

STUDIO E



GRENFELL TOWER REGENERATION PROJECT

ENGAGEMENT STATEMENT

PLANNING APPLICATION

AUGUST 2012



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA



Kensington & Chelsea TMO

Churchman
landscape architects

taylor young**ty** MAX FORDHAM

Ccurtins
consulting

 **SYNTEGRA CONSULTING**
Intelligent & Green Building Solutions

TMO10001401/1
TMO10001401_0001

CONTENTS

- **SECTION 1: INTRODUCTION**
- **SECTION 2: CONSULTATION STRATEGY**
- **SECTION 3: PLANNING BRIEF CONSULTATION**
- **SECTION 4: NEWSLETTERS**
- **SECTION 5: RESIDENTS CONCERNS AND TMO RESPONSE**
- **SECTION 6: QUESTIONAIRES**
- **SECTION 7: CONSULTATION SUMMARY**

APPENDICES

- Appendix A : Minutes/Notes of resident forum meeting 29th May
- Appendix B : Minutes/Notes from meeting with Nursery 12th July
- Appendix C : Minutes/Notes from Pre-Planning meeting 19th July
- Appendix D : Minutes/Notes from meeting with Dale Youth Boxing Club 31st July
- Appendix E : Grenfell Tower resident exhibition leaflet
- Appendix F : Estate Wide resident exhibition leaflet
- Appendix G : Newsletters
- Appendix H : Appointment letter of Studio E
- Appendix I : Stakeholder Consultation Plan

SECTION 1: INTRODUCTION

The core of this document relates to consultation on the design proposals that took place between February 2012 and August 2012. The consultation strategy agreed by Royal Borough of Kensington and Chelsea, in partnership with Kensington and Chelsea TMO was based on building positive engagement with local communities and stakeholders through consultation prior to Planning submission.

The focus was to continue to provide opportunities for local residents to understand, and influence the development of the design proposals for the Grenfell Tower Regeneration Project before the application was submitted.

In analysing the responses, there is clear evidence of support for the project. However during the early stages of the consultation there were some concerns over elements of designs. Whilst we recognise that not everyone will support the proposals, many of these concerns have now been addressed and are reflected in the proposed development.

It also meets the guidance set out in the Localism Act (2011) which sets out a requirement for community engagement in advance of the submission of major planning applications.

SECTION 2: CONSULTATION STRATEGY

Our approach to facilitating this is detailed below.

- Community briefing session held in February 2012 providing an update on the project and the emerging designs.
- Questionnaires with feedback questions for residents to complete and return.
- As from May weekly evening consultation meetings for residents to view proposals and put forward their comments / preference on designs.
- Weekly drop-in sessions held within Tower to allow residents the opportunity to meet during day time hours.
- Separate meetings with Dale Youth Boxing Club and the Nursery to discuss proposal for re-location and requirements to consider for design proposals.
- Display boards set up within waiting room of Grenfell Tower reception showing proposed designs and suggestion box to allow residents a channel to provide their feedback.
- Continuation of regular newsletters distributed across the area to update residents within Grenfell Tower, and surrounding Estate, on the proposals.
- A pre-application public exhibition held over two days in August which set out the design proposals for the Grenfell Tower Regeneration

Bearing the above in mind the focus of the overarching consultation strategy specifically sought to: outline the design for the improvements, provide key stakeholders in the local and wider community with opportunities to input into the process before the detailed planning application was submitted.

SECTION 3: PLANNING BRIEF CONSULTATION

In advance of the planning application, for the Grenfell Tower Regeneration Project, Kensington and Chelsea TMO planning consultants, Taylor Young, held a planning meeting to provide guidance on information required for planning application.

The purpose of this was to guide future planning applications on how to address the key issues in developing the site, such as its layout and materials to be used, and pedestrian connections as well as examining ways of minimising the impact on existing residents.

Preparation of designs follow the work undertaken by architects Studio E, who were commissioned by Kensington and Chelsea TMO to prepare options for the site that would integrate into the local area, link well with local development, improve the current heating system and allow for high quality residential units to be built within the unused areas of the Tower.

Resident consultation meetings gave assistance to Studio E when developing designs which meet the needs of TMO requirements and to resident's expectations.

As mentioned before a pre-application public exhibition held over two days in August which set out the design proposals for the Grenfell Tower Regeneration to residents.

SECTION 4: NEWSLETTERS

The main purpose of the project newsletters was to provide key information of the project and feedback from residents following consultation meetings.

The newsletters also served to promote the resident consultation meetings as well as to provide contact details of key members of the TMO project team.

Four newsletters have been published and further newsletters will be published in the coming weeks and throughout the duration of the project.

Each newsletter was, and will be, distributed widely to all property addresses within the Lancaster West Estate as well as key stakeholders within RBKC.

SECTION 5: RESIDENTS CONCERNS AND TMO RESPONSE

A number of residents have come to us asking that we provide feedback on issues raised which we have listed these below;

Q) Why is there to be an upgrade of Grenfell Tower and not the rest of Lancaster West Estate?

A) Through a review of the condition and investment needs of the entire housing stock (10,000 properties across the Royal Borough of Kensington & Chelsea) we established that Grenfell Tower has the highest need for investment on the Lancaster West Estate.

The proposed improvements mean the heating and hot water system within Grenfell Tower would reduce the level of heat loss from the supply to the finger blocks as the heating system will operate at lower temperatures.

It is recognised that there are other investment needs both across the remaining housing stock and the Lancaster West Estate. KCTMO and RBKC are working together to identify ways which we can improve the Housing Stock.

Q) Residents are concerned about the condition of the estate and RBKC and KCTMO's intention for wider improvements.

A) We have limited resources available to us than those required to address the investment needs of the entire housing stock and have to adopt an approach of highest priority first.

Q) Will the noise level from the nursery affect our homes?

A) The relocated nursery will not generate additional noise and the proposals seek to improve sound insulation for flats.

Q) We are concerned that residents of Grenfell Tower and Verity Close will suffer disturbance from the building works.

A) As with all construction work noise will be generated and the contractor intends to take measures to minimise this, for example carrying out noisy work during working hours. Additionally, RBKC and KCTMO wish to minimise any disturbance and will work closely with residents to address their concerns.

Q) Are leaseholders concerns being taken into consideration?

A) We have engaged with a number of leaseholders on an individual basis and we have additionally offered to meet with the leaseholders collectively to explain the proposals that have been developed so far.

We would like to remind you of the consultation dates which are open to all residents from Grenfell Tower and the Estate. These are listed on the back page.

Q) Will security on the estate be improved?

