

# LWE Refurbishment Programme Board

Minutes and actions of 16 April 2020



## LANCASTER WEST REFURBISHMENT PROGRAMME BOARD

16<sup>th</sup> April 2020

5:30-7pm

via Microsoft Teams

### Minutes and actions from meeting

#### Attendees

Cllr Kim Taylor-Smith Deputy Leader & Lead Member, Grenfell and Housing (Chair)

Susan Al Safadi LWRA nominee  
David Ward LWRA nominee, and Treasurer  
Abbas Dadou LWRA nominee, and Chair  
David O'Connell LWRA nominee, and Vice-Chair  
Fiona Doherty LWRA Coordinator  
Miles Watson LWRA committee member

Cllr Judith Blakeman Notting Dale Ward

Doug Goldring Director of Housing Management (RBKC)  
Steve Mellor Group Finance Manager (RBKC)  
James Caspell Neighbourhood Director (LWNT)  
Monika Lee Head of Property Services(LWNT)  
Andros Loizou Programme Manager (LWNT)  
Shaun Haden Head of Service Improvement (LWNT)  
Sharon Davies Programme Delivery Lead (LWNT)  
Alejandra Castillo Project Support Officer (LWNT)  
Desmond Zephyr Head of Community Development & Partnerships (LWNT)  
Fiona Williams Senior Repairs Coordinator (LWNT)

Liam Tedds MHCLG

#### Apologies:

Cllr Robert Atkinson Notting Dale Ward  
Cllr Marwan Elnaghi Notting Dale Ward  
Laura Williams MHCLG

## **LWE Refurbishment Programme Board**

Minutes and actions of 16 April 2020

### **1.0 INTRODUCTION**

1.1 Cllr Kim Taylor-Smith, Chair, led on the introductions and apologies. The meeting was held via MS Teams.

### **2.0 MINUTES & ACTIONS**

- 2.1 The minutes of the last meeting were agreed as accurate and a correct record of discussion and agreement (Appendix A).
- 2.2 James Caspell stated that 4 of the agenda actions will be covered later in the agenda the remaining 5 actions items have brief updates.
- 2.3 Monika Lee updated on Action 6.2 providing an overview of the first trial of the misting system installed in 14 Upper Camelford which was well received by residents. Both Building Control and the London Fire Brigade are being liaised with to identify whether the misting system piloted could be compliant with local building control guidance to promote fire safety. Kim Taylor-Smith asked about the unit cost per property. Monika Lee explained the cost was under 5k to supply and fit this 3 bed property. Abbas Dadou asked whether the cost would be lower if the mist systems are fitted in more units. Monika Lee stated there is room for manoeuvre and negotiation and there would likely be economies of scale.
- 2.4 Shaun Haden provided an update on Action 7.1, explaining the supply and demand of available properties on the Local Lettings Plan as per (Appendix J). This shows that there appears to be an excess supply of Studios and 1 beds and a shortage of all large properties. Shaun advised that there is a caveat as due to number of residents who have accessibility requirements. Kim Taylor-Smith asked for a summary on all 2, 3 and 4 beds, when access requirements are considered and whether they are oversubscribed. Shaun Haden advised that the accessibility issue is a legacy of the stock in relation to the internal layout of the properties. Kim Taylor-Smith asked for clarity on whether the 59 voids were the total amount. Shaun Haden explained these are all void empty properties and includes those used by contractors as welfare units, plus fire wardens.
- 2.5 Cllr Judith Blakeman enquired about studio conversions to create larger properties. James Caspell explained that the first knock through is being trialled, knocking through a studio adjacent to a 2 bed forming a 3 bed property. James raised the issue that whilst this approach can alleviate overcrowding, it does reduce social housing units in light of government initiatives to increase social housing homes. David Ward asked whether it would be more worthwhile knocking through studios so there are suitable properties that can be utilised. Kim Taylor-Smith advised that consideration is to be given on whether we are reducing the number of properties available to the borough wide waiting list, which is to be debated further.
- 2.6 James Caspell advised on Action 8.1 and explained that the refurbishment decant scheme has been agreed. Households facing imminent refurbishment can be decanted to a newly refurbished property, assuming households had not already moved through the LPP, or benefitted from refurbishment, and would only be moving to like for like properties relating to bed size. This is agreeable subject to terms and conditions.

## **LWE Refurbishment Programme Board**

Minutes and actions of 16 April 2020

- 2.7 Shaun Haden advised on Action 9.2 regarding a comfort plan or service charge levy to pay for retrofit projects. EnergySprong and the Mayors Energy Efficiency Fund have promised to send detailed examples of how the mechanisms are applied and the legal implications which he can then report back to the board.
- 2.8 Desmond Zephyr gave an update on the grant funding bid which was successful. 19.5k has been secured for a green wall alongside the North Kensington Resource Centre to aid in improving air quality through use of a green wall in the area.

