

Present: Christina Stephanou, Simon O'Connor (Rydon), Siobhan Rumble and Claire Williams (KCTMO)

Apologies: Nikki Donnelly

Circulation: as above plus Simon Lawrence (R), David Gibson (KCTMO)

1.0	WORKS	ALL
1.1	CW circulated chart, showing information given to the KCTMO Project Group (communication across depts.). Issues arising:	
1.2	<p><u>Ramp:</u> CW noted hot issue as KALC contract programme not to be delayed with completion due soon. (Post mtg works to go ahead on Monday 30 June, so long as Bouygues boundary on the north not interfered with).</p> <p>SOC noted that they were planning on closing off areas around tower on Monday for ramp works, and that there was agreement from KALC groundworker contractor for access for the excavator. SOC has told Bouygues site that their workers need to access via another route on Monday. Rydon have bespoke signs made up and staff will be on site to direct people to safe routes around the ramp demolition. People with prams will have to go the long way, but perhaps once ramp down a route through garages may be an option.</p> <p>This will be a temporary arrangement until the podium level access to Grenfell, potentially 7 August – so 5 weeks.</p> <p>SOC noted that he had communicated with the local Fire Brigade and Ambulance Service and that they were aware of the temporary access arrangements.</p> <p>SOC noted that he had spoken to the Fire Brigade about the fire man's switches to the lift and also the dry riser access, and their H&amp;S team attend site w/c 30 June to review. SOC to update at next meeting.</p>	
1.3	<u>Mechanical ventilation to new housing office:</u> So'C getting prices for air con to office (wiring and aperture already there). So'C to check meeting room has mechanical ventilation costed.	SOC SOC
1.4	<u>Boxing club:</u> CW said date for works still 7/7. Boxing club to sign legal agreements still though. (Post mtg CW chased). SOC said dismantling boxing ring may be an issue. Lowerwood Ct survey positive and residents association happy, baliffs due 7/7 to remove rough sleepers. CW to update if any change.	CW
1.5	<p><u>Garages:</u> SOC noted that he had access to 2 garages 3and4, 5and6. Another is being cleared for next week for them by Rob Regan on site.</p> <p>SR to check with Alex Bosman on what is happening w Topcoat programme for renewals.</p>	SR
2.0	PROGRAMME	

2.1	Mr Daffarn had said to CS that he would not allow access for works. SR suggested putting residents who may provide access issues into the front of the programme.	
2.2	CW noted that she had asked Simon L for programme to show sequencing of heating/window works, as this would need to be managed with residents. CW said that a round table meeting would be required so that everyone understands what and why and that any issues can be ironed out. Also a meeting can agree the legal approach if no access. Meeting to be arranged when programme available – early July?	SOC/SL
3.0	<p>RYDON COMMUNICATIONS</p> <p>Rydon to report on this in future.</p> <p>3 out since last meeting – coffee am/demolition of ramp/resident profiling</p> <p>Noticeboard due w/c 30 June to go in main entrance.</p> <p>Rydon to send through their communications plan to KCTMO for 4 July. CW to send to Rydon the KCTMO resident communication plan.</p> <p>Next coffee am is 10 July (notice on flat 145).</p> <p><u>Monthly newsletters</u> ND to organise a meeting to start drafting the next one, due early July? .</p>	<p>ND CW</p> <p>ND</p>
4.0	<p>RESIDENT PROFILING</p> <p>SR confirmed that the housing team's tenancy profiling will happen after the Rydon resident profiling. Any info picked up by Rydon SR can then get loaded into the KCTMO database as necessary.</p>	SR
5.0	RESIDENT ENGAGEMENT	
5.1	<p>Samantha DeHaan and Rohima Khatun of resident engagement team were on site, and met CS on 26 June. It was discussed:</p> <ul style="list-style-type: none"> <li>- Resident Association fun day: nowhere to hold, Rydon said they may offer something if contacted.</li> <li>- Nursery, plan to meet Wed 9 July (tbe) to offer resident engagement team involvement and Rydon have Ivor Goodsite character who could do something.</li> </ul> <p>CW to give CS Sam and Rohima's email addresses.</p>	<p>CW</p> <p>CW</p>
6.0	<p>COFFEE MORNINGS AT FLAT 145, 26 June</p> <p>4 residents showed up. CS said all nice/friendly.</p>	
7.0	<p>RESPIRE ACCOMMODATION</p> <p>Resident profiling will pick up residents who are night workers etc. SR's team looking for local respite flat.</p>	SR

	In the meantime the newly refurbished community room could be used in the day, and from Dec 2014 the leisure centre is due to be open with café. CW to see if we can get some arrangement to use.	CW
	SR noted that when the office moves that potentially the old furniture will be left to be thrown away. CW to check with Cyril if the 2 and 3 seater settees are to move to the new reception.	CW
8.0	NEW OFFICE	
8.1	<u>Opening ceremony</u> KCTMO Project Group had asked about this. CW said difficult at the moment as Bouygues site very close. ND had asked about this previously.	ALL
8.2	<u>Notification of planning application to change office to flats</u> CW aware this has not been mentioned in any newsletters. (Post mtg 27/6 planning notice issued by post to every flat). For next newsletter?	ALL
8.3	Fire risk assessment: CW to send to SR.	CW
8.4	New carpet to be chosen by SR from sample on day of meeting.	
9.0	NEW COMMUNITY ROOMS SR noted she was passing management onto Nick Rendle of TMO for consistency throughout the organisation.	
10.0	CCTV  CW to chase, as consultants Calford Seadon doing cctv survey across KCTMO stock under Matt Rawlings management.  SR and SOC both need this information, as the gf camera room is to be relocated.	CW  SR/SOC
13.0	DATE OF NEXT MEETING: Friday 4 July at 9.30 am at Grenfell tower.	