A) We have been working with the EMB and the estate management team to identify areas where security could be improved. The proposals for Grenfell Tower and its immediate surroundings also include for additional CCTV and improved lighting to areas of concern.

SECTION 6: QUESTIONNAIRES

Resident's views/feedback was sought via a KCTMO Roadshow held on 28th February 2012 and the issue of a questionnaire to Grenfell Tower residents with a deadline return date of 9th March 2012.

As at 22nd March, 61 questionnaires were completed, out of a total of 120 residences giving a return rate of just over 50%. A brief summary of the responses is as follows:

Question 1

Do you think a new double glazed window is a high priority?

Yes – 56

No - 4

Maybe – 1

Don't Know – 0

No Response - 0

Question 2

Do you think Grenfell Tower would benefit from thermal insulation cladding? This would have the effect of making the building warmer in winter and cooler in summer and would mean homes require less heating. It would also improve the external appearance of the building.

Yes - 45

No - 8

Maybe – 5

Don't Know – 1

No Response – 2

Question 3

Do you think Grenfell Tower homes would benefit from new individual boilers for heating and hot water, which can be controlled by each flat individually.

Yes – 36

No – 16

Maybe – 1

Don't Know – 6

No Response – 2

Question 4

As part of the consultation for the Academy and Leisure Centre, a need was identified for footpaths and access routes already used by Residents here to be visible, safe, accessible to all and well lit. Do you think the improvement of the footpaths and accesses around the base of Grenfell Tower would be welcome?

Yes – 51

No – 4

Maybe – 2

Don't Know – 2

No Response - 2

Question 5

The Council is considering re-developing the disused office space and empty open floor space on the lower floors of Grenfell Tower to provide improved new office facilities for the Lancaster West EMB and potentially some additional homes too. Do you agree that this is a good way to make the most of the space?

Yes – 38

No – 7

Maybe – 6

Don't Know – 5

No Response - 5

Question 6

We would like your views about the rest of the Lancaster West Estate and what you think we need to consider investing in?

PART A:

The key themes/elements are as follows, raised by a number of Residents and are placed in a priority according to the frequency of issue being raised:

1. Need to improve security - (CCTV, stronger FE Door, entryphone cameras, improved external lighting but taking account of light pollution, more secure play area, more secure parking area, more communal police patrols, more secure bike bay x 20.
2. New Kitchen/Bathroom x 9.3. Reservations regarding the Academy and the knock on effect it will have on the Estate x 5.
3. Address the low water pressure issues within the Block x 2.
4. Improvement to Bin Facility x 2.
5. Improve sound/thermal insulation x 2.
6. Improve Concierge/Reception Area x 2.

PART B:

The following were raised by individual Residents;

- More Playground facilities
- Less Playground facilities
- More Planting/Greenery
- Less Planting/Greenery
- Move Grenfell Crèche
- Increase number of recycling Units
- Install Smoke Alarms in Lifts
- Improve Signage/Less Institutional
- Future regeneration should include all of the Estate and not just Grenfell Tower
- Provide Caretaker service
- Improve dwellings internally
- Increased sports facilities

Grenfell Tower – Second Questionnaire

On 29th May 2012, further more detailed Residents consultation took place comprising of a presentation and the issue of a second Questionnaire seeking further comments and observations on the proposals for Grenfell Tower and the needs of the estate for use in informing future investment.

With regard to the second Questionnaire, the following is a summary. Not all questions were completed but this summary records all responses given against the questions set. 17 questionnaires in total were returned, 6 from Grenfell Tower Residents and 11 returned from either non-Grenfell Tower Residents or response was anonymous. Where the response to a question was left blank, this has not been recorded.

A brief summary of the responses is as follows:

Question 1

Do you wish to be involved in the development proposals for Grenfell Tower?

Yes – **13**

No – **1**

Question 2

If the money were available what would you like us to spend it on? (Priority Order)

1. Improved security - **12**
2. Improving the estate open spaces - **7**
2. New windows - **7**
2. Improved lighting - **7**
2. Improvements to the garages and parking - **7**
6. Improvements to the internal streets - **6**
7. Improving stairwells - **5**
8. Improved insulation to the low rise blocks - **4**
8. Individual heating/hot water systems - **4**
10. Other - **3** (sound proofing, improved plumbing, improve walkways)

Question 3

Do you like Grenfell Tower?

Yes – **10**

No – **3**

Question 4

What do you think about the way Grenfell Tower looks?

- Looks run down/Lack of maintenance - **5**
- Unattractive/Unpleasant - **4**
- Bland appearance - **1**
- Positive appearance - **1**

Question 5

What do you think of the proposals for Grenfell Tower?

Positive – **9**

Negative – **1**

Not Sure - **2**

Comments:

Entrance could become very busy
Additional housing good idea but rental/social housing only
Lower/Ground/1st Floor requires careful design/consultation
Include Kitchen replacement

Question 6

What do you think the external cladding should look like?

Colourful – 2
Robust - 1
White -1
Aluminium - 1
Not reflective – 1
Leave as is – 1
Not Sure - 2

Question 7

Would you like an improved reception at Grenfell Tower?

Yes – 11 No - 1

Comments:

24 hour cover requested

Question 8

Would you like a lift between the deck level and ground level?

Yes – 5 No – 4 Not Sure/No view - 3

Question 9

What are your thoughts about removing the steps and ramp outside Grenfell Tower?

Remove – 5 Leave as is – 4 No Comment - 1

Question 10

What are your thoughts about relocating the Crèche/Nursery?

Relocate – 3
More space required - 3
Keep existing position – 2
No View/Not Sure - 5

Question 11

What are your thoughts about improving the children's play area?

Yes improve – 9 No change – 2 No view - 1

Comments:

Equipment should be aimed at young children

Need to be mindful of noise levels

Question 12

What do you think about providing new family sized flats?

Positive - **12**

Comments:

Rentable/Social Housing only

No larger than 2 bedrooms

Question 13

What do you think about providing improved community and office facilities?

Positive - **9**

Comments:

Maximum consultation with staff involved

Question 14

How would you like to be involved in the development of the proposals for Grenfell Tower?

No indication received

The following items were suggested for inclusion in the project brief:

Security cameras facing tower

Sound proofing

Flats too warm in summer

Communal Satellite Dish

Kitchen Refurbishment

Increase storage areas

CCTV

Improved security

Complete demolition and rebuild

Question 15

Would you rather have gas fired or electric heating and hot water?

Gas – **4** Electric – **3** No Preference - **3**

Question 16

Would you mind if the external wall insulation were to be installed inside your home?

Yes – **5** No – **1** Not sure - **1**

Question 17



Would you like windows that you could clean yourself?

Yes – **6** No Preference - **1**

Any Other Comments you would like to add?