### **3.0 PROGRAMME UPDATE**

- 3.1 Monika Lee gave an overview of the programme (Appendix B) advising that the technical teams are now being procured. The Fire Risk Assessment consultant have been successfully awarded the contract to carry out the FRA Type 4 surveys which are now underway, and we are close to a contract being awarded to the Principal Designer. M&E moderation interviews have taken place, and residents have been involved throughout the process. The Multi-Disciplinary tender applications are open until the extended date of 30<sup>TH</sup> April 2020. When closed, residents will be involved on the scoring panel for all 6 lots for the multi-disciplinary consultants, shall give 50% weighting on the quality scoring on the award of the contract. Works are continuing with safety at the forefront, due to the Covid 19 pandemic particularly in void properties and communally where social distancing is practiced. Monika Lee also provided a summary of the Project Delivery Tracker (Appendix D).
- 3.2 Cllr Kim Taylor-Smith queried the impact of Covid 19. Monika Lee advised that the MD tender had been extended to allow for socially distant site visits. Leaseholder consultation, resident engagement and governance processes remain on schedule.
- 3.3 Sharon Davies presented an update on the Refurbishment and Sustainability Tracker (Appendix C) advising of the approaches taken to implement sustainability objectives. We are currently negotiating with Procurement for Housing to ensure that we have a more competitive approach to voids and internal refurbishment works and can improve costs of materials for the inhouse team.
- 3.4 Kim Taylor-Smith queried if all 17 studios flats have been refurbished and whether feasibility has been considered on amalgamating units and consideration has been given not to refurbishments these units. Monika Lee advised that 14 studios have been completed, 1 has been allocated for the knock through already discussed, and there a pool of properties that have not been refurbished being used for decant purposes. Kim Taylor-Smith advised to consult with the planning department on which units will be appropriate for the knock throughs. **(ACTION James Caspell)**

### **4.0 PROCUREMENT UPDATE**

- 4.1 Andros Loizou provided an update on (Appendix E) advising that Frankhams have been awarded the FRA Type 4 contract and the Principal Designer is at the section 20 Notices stage. There are 3 Mechanical & Electrical Consultants for the 3 lots, the report is completed and has also been sent to Procurement and Homeownership to draft the section 20 notices. The Multi Disciplinary consultant tender has been extended to the 30<sup>th</sup> April due to the Covid 19 pandemic impact. The extension has allowed for more companies to submit

## **LWE Refurbishment Programme Board**

Minutes and actions of 16 April 2020

interest in tendering. James Caspell highlighted that the high level of resident engagement with the evaluation is very positive, as is the level of interest from the supply chain, following a high profile publicity campaign.

### **5.0 FINANCE UPDATE**

5.1 James Caspell presented on the Finance Update spend to date (Appendix F). The forecast of expenditure has been shared with the MHCLG. In summary, the year end figure is likely to be between 1.7 million and 2 million which is below the 2.5 million forecasted. The majority of the expenditure is on internal refurbishment of void properties. James emphasised that providing transparency of where money is being invested is significant and important to residents and so the financial tracker will be published on the WeAreWII app. Where there are queries regarding expenditure, enquiries are welcomed so that it can be incorporated moving forward.

5.2 James Caspell explained that analysis is being carried out on per void unit costs to provide a clear summary of expenditure and ensuring that what is affordable now is affordable to every property.

### **6.0 ENGAGEMENT UPDATE**

6.1 Desmond Zephyr presented the latest reports for information. (Appendices G & H). Stating that the information from the Walkways prioritisation workshop is extremely useful in gaining an understanding of residents' priorities. Participation has been very positive, showing how well organised engagement has been to receive a high level of participation and feedback. A new video door entry system had been trialled at Verity Close alongside windows engagement. The current emphasis is now concentrating on encouraging residents to get involved in the final design procurement stage, for all 6 lots.

6.2 Cllr Judith Blakeman sought clarity on if wheelchair accessibility had been considered in the Camborne Mews engagement. The doors have reportedly become narrower and whether the refurbishment is taking into account lifetime homes. James Caspell advised there has been an inherited legacy of neglect where many residents with accessibility needs have not had those met, which is reflected on the LLP waiting list. Accessibility options are being explored for properties to assist with accommodating residents with need. Where adaptations can be addressed immediately – or need to be – they are being so through day-to-day aids and adaptations

6.3 David Ward asked whether the door entry system at Verity Close is for the flats only or will it be for the houses also. Desmond Zephyr advised that this was a pilot trial identifying how residents engaged with the technology for 6 flats only. James emphasised that we would be looking for one system to be applied across the whole estate.

### **7.0 VOID REFURBISHMENT AND LOCAL LETTING PLAN**

7.1 Monika Lee presented (Appendices I and J) and gave an overview of the Local Lettings Plan dashboard, showing that many households have now benefited from it and moved into newly refurbished properties. Instagram has proved successful in engaging residents with the Local

## **LWE Refurbishment Programme Board**

Minutes and actions of 16 April 2020

Lettings Plan. On average the overall satisfaction is 4.5 out of 5. Main driver for dissatisfaction surrounds the upheaval of moving, and we are looking at ways to minimise this disruption and providing support. Kim Taylor-Smith asked if moves were still going ahead. Monika Lee advised that they are continuing where urgent, however measures and practices are reviewed daily. James Caspell advised that video only viewings are being conducted via which a property was successfully let recently.

