

**Hidden Homes Project Group
07 January 2014**

Minutes

1. Attendance

David Gibson – KCTMO
David Burns – KCTMO
Ruth Angel – RBKC Housing
Derek Taylor - RBKC Planning
Kitty Mortimer – RBKC Housing
Sissi Gast – RBKC Housing

Apologies from:

Simon Girling – KCTMO
Claire Williams – KCTMO
Roger Keane – RBKC Housing
David Vickerstaff – RBKC Corporate Property

2. Greaves Tower

Now completed and all three occupied. Accounts should have been sent by end of November 2013. This item can be removed from the agenda once the final accounts are received. **KM to ascertain whether final accounts have been received.**

3. Holmefield House

Officially opened on 06.12.2013. Final account should be ready in next couple of weeks.

Have agreed that a process needs to be put in place between RBKC and KCTMO for monitoring costs. **Action - DB will draw this up and forward to RBKC for comment.**

4. Grenfell Tower

Planning application has now approved in principal – official paperwork still to be received by KCTMO. This includes the major work and 7 new homes. Unilateral Undertaking has now been enacted and s106 fees paid.

Tender has been sent out (4 contractors are still in the process) and submissions will be due back January 2014. KCTMO hosted a walk around and Q&A session with the 5 contractors expected to submit a tender on 05.12.2013. Waites have since dropped out of the process.

Negotiations for the new leases for nursery and boxing club are ongoing. KM has spoken to legal about serving a Notice to Vacant and been informed this is not necessary.

The Boxing Club have agreed to the new lease and Corporate Property will be sending an Agreement to Lease for signature by the end of this month. The actual lease will then be signed prior to the occupation of the new premises.

There is a meeting between RBKC, KCTMO and Grenfell Nursery on 07.01.2014 to discuss the new lease and hopefully agree a way forward as regards the terms and cost. Early Years have been contacted and are invited to this meeting.

5. Whistler Walk

Pellings have now completed the feasibility study and the proposed units are:

1 x 1 double bedroom
3 x 2 double bedrooms
2 x 2 double bedrooms and a single room

The projected budget is £770,000 which equates to approximately £110,000 per unit. Costs are being kept down by making the minimum number of structural changes to the building and using the current utility connections. Insulation was discussed and it was agreed that SAP rating of 80 was to be aimed for.

SG hoped to submit a pre-planning application prior to Christmas but this was not possible. Consultation with residents will take place after the pre-app guidance is given which is likely to be during February 2014 or March 2014. Tenders were originally due to be issued in February 2014 but this date is now likely to slip by at least 1 month. Web page on RBKC website to be created once pre-app process is complete.

DT has previously highlighted his only immediate concern was the possible lack of light as several of the proposed rooms have a very limited number of windows.

The building will be empty from January 2014 onwards and KCTMO hope to be on site April 2014.

Action – RA to chase a respond from Planning as regards the Pre-App fees and SG to complete the Pre-App process.

6. 91 Tavistock Crescent

Development Options Appraisal to be carried out by TMO on 15.01.2014 between 9:30am and 1pm. KM has emailed Westminster Housing Coop on 07.01.2014 to ask for access to be arranged.

Appraisal is to focus on returning the units to general needs or TA. Once this has been completed a list of all properties and their current use can be forwarded to DT. He will then advise if there are any potential issues as regards converting to GN or TA.

Action - DG to arranged for completed report to be brought to next HH meeting.

7. 1 St Helens Gardens and 137C Holland Road

Options appraisals have now been completed and it has been established that the land to the side of St Helens is RBKC owned.

DB is currently creating a summary for each void listing he options, costs and subsequent NPV. DB has provided ful summaries for each property.

A decision can then be made as to what is going to be done with these voids.

Action – RK to advise of progress at next HH meeting.

8. 3 Billings St and 14 St Lukes Road

KCTMO contractors have now undertaken a survey of both properties. DB has now provided a full summary for each void.

Action - RK to advise of progress at next HH meeting.

9. Sites List

Henry Dickens Court

SG has visited and produced a proposed plan of 1 / 2 bed flat. Estate services need to be contacted to see if the pram sheds could be resited. It appears some of the pram sheds are demised to leaseholders

Action - SG to update at next meeting and bring a Dev Options Appraisal for the site.

Holmefield House

SG has now sent through drawing and costs. Looks relatively straightforward. Resident Services have confirmed that room is definitely not in use.

DT has advised that whilst it may be possible to rely on previous use and not apply for planning, it would be sensible to make a planning application for change of use. This should be relatively straightforward.

Action – SG to send through computer produced plans with measurements. KM to complete paperwork for approval for scheme from Director of Housing.

Longlands Court – **SG to visit and produce Development Options Appraisal and identify any demised pram shed.**

Elm Park House – **DB to provide asset management report and visit to see if residential unit is possible.**

34-36 Oxford Gardens – separate project group has been set up.

Hansard and Russell Gardens – structural survey carried out and report forwarded to RK.

DB has requested Feasibility Studies / Development Options Appraisals for:
Inglow House

Land behind 13-21 Silchester
Talbot House
Portobello Court

1 St Helens Gardens – a Development Options Appraisal has already been produced showing a 2 bed house could be built on the vacant land.

Pond House – possible infill of area by laundry rooms, caretakers office and possibly resident's room.

Action - DB to arrange Feasibility Study for infill only.

Dacre House Community Room – possible 1 bed flat

Action – DB and KM to visit.

Bramley House and Nottingwood House – disused laundry rooms.

Action – DB and KM to visit.

11. Roof Top Developments

This is not a priority for Cllr Feilding-Mellen. However, a leaseholder from Kepple House has expressed an interest in acquiring the roofspace and building a flat for his own occupation. Request is being developed at present and likely to go to Cllr Feilding-Mellen.

Action - KCTMO to provide a feasibility study for roof top development at Faraday House.

12. Costs Monitoring

RBKC have not been receiving copies of all invoices and payment related documents from KCTMO as previously agreed. RBKC will be drawing up a costs monitoring process and this will be forwarded to KCTMO for comment. Process to be agreed by next HH meeting.

Action – KM to forward draft process once agreed by RBKC to DG and DB.

13. HH Approval Process

RA has produced a draft process for approval of hidden homes schemes by RBKC. KCTMO have been working on their own process and DG will take RBKC's document back for incorporation into the KCTMO procedure.

Action – DG to forward draft of KCTMO HH approval policy prior to next HH meeting.

14. AOB

Ongoing request for monthly update reports for all active schemes.

Next meeting – 04 February 2014 at 10am.