Nothing submitted

SECTION 7: CONSULTATION SUMMARY

<u>Grenfell Tower Regeneration Project</u>		 Kensington & Chelsea TMO
Project Manager: Paul Dunkerton	 / pdunkerton@kctmo.org.uk 292a Kensal Road, London W10 5BE	

Date	Type of Consultation	Description	Feedback from residents
28/02/2012	Road Show	The first stage of the consultation process took place with Residents views/feedback sought via a KCTMO Road show and the issue of an initial questionnaire to Grenfell Tower residents.	Well attended meeting with plenty of feedback from residents requesting more details on the proposal.
15/05/2012	Estate meeting	second stage resident consultation took place with the Lancaster West EMB & RA representatives	
29/05/2012	Road Show	Further more detailed Residents consultation took place comprising of a presentation and the issue of a second Questionnaire seeking further comments and observations on the proposals for Grenfell Tower.	With regard to the second Questionnaire not all questions were completed but. 17 questionnaires in total were returned, 6 from Grenfell Tower Residents and 11 returned from either non-Grenfell Tower Residents or response was anonymous. Where the response to a question was left blank, this has not been recorded
12/07/2012	Evening consultation meeting and Newsletter	Discussion with design proposals	Majority of residents preferred an option where they can clean windows themselves. Also that they would like heating system which they can control the temperature within their flat. No concern from residents about cladding.
12/07/2012	meeting with nursery	Discussion about relocation	Positive feedback from group and accepted proposal. Only concern from group was where the club could be temporary housed during construction work

19/07/2012	Evening consultation meeting, day time drop-in sessions and Newsletter	Discussion with design proposals	From the window designs shown, tilt & turn reversible, sliding openers and finally pivot opening there was a preference from residents on the pivot. From the heating systems shown residents liked the heating system housed on the roof as it would provide additional storage space within their flat once existing system removed.
26/07/2012	Evening consultation meeting, day time drop-in sessions and Newsletter	Discussion with design proposals	External Canopy; Residents would like to see a new canopy which offers protection and shelter around the block. External Cladding proposal favourable to residents seem to be for profiled Zinc. Although we seem to have some feedback on type of cladding it's still undecided on their preferred colour for the cladding.
31/07/2012	meeting with Boxing club	Discussion about relocation	Generally good feedback from group and provisionally accepted proposal. Only minor concern with lease agreements which need to be reviewed by RBKC
02/08/2012	Evening consultation meeting, day time drop-in sessions and Newsletter	Discussion with design proposals	No attendees to Evening meeting or Drop-in session. Newsletter sent to Estate informing residents of preferred options for heating, windows, and cladding following previous meetings.
09/08/2012	Evening consultation meeting, day time drop-in sessions and Newsletter	Discussion with design proposals	Residents keen on idea with no objections to proposed designs.
16/08/2012	Evening Pre-Planning Presentation, day time drop-in sessions	Conclusion to consultation process and proposed planning application submission	There was a positive response from residents who attended presentation. Some residents wanted to know more about provision for new bike racks.
18/08/2012	Day time Pre-Planning Presentation	Conclusion to consultation process and proposed planning application submission	There was a positive response from residents who attended presentation.
Ongoing	Fortnightly day time drop-in sessions and Newsletters		

Appendix A
Minutes/Notes of resident forum meeting 29th May

The Royal Borough of Kensington and Chelsea Tenant Management Organisation

Notes from Grenfell Tower evening meeting

29th MAY 2012 at 19.00pm

Those Present:

Mark Anderson Director of Assets and Regeneration
Paul Dunkerton RBKC-TMO Ltd (Project Manager)
Siobhan Rumble Lancaster West Area Manager
Bruce Sounes Architect Studio E

(see attached attendance sheet for residents)

Apologies: N/A

Distribution: Those present including Apologies.

ITEMS DETAILS

ACTION

1.0 MINUTES OF PREVIOUS MEETING

1.01 No minutes presented

2.00 Contract Matters

Bob (EMB Chair) opened meeting informing residents that this meeting related to Grenfell Tower and not the Academy.

Mark Anderson provided residents with a quick brief on how the project was developed and funded. He also advised residents that it was not possible to fund complete Estate refurbishment but RBKC are looking at other funding avenues for future schemes.

Mark introduced Bruce Sounes for his presentation. Bruce described the project proposal around the design elements, those being

- Cladding the tower
- New window designs
- New heating system to individual flats
- External walk way / access road improvement
- Changes to podium deck
- Development of new residential units
- Re-configuration of mezzanine level and access steps
- Possible removal or improvement of entrance canopy

3.0 Residents Q & A

- One resident concerned that electric heating system would increase cost to residents who are already paying high levels of service charges.

MA advised that we are looking for residents feed back with their preference on systems to be used and the questionnaires they'd been given when entering the hall would assist in this process.

- Residents viewed concerns about moving the boxing club from current location.

BS informed residents that the proposal was to look at converting the disused garages to the undercroft of Grenfell Tower as a possible new location for the boxing club.

Some viewed concern that this would reduce parking spaces,

MA explained this is an existing problem now and not one which would be affected even if these garages were converted.

- One resident requested more CCTV cameras to monitor the block, as some residents are discarding rubbish from their windows which fouls the canopy over the main entrance.

BS informed resident that the proposal for new window designs may eliminate this; however it would be hard to control resident's neglect of the area. He also informed residents that there could be an opportunity to remove the canopy completely

Removing the canopy entirely was not favoured by residents who liked the protection the canopy provided.

- **BS** explained the proposal of moving the kid's nursery.

Residents had very strong views about this and had concerns of the new location. They wanted more information and requested for **MA** to meet with them to discuss in greater detail.

One resident complained that moving the nursery to new location would attract more noise and wanted to know if the TMO had given consideration for sound proofing.

MA again explained that these are just proposals at the moment and nothing has been confirmed. He agreed to meet with residents for further consultation with this proposal.

- Concerns were voiced about design proposal for keeping safe access to the main entrance during the construction phase. Also what access equipment is to be used.

BS confirmed that full safety risk assessment will provide appropriate safeguard and protection. Consideration is being given for all types of access equipment i.e. scaffolding, mast climbers; however this will depend on planning permission.

Other residents wanted to know the intention of keeping road access around the block during the work

MA we are working closely with LBF to consult on these issues and full consideration will be given during the safety risk assessment.

- All residents wanted to know the TMO's intention for further consultation with them?

MA advised residents that the questionnaire they'd been given asked how residents wanted to be involved and how they would like to move forward with future consultation meetings, i.e. focus group, open meetings, evening surgeries.

8.30pm Q&A session ended and residents invited to view display boards.

