

# Minutes

## Hidden Homes Programme

**Meeting: Monday 17<sup>th</sup> August 2015 at 10:30**

**Attendees:**

Ruth Angel – RBKC Head of Housing Regeneration  
Charlotte Moore – RBKC Housing Regeneration PM (minutes)  
Roger Keane – RBKC General Needs Housing Commissioner  
Simon Girling – KCTMO Project Manager

**Apologies:** Amanda Johnson – RBKC Head of Housing Commissioning

		Action
<b>1.</b>	<b>Minutes of last meeting and matters arising</b>	
1.1	The minutes of the last meeting were agreed. The following actions are still outstanding: <ul style="list-style-type: none"><li>Risk #3 on Grenfell risk summary table to be changed to amber</li><li>CW is still waiting for details from Artelia before Rydon can be instructed to pick up works from the KALC contract. RK to chase.</li><li>CW is still waiting for costs from Rydon for the works to the drains.</li><li>CM to check with CW if a provisional sum was included for the remote heat monitoring system when the contract sum was agreed.</li></ul>	CW RK CW CM
1.2	It had been agreed that these meetings would be discontinued and hidden homes projects picked up at the main asset management and business planning meeting. However due to the August AMBP meeting being cancelled this meeting was scheduled to take place so that the TMO could provide an update on live projects.	
1.3	SG advised the outstanding planning condition on Whistler Walk is being discharged by Keepmoat in liaison with Steve Roberts in Planning.	
1.4	Preferred dates for the official opening of the Whistler Walk units are 29 <sup>th</sup> Sept, 2 <sup>nd</sup> or 8 <sup>th</sup> October. SG to confirm with Peter Griffiths and advise.	SG
1.5	CM confirmed that 91 Tavistock is being managed by Kitty Mortimer but will be discussed at the wider AMBP meetings.	

<b>2.</b>	<b>Grenfell Tower update/dashboard report</b>	
2.1	<p>In CW's absence RK provided an update with the dashboard report prepared by CW:</p> <p>It was noted that the figures for installations of HIU in the dashboard report don't add up to the total no. of units so unsure if they are all accounted for. RK to check with CW.</p>	RK
2.2	RK advised that completion of the nursery was a requirement under the UU before the new flats can be occupied.	
2.3	There remains concern over the budget and reporting. Still unsure what the cost of the additional two flats are. RK to ask CW to provide a copy of the QS email dated 1 June (as noted in the dashboard report).	RK
2.4	CM to forward a copy of the dashboard report to RA and RK	CM
2.5	<p>Still need to confirm how the installation of the remote heat monitoring system is to be dealt with/funded. DG advised that it's only required because of the works being undertaken however for RBKC this reflects a change in scope and this should be formally recorded.</p> <p>CM to check with CW if a provisional sum was included for this item when the works were tendered so this can be discussed further.</p>	CM
2.6	It was noted again that the approved budget column on the dashboard report should be revised to reflect the actual breakdown.	CW
<b>3.</b>	<b>Whistler Walk update/dashboard report</b>	
4.1	<p>SG gave an overview of progress on the project:</p> <p>Generally the works are progressing well on site but there will be a revised programme due to delays with the utilities connections. PC date currently remains at 28/08/2015; LADs will be applied against Keepmoat.</p> <p>It may be possible for some flats to be handed over early if the utilities connections are made.</p>	
4.2	Utilities remain the biggest risk item at present.	
4.3	Flat A – OT request for larger doorframes will cause a delay and additional costs. SG to advise once known. Noted that the contractor had responded very quickly to the requests.	SG
4.4	CM advised that on the dashboard report the forecast expenditure should be the total forecast expenditure and the actual expenditure column should reflect expenditure to date. SG to update and recirculate reports.	SG

4.5	<p>RK to chase David Vickerstaff about valuations for the new properties (also needs to be made aware of Grenfell and Holmefield House).</p> <p>SG to send RK further details of Holmefield House to RK to assist with the valuation.</p>	<p>RK</p> <p>SG</p>
4.6	Milestones should be amber; to be updated on next report.	SG
<b>5.</b>	<b>Holmefield House update/dashboard report</b>	
5.1	<p>SG gave an overview of progress on the project:</p> <p>Baily Garner continue to progress quite slowly. It has been identified that the internal walls are structural and so the design has been amended accordingly.</p>	
5.2	SG awaits costs and programme information from Wates; this is required for approval to enter into contract to be obtained from the KCTMO board.	
5.3	SG is aiming for a mid-September start on site with a view to completing by December 2015.	
<b>6.</b>	<b>Any other business</b>	
6.1	<p>RK and CM have recently discussed 137 Holland Road (Conversion of loft space to 2B flat and works to existing void 2B flat plus some structural works).</p> <p>This could be a potential Hidden Homes project and is to be discussed further at the AMBP meeting on 7<sup>th</sup> September.</p>	