

# **Bramley House**

**21 March 2023**

**Laetitia Morant-Oyewole**  
**Project Manager**

# Agenda



**1. Introduction  
and actions**



**2. On-going  
works at Bramley**

Lettings and voids



**3. Updates on  
proposed works**

Externals  
Environmental / Estate  
works



**4. Grant  
funding**



**5. Any other  
business**

# Bramley House - Actions

Action		Owner	Status	Deadline	Comments
1	Project Team to provide presentation slides to describe to residents the block works, before and after.	RBKC	Completed	On-going	
2	Produce an easy-to-understand leaflet of major works for all, particularly leaseholders, Inc windows provide simple breakdown of the works and costs, and range of repayment mechanisms, and 121s with leaseholders	RBKC	On-going	May 2023	21/03/23 - PM to work with Comms team to provide details
3	Possible that satellite dishes will be relocated during works and reinstated on completion of works	Residents	On-going	To end of works	
4	Pre-tender Quality questions meetings with RA	Laetitia	completed	January 2023	
5	Pre-tender participation letter with scoring questionnaires	Residents	Completed	January 2023	
6	Window installs planned for 14 tenanted flats from November	RBKC / Laetitia	On-going	April 2023	
7	Reschedule RA monthly meetings due to clashes in diary	RA / Laetitia	Completed	On-going	

# Bramley House - Actions continued

Action	Owner	Status	Deadline	Comments
8 Newsletters to inform residents about upcoming and on-going works	RBKC	On-going	Project life-cycle	In progress – BHRA to submit content for a mid-December send out – draft included on slide desk. <b>21/3/23 - Life cycle of project.</b>
9 Retrofit assessments in properties and to building	RBKC	On-going	Project life-cycle	37 flats completed and 7 remaining. We require co-operation with access to complete these assessments. <b>21/3/22 - access still needed to Flats 9,13,15,17,21,36 &amp; 37</b>
10 Pulse tests	RBKC	Completed		We require access and co-operation to complete these assessments. <b>17/01/23 - Completed</b>
11 Windows installation works to start 19 <sup>th</sup> December	RBKC	On-going	April 2023	Installation started on January 12 <sup>th</sup> . Proposed completion February ending. <b>21/03/23 - Revised completion - April 2023</b> <b>8 windows completed (Flats 5,7,8,11,18,19,25 &amp; 30)</b> <b>2 work in progress (Flats 2 &amp; 16)</b> <b>4 booked (Flats 12,13,26,27)</b>
12 Tender and interview panel	RBKC /RA	Tender went out 13/01/23		RA to confirm 2 participants , preferably a leaseholder and a tenant to join RBKC on the interview panel as part of the process in appointing the contractor for the proposed major refurbishment works. Complete tender process w/e 17/02/2023. <b>21/03/23 - tender close date extended to 24/03/2023</b> <b>RA to confirm participating members for presentation and evaluation of presentation.</b>

# Bramley House - Actions continued

Action	Owner	Status	Deadline	Comments
13 Banner on Bramley House required to be taken down during the proposed works	RBKC	On-going	Project life-cycle	Who to liaise with about this.
14 'Bramley House' signage	RBKC	On-going	Completion of works	Details will be shared at Residents Engagement in May.
15 IRS re-configuration and panel installation in hallway cupboards	RBKC	On-going	Completion of works	Buy in and access to flats

## 1. Notes and actions from December mtg Bramley House

Topic discussed	Notes	Action
Newsletter	<ul style="list-style-type: none"> <li>Want regular newsletter with updates to Bramley residents about projects and progress</li> <li>Suggested timescale: every quarter, starting in November</li> <li>Main article to follow-up from resident event</li> </ul>	<p>Felicity – liaise with RA &amp; comms to support with setting up e-newsletter by start of November</p> <p>Completed – e-newsletter sent out Dec 2022 and Feb 2023</p>
Refurbishment	<ul style="list-style-type: none"> <li>Concerns around maintenance for green roof</li> <li>Helpful to share options around PV, green roof with residents to decide best options – can use Acava studio for this</li> </ul>	<p>Laetitia – work with Stace to share CGIs of 3 options for roof. IN final stages and will share went received. 21/3/23 - completed</p> <p>Samia – will book Acava Studios room for meeting to view details</p>
Lettings	<ul style="list-style-type: none"> <li>Flat 25 now being advertised</li> <li>Flat 3 being used as a temporary decant</li> <li>Other empty flats will be advertised soon</li> </ul>	n/a
Refurbishment – internals	<ul style="list-style-type: none"> <li>Contractors have been very messy, and there's lots of dust being created</li> </ul>	<p>Laetitia – speak to Arnis and Abdulla about site checks to see if this can be improved – 21/03/23 - Completed</p> <p>Maddie – get air purifier for Marguerite</p>
Refurbishment - windows	<ul style="list-style-type: none"> <li>First 14 sets of windows arriving on 19th December and will start installing same day (only two flats will be fitted this side of Xmas). The rest to continue in January and we aim to complete the works by end of February.</li> <li>NICA Design are installing and Cavendish have overall responsibility as principal contractor – they will have site managers who will oversee delivery</li> <li>Leaseholders won't have to contribute to costs of these windows</li> </ul>	<p>Laetitia – provide programme on which flats are coming first. 21/03/23 - Completed</p> <p>Laetitia – provide contact details for site managers. 21/03/23- Issues to be referred to Laetitia</p>