Appendix B
Minutes/Notes from meeting with Nursery 12th July

The Royal Borough of Kensington and Chelsea Tenant Management Organisation

Notes from Meeting with Head of Grenfell Tower Nursery

12th July 2012, Lancaster West Estate Office

Those Present:

Paul Dunkerton	RBKC-TMO Ltd (Project Manager)
Siobhan Rumble	Lancaster West Area Manager
Bruce Sounes	Architect Studio E
Dee Dainton	Nursery Manager

Apologies: N/A

Distribution: Those present including Apologies.

ITEMS	DETAILS	ACTION
-------	---------	--------

1.0 MINUTES OF PREVIOUS MEETING

1.01 No minutes presented

2.00 Contract Matters

2.1) Bruce stated that we were looking to relocate the nursery and boxing club. He also stated we will be spending 6-8 million pounds on the tower, full re-clad, heating, windows and that we are looking to create 4 new family size units.

2.2) Dee seemed keen to see the new units in the unused section of the tower

2.3) Bruce provided information as to why the boxing club and nursery need to be re-located. The reason being to facilitate the re-modelling of Tower to accommodate new residential units and to provide more space for both boxing and nursery clubs.

2.4) Bruce stated that the TMO would like to remodel the ground, first and mezzanine floors

2.5) Bruce explained that moving the boxing club up a level and the nursery down a level giving the boxing club more room and head height and the nursery the same space however being on the ground and having easier access into the play area.

2.6) Bruce stated that the proposal is to try and provide the nursery with new external play area by taking out footpaths and access ramp to deck level.

2.7) Dee asked if there was any difference in the meterage moving from where they are now,

2.8) Bruce showed Dee the plans and confirmed there is a difference and they gain storage room, and approximately 1/3 more room.

2.9) Dee was happy with this. Bruce gave the plans to Dee to take away and come back to him if she thinks of anything else which needs to be considered during the design stages.

3.0) Bruce stated the other proposal for the nursery was the upper floor; Dee stated they would not be interested in that proposal.

3.1) Dee stated in principal this proposal sounds good.

3.2) Dee stated the move to the ground floor would be great and not losing space, her concerns are about the outside and the traffic around the tower. Dee stated that Ofsted will have rules on outside space and that will need to be looked at.

3.3) Dee asked about the timescales, PD said that we are still looking at plans so don't have the answers as yet, but thinks around Jan/Feb to start on site.

3.4) Dee stated that they will need to be relocated and the logistics need looking at as they will not be able to run a nursery with the young babies, noise and dust.

3.5) PD stated that he will assist the nursery in looking for possible area which they can be relocated to.

3.6) Dee has stated that she would not want to be relocated back to the nursery until all the works are done.

3.7) PD asked what the capacity is for the nursery, Dee said its 25 but they don't have 25, however this will change when 2 year olds nursery places come into affect.

3.8) Dee asked if putting in the new heating system would be noisy. PD stated that we need to firm up plans with heating options however confirmed new heating would be part of the works.

3.9) again Dee stated she was happy with proposal but Dee's concerns are:

- From the Parents prospectus
- With the club temporary moving would they be able to operate a nursery
- The risk to their business due to relocation and inconvenience
- She has responsibilities as an employer to staff

4.0) PD stated the TMO will assist as much as they can to ensure smooth transition.

Appendix C
Minutes/Notes from Pre-Planning meeting 19th July

minutes of meeting

project: Grenfell Tower Regeneration

location: RBKC Town Hall

date: 19 Jul 2012, 10am

title: LPA Pre-Application meeting

chadsworth house
wilmslow road
handforth
cheshire
sk9 3hp

t. [REDACTED]
f. [REDACTED]
cosec@tayloryoung.co.uk
www.tayloryoung.co.uk

architecture
landscape architecture
town planning
urban design

present:	Edward George	PLANNING OFFICER, RBKC
	Bruce Sounes	STUDIO E
	Andrew McQuatt	MAX FORDHAM
	Matt Smith	MAX FORDHAM
	Marc Watterson	TAYLOR YOUNG

distribution: all

agenda item

action

Introduction

BS introduced the scheme explaining the regeneration project for Grenfell Tower. It is to be a complete overclad project with consolidation at lower floors and extending the building envelope to the ground floor. The service yard area will also be improved.

The boxing club and nursery are to be maintained albeit in different locations within the lower floors of the building. The nursery will link to the improved outside playspace. Lift and stair arrangements will be changed and security and access arrangements are being considered accordingly. New mezzanine floorspace will provide offices for the TMO.

Canopy and Overcladding

BS explained that an overclad and rainscreen system is being proposed. Zinc or eternit particle board are being investigated (OK with EG but suggested that colour choice should avoid grey).

Considering aluminium windows but still talking to residents about design, considering safety etc. Considering ribbon approach to window design but depends on 'infill' panels.

Canopy – EG would prefer to see amount reduced but to avoid creating darker areas under the canopy. MW suggested transparent material could avoid this but may have maintenance issues.

Lower levels are likely to need brick finish for robustness, to match cladding at upper levels.

Plant

AM explained that the current preferred option is for gas fired heat pump at roof level maximising bathroom extract heat. Air pumps would sit on top of existing plant.

AM explained that BREEAM Eco-homes has recently been superceded by BREEAM Domestic Refurbishment 2012. Levels remains similar. (See link at bottom on notes)

RBKC planning policy seeks very good and that should be the target. If this is not / cannot be made for financial or reasons related to the building structure then this position should be justified.

Application will need to be supported by a pre-assessment and commentary / justification report.

Application Deliverables (as per issued list other than...)

- Do not need financial viability
- MW to consider CIL further
- CGI's will be needed, physical model not absolutely necessary
- Do need daylight and sunlight assessment for new flats
- Materials can be conditioned but the application will have to give a clear indication

DONM – MW to arrange. 2 – 3 weeks time.

Post meeting note (MW)

For start on site on Feb 4th – target committee Oct 30th, Submission date August 21st. Would suggest submitting Friday August 17th.

For start on site Feb 25th - target committee Nov 13th, Submission date Sept 4th. Would suggest submitting Friday August 31st.