### **8.0 SUSTAINABILITY UPDATE**

8.1 Shaun Haden presented an update (Appendix K) advising that there are 3 main projects with funding from external sources. Firstly, the heat network investment project supported by HNIP and BEIS to secure feasibility work funded by BEIS. The aim is to secure grant funding to develop a renewable district heating network. HNIP can fund grants of up to 40% of capital expenditure - investing up to £5million in total. An initial feasibility study on heat sources around the estate in terms of replacing heat networks has commenced and is being conducted by ARUP which should be completed by the end of June 2020.

Secondly, the Mayors Energy Efficiency fund (MEEF) are working on a feasibility study due at the end of April 2020. The study looks at the residential buildings on the estate and gives a costed options appraisal for what works can be proposed to reduce carbon and make the buildings more energy efficient.

Thirdly, a design competition with the Mayors Energy Efficiency fund (MEEF) to identify good concepts and designs to retrofit properties at Treadgold House. Engaging with residents on their ideas and discussions with Planning and Building Control to what these ideas may look like is the next step

8.2 Kim Taylor-Smith enquired whether there are broad budget costings. Shaun advised the design proposals gives an informed idea of what the cost are likely to be and will be useful for notify the design teams in the future. James advised that becoming a well-informed client is also beneficial to the council's commitment to responding to the climate emergency, before the formal design stage commences. Also identifying how proposals work with increasing the value of assets and reducing running costs for residents and the landlord. Essentially, we are building a renewable infrastructure and have requested an itemised summary of costs to these benefits. Kim Taylor-Smith said he is observant of the disappointment of residents when setting the bar relatively high regarding overall budgets when considering a benchmark cost per unit which may not be affordable.

8.3 Doug Goldring asked about the 3 different sustainability projects and what is the methodology when the feasibility studies are received at differing times. Shaun Haden explained that ARUP and MEEF will be liaising together and theoretically all parties should align by virtue of shared information. More than one type of option has been requested to allow for choice and overall comparisons to make an informed decision. Doug Goldring discussed involving residents when the information comes back, ensuring that what we invest to get the best outcome for our residents. To provide an update of this at the next meeting.  
**(ACTION Shaun Haden)**

## LWE Refurbishment Programme Board

Minutes and actions of 16 April 2020

### 9.0. COMMUNITY DEVELOPMENT UPDATE

- 9.1 Desmond Zephyr presented the Community Development Dashboard (Appendices L and M), sharing that it has been a fantastic year for the team around case work, with the services provided and how they are delivered establishing inclusivity and confidence in the team because of the languages spoken and understanding specific needs. grant funding continues in addition to efforts to find training and employment on the estate and in the area.
- 9.2 Desmond presented resident respite proposals, during periods of noise related to disruptive works. A discussion ensued in terms of the range of respite that would need to be provided, which would be piloted alongside the launch of the internal refurbishment programme.

### 10.0 Equality Impact Assessment

- 10.1 James discussed Appendix N explaining how useful the document is, not only to meet the statutory duty of eliminating discrimination, but in ensuring that we know our residents and meet their diverse needs and expectations. The data is also beneficial in understanding of the differences between the blocks and not missing opportunities to engage with specific community groups. James advised that the equality impact assessment will be referred to when reports are submitted to leadership to award contractors and when advising on the progress of the refurbishment.

### 11.0 AOB

- 11.1 Cllr Judith Blakeman enquired about the location of the Grenfell Nursery asked whether there shall be works at the Ilys Booker Centre to extend it in order to replace the Grenfell Nursery provision lost in the Grenfell Tower. James Caspell stated that there is emphasis on finding the nursery a permanent new home.
- 11.2 Abbas asked whether a decision has been made on what is happening with Grenfell Walk. James Caspell advised that he shall make the relevant enquiries and report back at the next programme board meeting (**ACTION James Caspell**)

### 12.0 ACTION SUMMARY

ITEM REF	ACTION	OWNER	TARGET DATE
3.3	Explore the opportunities and planning implications of a knock through of studio units for the purposes of the alleviating overcrowding	Sharon Davies	Next Board Meeting (July 2020)
8.3	Share some of the feasibility work on sustainability with residents and the wider Programme Board	Shaun Haden	Next Board Meeting (July 2020)

## LWE Refurbishment Programme Board

Minutes and actions of 16 April 2020

11.2	Explore the potential opportunities for Grenfell Walk to be refurbished once the Memorial Commission outcomes are known	James Caspell/MHCLG	Next Board Meeting (July 2020)
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**13.0 Next Meeting:** Next meeting will be Thursday 23<sup>rd</sup> July 2020