# 1. Notes and actions continued

## Bramley House

Topic	Notes	Action
Refurbishment – main works	<ul style="list-style-type: none"> <li>Tender documentation being finalised and will be sent out in coming weeks. <b>Completed</b></li> <li>Marlene helping with tender scoring . <b>Updates to follow</b></li> <li>Next steps to send out section 20 notices and set up meeting to discuss scope of works and start date, followed by statutory 30-day consultation period</li> <li>Will offer 1 on 1 sessions with leaseholders to discuss finances and options</li> <li>Likely to start on site in January / February</li> <li>Satellite dishes will be removed at end of works, and will still be able to access all channels</li> <li>Will need to suspend parking spaces for storage during refurbishment – preference for one by Pig &amp; Whistle</li> <li>Need to get access to all properties for retrofit assessments to draw down on funding for refurbishment</li> </ul>	<p>Maddie – speak to parking team for potential to use parking spaces outside Whitstable House.</p> <p>Laetitia – send over information on retrofit assessments that can be sent round to Bramley WhatsApp group.</p> <p>21/03/23 - To be done</p>
Future Neighbourhoods Fund	<ul style="list-style-type: none"> <li>NKCE haven't spoken to Bramley House about solar projects</li> <li>Phase 2 projects for Bramley House: air quality monitoring and smart cities pilot</li> <li>The Space projects for phase 2 – upcycling furniture, warm space, community cooking classes</li> <li>Recruiting on project manager that will on future neighbourhoods and in particular on ensuring community is engaged</li> </ul>	<p>Hannah – send over any opportunities for Bramley residents to access wider projects and shaping programme</p>

## 2. Lettings and Empty Homes Bramley House



**2**

Households  
moved  
through Local  
Lettings Plan

**2**

Move through  
Refurbishment  
Decant Scheme

**3**

On LLP waiting  
list

**10**

On Wider Grenfell  
Waiting List

**0**

Empty  
homes currently  
being refurbished

**8**

Empty  
Homes ready to  
Let



## 3. Update on proposed works Bramley House

Bramley House, Bramley Road, LONDON, W10 6SX

- Scaffolding
- Asbestos survey and removal where applicable
- Roof renewal with green roof and PV panels
- Window replacement
- Balcony door installation to Flats 11, 26 and 27
- Masonry repairs
- Drainage repairs
- Landlord's electrics rewiring
- Fire strategy/block signage
- Asphalt balcony repairs
- Redecoration works
  
- Notes: bins location and lids
- Landlord's communal lighting and fittings
- Communal decorations
  
- **Additional Scope**
- **IRS – reconfiguration**
- **Installation of reception panel in hallway cupboards**

## Timeline to Starting works on site

- Tender – went out 13/01/2023
- Tender Close out extended to accommodate additional scope (IRS) - 24/03/2023
- Tender Analysis – Week commencing 27/03/2023 Ending 12/05/2023
- Residents' engagement meeting -
- S20 notice and consultation period – 19/05/2023 to 14/07/2023
- Appointment of contractor – 1/08/23 to 15/08/2023
- Residents' engagement meeting – May 2023
- S20 notices to be served to leaseholder – by May 2023
- S20 Observation period – 30 days ()
- Meet the contractors meeting – April 2023
- Works to start on site May 2023
- Practical completion of works – Oct / November 2023

## Correspondence issued to residents to date

	Description of content	Date Issued	Owner	Doc type
1	Tender quality questions feedback from residents	03/08/22	RBKC	<b>letter</b>
2	Newsletters to inform residents about upcoming windows works	06/09/22	RBKC	<b>newsletter</b>
3	Retrofit assessments in properties and to building ongoing	12/10/22	RBKC	<b>Letter</b>

## 4. Funding update

### Bramley House

#### **Sustainable Warmth Fund:**

- Secured additional £174,500 for windows - negotiating 6-month extension for this, to allow delivery up until September 2023
- Retained £30,000 funding for design fees through Green Homes Grant

#### **Social Housing Decarbonisation Fund:**

- Looking to increase funding through Wave 1 for roof to £352,000 (pending new grant funding agreement)
- Embargoed: Wave 2 funding for underfloor insulation in basement

#### **Future Neighbourhoods:**

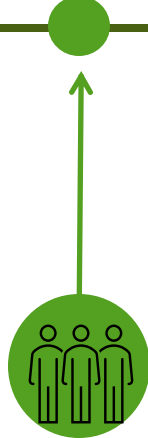
- Funding for Smart Cities pilot – smart thermostats and energy-efficient communal lighting with sensors

## 5. AOB: Grenfell Housing Legacy Fund Bramley House



**Dec 2020**

RBKC established a new £1m **Grenfell Housing Legacy Fund** to support housing initiatives for residents in Council-owned properties or placed by the Council in temporary accommodation in **Notting Dale ward**, delivering projects that will have a lasting impact on Notting Dale over **three years**.



**March-May 2021**

Following ward wide consultation, residents in Notting Dale agreed to the six themes under which they could submit funding proposals:

1. Increasing economic opportunities for residents
2. Sustainability, the environment, and green spaces
3. Community safety
4. Inclusion and accessibility
5. Promoting resident voices
6. Opportunities and support for children and young people.



**Summer 2021**

Ward wide ideas/applications submitted.

## 5. AOB: Grenfell Housing Legacy Fund Bramley House

Bramley House received an allocation of **£23,444**. The funding will be spent on projects proposed and decided by residents.

Young people Opportunities

Community room/ centre

Outdoor gym equipment

Community garden

Ideas from Bramley House engagement event  
**Feb 2023**

### Next steps:

1. Finalise project(s)
2. Letter to all Bramley House residents
3. Begin delivery