Please see this link for details on BREEAM refurb and policy CE1 of the Core Strategy:

<http://www.rbkc.gov.uk/planningandconservation/planningpolicy/policyce1climatechange.aspx>

Appendix D
Minutes/Notes from meeting with Dale Youth Boxing Club
31st July

NOTES FROM MEETING

Project Grenfell Tower Refurbishment

File ref.: 1279-M1-003

Notes from Meeting held with Dale Youth Amateur Boxing Club on Tuesday 31 July 2012 at 18h30

Present:

Paul Dunkerton	RBKC TMO
Paul King	Amateur Boxing Association
Ernie	Dale Youth Amateur Boxing Club (DY)
Aziz	
B. Cagney	Studio E LLP
B. Sounes	Studio E LLP (SE)

Distribution:

As present +

M. Anderson	RBKC TMO
-------------	----------

Action

- 1 Studio E outlined the proposal to move the Boxing club to the Deck level where new space would be created as part of the regeneration of Grenfell Tower. Plans were tabled and passed over to the Boxing club showing their current facilities at Ground Floor of 190m², and a proposed area at Deck Level of 254m².
The advantages of the proposed area include:
 - Larger – space for 2no. 20ft rings.
 - Higher – the whole area has a clear height – structural, not finished – of almost 4m.
 - Enlarged toilet and changing facilities.

The Committee were asked to come back with more detailed comments on the indicative layout, including number of toilets, changing spaces etc.

The TMO confirmed the proposal is to provide a complete and new space – including toilets, changing facilities and finishes. The Boxing club would be responsible for the equipment and fit-out only.

DY
- 2 The boxing club would like to keep the current mezzanine arrangement which allows parents of younger boxers to wait and watch classes. (The height available might not make this possible)

SE
- 3 The boxing club would need to relocate for most of the period while the works are being completed to Grenfell Tower and initially this does not appear to be a problem as they could share with another club. Ideally the club would like to stay until May/June 2013. The TMO await input from the Contractor on the construction programme and any phasing.
- 4 The boxing club would like the proposed terms of the lease – cost, period – to be confirmed as soon as possible.

TMO

The boxing club asked if space could be found on the estate for their minibus.
The TMO thought this would be unlikely.

NEXT MEETING

The TMO will arrange a meeting once the lease proposal is in place.

AY

Appendix E
Grenfell Tower resident exhibition leaflet

The Residents Consultation for Grenfell Tower Regeneration Scheme

The purpose of the meeting is to discuss the building proposals for Grenfell Tower and its immediate surroundings areas

Agenda

- External Cladding
- Window designs
- Heating system
- External canopy and surrounding areas

Where: EMB Rooms, Lancaster West Estate

When: Thursday 12th July 2012
Thursday 19th July 2012
Thursday 26th July 2012
Thursday 02nd August 2012
Thursday 09th August 2012

Time: 18.30-19.30pm

Look forward to seeing you all

Appendix F
Estate Wide resident exhibition leaflet

Estate Wide Consultation for Grenfell Tower Refurbishments Scheme

The purpose of the meeting is
To review the proposal for Grenfell Tower
Refurbishment

Where: Notting Hill Methodist Church Hall 240
Lancaster Road London W11
Large Hall
(Basement)

When: Tuesday 31st July 2012

Time: 18.30-20.30pm

Look forward to seeing you all

Appendix G Newsletters

Grenfell Tower Regeneration Project

Background to project

An assessment of Lancaster West Estate identified that Grenfell Tower is the top priority for investment on the Lancaster West Estate.

Grenfell Tower requires improved thermal efficiency and sound insulation, new heating system, new windows and general improvement to the common parts.

Grenfell Tower also offers the opportunity to improve the existing community and office facilities and the potential for providing new larger family sized homes at the lower floors of the tower.

Investment in Grenfell Tower will result in a wide range of benefits to residents and the estate.

The Royal Borough of Kensington & Chelsea (RBKC) has made £6m available for investment in the regeneration of Grenfell Tower and the immediate surroundings.

KCTMO is seeking to work with residents and the community to develop the proposals for Grenfell Tower and has appointed the Studio e design team and contractor Leadbitter to deliver this project.

KCTMO and RBKC wish to ensure that the regeneration of the tower delivers maximum benefit to the residents and community.



15th July 2012

Upcoming Events

Background to project

Feedback from Residents

Contact Details

Feedback from Residents

Consultation started with residents at the KCTMO road show held in February.

This was followed up with the issue of a questionnaire to Grenfell Tower residents.

Following this a number of meetings took place with the Lancaster West EMB & RA representatives.

During May further resident consultation took place following a presentation and a second questionnaire seeking further comments and observations on the proposals for Grenfell Tower and the needs of the Lancaster West estate.

Thursday evening consultation meetings have been set up along with drop-in sessions and residents are invited to meet with us at either of these.

We also intend to hold an open consultation meeting early in August and a further one later in August.

What you have said;

You wish to be involved in the development of the proposals for Grenfell Tower

You are in support of the proposals for Grenfell Tower

You would like an improved reception at Grenfell Tower

You would like a new canopy to the base of Grenfell Tower

You would like us to improve the communal areas to each floor level

You would like us to improve the security and appearance of the covered area to the front of Grenfell Tower

There is no clear opinion about the color or type of external cladding

There is a preference for removing the steps and ramp outside Grenfell Tower

You like the idea of relocating the Estate Inspectors office to the base of Grenfell Tower overlooking the service yards

You want us to improve the children's play area

You would like us to provide new family sized flats as part of the proposal

You would rather have communal gas fired heating and hot water with individual controls in each flat

You would like windows that you can open

You do not have a clear preference about whether residents should clean the windows or KCTMO

Upcoming Events

Evening Consultation meetings

- Thursday 19th July
- Thursday 26th July
- Thursday 2nd August
- Thursday 9th August

Time:

- 18.30-19.30pm

Where:

- EMB Rooms, Lancaster West Estate

We are aware that some residents may not be able to attend the evening meetings so we have set up Thursday drop-in sessions

These drop-in sessions will be from 9.00am – 17.30pm
Every Thursday until 9th August.

Drop-in sessions will be held at the Grenfell Tower
Reception waiting room located to the left of the reception.

We would welcome your input and ideas for the proposals and encourage you to come along to our evening meetings where you can view the proposals. This will be a good opportunity for you to meet with the project team to discuss the scheme, or your concerns, in greater detail.

We need your feedback on;

- External Cladding
- Window designs
- Heating and hot water system
- External canopy and surrounding areas

Contact Details

If you would like to discuss any part of this newsletter or the Grenfell Tower Regeneration Project please contact;

Paul Dunkerton
Project Manager

pdunkerton@kctmo.org.uk

Siobhan Rumble,
Lancaster West, Area
Manager,

srumble@kctmo.org.uk

Mark Anderson
Director of
Assets & Regeneration

manderson@kctmo.org.uk

Grenfell Tower Regeneration Project

Proposed programming of project

Ideally we wish to deliver the Regeneration of Grenfell Tower in tandem with the new Adamancy and Leisure Centre.

To ensure we are on schedule a planning application for Grenfell Tower will need to be submitted by the end of August.

