for legal advice to leaseholders | Steve Jacobs / James Caspell | Next Board Mtg |
| 9.1 | Resident committee members to be elected for the Board | Residents | Next Board Mtg |
| 10.2 | Breakdown of BAME figures in Community Development Dashboard | Desmond Zephyr | Next Board Mtg |
| 10.3 | Broaden opportunities for young people on the estate | Desmond Zephyr | From June 19 - ongoing |

13.0 Next Meeting: Details to be confirmed, next meeting will be in three months.