The Royal Borough of Kensington and Chelsea planning department would need approximately 10 weeks to consider the designs proposed for the Regeneration Project.

Leadbitter, the appointed Contractor anticipates starting the works to Grenfell Tower early in 2013.

Additional updates will be provided throughout the project.



22nd July 2012

Upcoming Events

Proposed Programming

Feedback from Residents

Contact Details

Feedback from Residents

The resident consultation meetings and feedback sessions are proving to be helpful.

A summary is provided below:

Windows

Residents prefer windows that they can clean themselves. What we now need to determine is the most suitable type of window from the list below;

1. Pivot
2. Reversible
3. Siding
4. Tilt & turn

Heating

Two proposals are preferred;

1. Upgrade of existing system,
2. New central heating system located on roof serving all flats.

The second option has two variants, one with new hot water cylinders within flat and the other with a central hot water cylinder on the roof.

The majority of feedback from residents prefers the central hot water cylinder system on roof.

External Canopy

Residents want a new canopy that offers protection and shelter around the block.

The current residents preference is for a solid canopy at first floor level with rounded corners.

External Cladding

A wide variety of options have been presented and there is a strong preference for metal cladding:

1. Aluminium sheet
2. Composite metal sheet
3. Profiled Zinc sheet

Further work is to be done on this and in particular possible colours.

Planning

The RBKC Planning Department will have influence over the appearance, colour and finishes that form the final proposal.

We urge you to make your views known so that we may use this in support of the proposals presented in the planning application.

Upcoming Events

Thursday Drop-in sessions at Grenfell Tower reception meeting room

- Thursday 26th July
- Thursday 2nd August
- Thursday 9th August

Time:

- 09.30-17.00pm

Evening Consultation Presentation sessions at the EMB Meeting Room

- Thursday 26th July
- Thursday 2nd August
- Thursday 9th August

Time:

- 18.30-19.30pm

We welcome your input and ideas for the proposals and encourage you to come along to these sessions where you may view the proposals.

This is an ideal opportunity for you to meet with the project team, discuss the proposals, put forward suggestions, contribute to their development and to get a clearer understanding of them.

We look forward to your feedback on;

- External canopy and surrounding areas
- External Cladding
- Heating and hot water system
- Main entrance and reception
- Window designs

Contact Details

If you would like to discuss any part of this newsletter or the Grenfell Tower Regeneration Project please contact;

Paul Dunkerton
Project Manager

pdunkerton@kctmo.org.uk

Siobhan Rumble,
Lancaster West, Area
Manager,
srumble@kctmo.org.uk

Mark Anderson
Director of
Assets & Regeneration

manderson@kctmo.org.uk

Grenfell Tower Regeneration Project



1st August 2012

Upcoming Events

Feedback from Residents Concerns

Contact Details

Feedback from Residents

A number of residents have come to us recently asking that we provide feedback on issues raised and we have listed these below;

Q) Why is there to be an upgrade of Grenfell Tower and not the rest of Lancaster West Estate?

A) Through a review of the condition and investment needs of the entire housing stock (10,000 properties across the Royal Borough of Kensington & Chelsea) we established that Grenfell Tower has the highest need for investment on the Lancaster West Estate.

The proposed improvements mean the heating and hot water system within Grenfell Tower would reduce the level of heat loss from the supply to the finger blocks as the heating system will operate at lower temperatures.

It is recognised that there are other investment needs both across the remaining housing stock and the Lancaster West Estate. KCTMO and RBKC are working together to identify ways which we can improve the Housing Stock.

Q) Residents are concerned about the condition of the estate and RBKC and KCTMO's intention for wider improvements.

A) We have limited resources available to us than those required to address the investment needs of the entire housing stock and have to adopt an approach of highest priority first.

Q) Will the noise level from the nursery affect our homes?

A) The relocated nursery will not generate additional noise and the proposals seek to improve sound insulation for flats.

Q) We are concerned that residents of Grenfell Tower and Verity Close will suffer disturbance from the building works.

A) As with all construction work noise will be generated and the contractor intends to take measures to minimise this, for example carrying out noisy work during working hours. Additionally, RBKC and KCTMO wish to minimise any disturbance and will work closely with residents to address their concerns.

Q) Are leaseholders concerns being taken into consideration?

A) We have engaged with a number of leaseholders on an individual basis and we have additionally offered to meet with the leaseholders collectively to explain the proposals that have been developed so far.

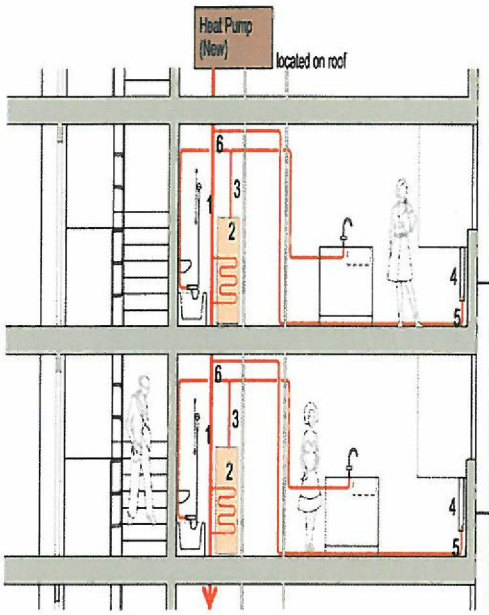
We would like to remind you of the consultation dates which are open to all residents from Grenfell Tower and the Estate. These are listed on the back page.

Q) Will security on the estate be improved?

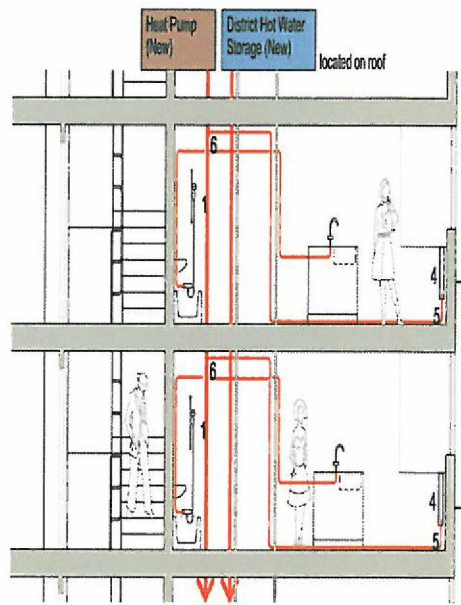
A) We have been working with the EMB and the estate management team to identify areas where security could be improved.

The proposals for Grenfell Tower and its immediate surroundings also include for additional CCTV and improved lighting to areas of concern to residents.

Option B1 - Gas Fired Heat Pump with Local Storage



Option B2 - Gas Fired Heat Pump with Central Storage



Heating / Hot Water Systems

The two options that residents prefer are shown to the left. These both include a new central heating system located on the roof that not only serves all flats but also provides individual control of the heating via a thermostatic control unit mounted on the wall within your flat.

The two options differ in the arrangement for hot water. Option B1 allows for a new hot water cylinder within each flat and Option B2 allows for a centralised hot water cylinder on the roof.

Option B2 allows for the existing boiler and tank in your flat to be removed leaving storage space for

Pivot



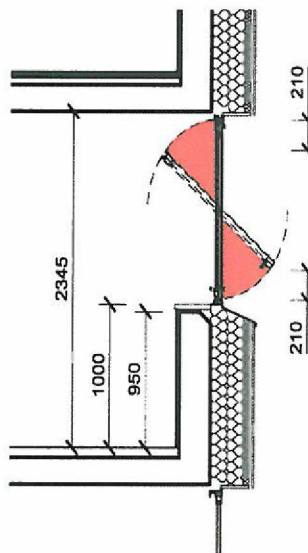
U-Value = 1.7 W/m²K
 Water tightness 600 Pascals
 Air Permeability 600 Pascals
 Wind Resistance 2400 Pascals

OPERATION

The top part of the windows are top hung and these provide excellent ventilation.

The pivot window (bottom part) may be opened to the ventilation position of 15° by operating the handle and pushing the sash forward until the pivot restrictor engages. To rotate the window further, the restrictor must be released.

In the fully rotated position the restrictor is again automatically engaged, allowing safe cleaning of the exterior surfaces of the sash. This allows easy and safe cleaning in a high-rise situation. Option of concealed window locking at 125mm.



Windows

A significant number of residents want opening windows that they can clean themselves so we provided various options that would meet these requirements.

Through our consultation meetings residents expressed a preference for the centre pivot window system with window restrictors shown to the left.

This option not only allows safe cleaning from within your flat but also provides the maximum amount of ventilation whilst in the restricted position.

Cladding Systems

Various cladding options have been shown to residents with the composite Zinc cladding system being favoured by the majority.

Not only would this system provide many benefits for Grenfell Tower but it would also lend itself to the surrounding environment.

Shown on the right is an example of a typical Zinc system in use for other buildings.

Whilst feedback from residents is clear on their preferred system the colour scheme is still to be chosen.

You should now be aware of our evening meetings and drop-in sessions held every Thursday for you to cast your vote and opinion.



Zinc Cladding system and its advantages

The technical information shown on the right is intended to give you an overview of the composite Zinc cladding system.

This system would be used to over clad the existing external facade building materials of Grenfell Tower whilst also providing improved sound and thermal insulation.

More detailed information to that shown within this newsletter is available.

Should you wish to discuss this or any of the proposals please contact Paul Dunkerton as shown overleaf.

Advantages

- Flat and exceptionally rigid
- Large dimensions of panels
- Dimensional stability
- Solutions for complex shapes thanks to excellent forming and curving capacity
- The natural matte aspect of ANTHRA-ZINC®.

VMZ Composite is a system made up of two sheets of zinc and a high density mineral-rich core combining the qualities of zinc with the rigidity and flatness of composite. This combination offers unique architectural possibilities for facades on new or renovated buildings.



- 1 0.5 mm zinc sheets
- 2 polyethylene core FR (Fire Retardancy)

Technical data Exclusive large dimensions in zinc

Maximum width	1000 mm *
Standard length	2000 mm - 3000 mm - 4000 mm
Length on request	Up to 6000 mm

* 1250 mm on request solely in QUARTZ-ZINC in 0.7 mm thickness

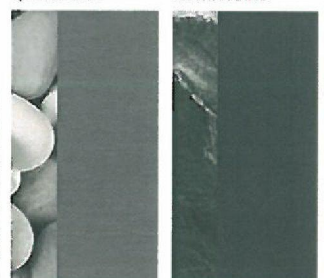
Characteristics of panels

Surface aspects	Prewathered QUARTZ-ZINC [®] and ANTHRA-ZINC [®]
Thickness of zinc	0.5 mm
Inner layer	mineral-rich polyethylene (FR) [®]
Overall thickness	4 mm
Moment of inertia	0.39 cm ³ /m
Density of composite	12 kg/m ²
Expansion coefficient	2.2 mm per 100°C

[®] Fire Retardancy

QUARTZ-ZINC[®]

ANTHRA-ZINC[®]



Upcoming Events

**All residents of Lancaster West Estate are invited
to a presentation of the Grenfell Tower
Regeneration Project proposals**

On

- **Thursday 9th August, 6.30pm – 8.00pm**
- **Saturday 11th August, 9.00am – 12.00noon**

At

**Resource Centre, opposite Testerton Walk,
Lancaster West Estate**

**Thursday Drop-in sessions at Grenfell Tower reception meeting
room**

- Thursday 2nd August
- Thursday 9th August
- Thursday 16th August
- Thursday 23rd August

Time: 9.30am - 5.00pm

Evening Consultation sessions at the EMB Meeting Room

- Thursday 2nd August
- Thursday 16th August
- Thursday 23rd August

Time: 6.30pm - 7.30pm

We welcome your input to the proposals and encourage you to come along to these sessions where you may view them.

This is an ideal opportunity for you to meet with the project team, discuss the proposals, put forward your suggestions and to get a better understanding of the project.

Contact Details

If you would like to discuss any part of this newsletter or the Grenfell Tower Regeneration Project please contact;

Paul Dunkerton
Project Manager

pdunkerton@kctmo.org.uk

Siobhan Rumble,
Lancaster West, Area
Manager,

srumble@kctmo.org.uk

Mark Anderson
Director of
Assets & Regeneration

manderson@kctmo.org.uk

Grenfell Tower Regeneration Project

Display Boards

We are aware that some residents may not be able to attend evening meetings or Drop-in sessions on the days these are held.

To assist in providing you with an opportunity to view proposals, and give your feedback, we will be displaying all information in waiting room by Grenfell Tower reception with a postbox for you to post your views.

This information will be on display throughout this month and as always our team will be willing to provide further one to one meetings upon request.



9th August 2012

Upcoming Events

Display Boards

TMO consultation to date

Contact Details

Feedback from Residents

We would like to summarise our consultation with you to date;

28/02/2012, The first stage of the consultation process took place with Residents views/feedback sought via a KCTMO Road show and the issue of an initial questionnaire to Grenfell Tower residents.

15/05/2012, Second stage resident consultation took place with the Lancaster West EMB & RA representatives

29/05/2012, Further more detailed Residents consultation took place comprising of a presentation and the issue of a second Questionnaire seeking further comments and observations on the proposals for Grenfell Tower.

12/07/2012, Evening consultation meeting. Majority of residents preferred an option where they can clean windows themselves. They also liked the heating system where they could control the temperature within their flat. There were no concern from residents about cladding the building.

12/07/2012, Meeting with Nursery. Positive feedback from group and accepted proposal. The only concern from the group was where the club could be temporary housed during the construction work.

19/07/2012, Evening consultation meeting and day time drop-in sessions. From the window designs shown, tilt & turn reversible, sliding openers and finally pivot opening there was a preference from residents on the pivot style.

From the heating systems shown residents liked the heating system housed on the roof as it would provide additional storage space within their flat once the existing system is removed.

26/07/2012 Evening consultation meeting and day time drop-in sessions. External Canopy; Residents would like to see a new canopy which offers protection and shelter around the block. External Cladding proposal favourable to residents seemed to be for profiled Zinc. Although we seem to have some feedback on the type of cladding it is still undecided on your preferred colour for the cladding.

31/07/2012, Meeting with Boxing club. Generally good feedback from the group and provisionally accepted proposal. The only minor concern is with lease agreements which needs to be reviewed by RBKC

02/08/2012, Evening consultation meeting and day time drop-in sessions. No attendees to Evening meeting or Drop-in session.

A newsletter was sent to the estate informing residents of preferred options for heating, windows and cladding following consultation meetings.

We have also tried to keep residents updated with outcome of consultation meetings via our newsletters and will continue to do so throughout the duration of the project.



Upcoming Events

Please note consultation meeting scheduled for Saturday 11th August has been cancelled.

Next Consultation meetings

All residents of Lancaster West Estate are invited to a Pre-Planning presentation of the Grenfell Tower Regeneration Project

On

- Thursday 16th August, 6.30pm – 8.00pm
- Saturday 18th August, 9.00am – 12.00noon

At

Resource Centre, opposite Testerton Walk, Lancaster West Estate

Thursday Drop-in sessions at Grenfell Tower reception meeting room

- Thursday 16th August
- Thursday 23rd August

Time: 9.30am - 5.00pm

Evening Consultation sessions at the EMB Meeting Room

- Thursday 16th August
- Thursday 23rd August

Time: 6.30pm - 7.30pm

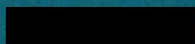
We welcome your input to the proposals and encourage you to come along to these sessions where you may view them.

This is an ideal opportunity for you to meet with the project team, discuss the proposals, put forward your suggestions and to get a better understanding of the project.

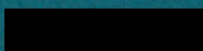
Contact Details

If you would like to discuss any part of this newsletter or the Grenfell Tower Regeneration Project please contact;

Paul Dunkerton
Project Manager
pdunkerton@kctmo.org.uk



Siobhan Rumble,
Lancaster West, Area
Manager,
srumbie@kctmo.org.uk



Mark Anderson
Director of
Assets & Regeneration
manderson@kctmo.org.uk



Appendix H
Appointment letter of Studio E

Freephone:



www.kctmo.org.uk



Delivering excellent
Housing services
Through resident led
Management

GRENFELL TOWER
LANCASTER WEST ESTATE
LONDON
W11 1TG

Facsimile:



E-mail:

pdunkerton@kctmo.org.uk

Phone:



Date:

4th July 2012



Dear Resident

Ref: Appointment of Studio E, Architects for Grenfell Tower Regeneration.

You will be aware of the TMO's intention for regeneration of Grenfell Tower. The improvement proposals include external cladding, the external canopy, windows and heating system.

We have appointed Studio E, as architects on our behalf, and they will be writing to you requesting access to your home so they can carry out internal surveys.

The survey information collected will assist them in providing the best possible designs options for the building.

If you would like to discuss this matter further please contact Siobhan Rumble, Lancaster West Area Manager,  alternatively Paul Dunkerton, Project Manager, 

Studio E can be contacted at; Palace Wharf, Rainville Road, London W6 9HN, T 
F  www.studioe.co.uk

We thank you in advance for your cooperation.

Yours Sincerely,

Paul Dunkerton
Project Manager

TMO Asset Investment, Network Hub, 292a Kensal Road, London W10 5BE



TMO10001401/45

TMO10001401_0043

Appendix I
Stakeholder Consultation Plan

KCTMO GRENFELL TOWER STAKEHOLDER CONSULTATION PLAN

	Stakeholder	Influence on project low 1 – 5 high	Newsletters	Residents evening meetings	Core Group meetings	Design meetings	concerns with plans / ongoing works	Completion	Notes
Councillors	Cllr Coleridge	5	Send copy	N/A	N/A	N/A	Only notify if delay to overall project	Inform via Email	
	Cllr Blakeman	5	Send copy	N/A	N/A	N/A	Only notify if delay to overall project	Inform via Email	
	Cllr Pascall	5	Send copy	N/A	N/A	N/A	Only notify if delay to overall project	Inform via Email	
	Cllr Palmer	5	Send copy	N/A	N/A	N/A	Only notify if delay to overall project	Inform via Email	
RBKC	Laura Johnson	5	Send copy	N/A	N/A	N/A	Only notify if delay to overall project	Inform via Email	
	Jane.Trethewey	2	Send copy	N/A	N/A	N/A	Only notify if delay to overall project	Inform via Email	
	Amanda Johnson	3	Send copy	N/A	N/A	N/A	Only notify if delay to overall project	Inform via Email	
TMO	Robert Black	5	Send copy	N/A	N/A	N/A	Only notify if delay to overall project	Inform via Email	
	Sacha Jevens	4	Send copy	Invite	Invite	Invite	Notify at all times		
	Mark Anderson	4	Send copy	Invite	Invite	Invite	Notify at all times	Inform via Email	
	Paul Dunkerton	2	Send copy	N/A	N/A	N/A	Notify at all times	Inform via Email	
	Siobhan Rumble	2	Send copy	Invite	Invite	N/A	notify if estate problem	Inform via Email	
	Anna Bowman	2	Send copy	N/A	N/A	N/A	N/A	Inform via Letter	
	David Ward / Daniel Wood	2	Send copy	Invite	Invite	Invite	Notify at all times	Inform via Email	
	Ricki Sams	2	N/A	Invite	Invite	Invite	Notify at all times	Inform via Email	
	Alasdair Manson	3	N/A	N/A	N/A	N/A	Only notify if access or resident issues	Inform via Email	
	Boxing Club	2	Send copy	Invite	N/A	N/A	Only notify if delay to overall project		
Residents & Leaseholders	Nursery	2	Send copy	Invite	N/A	N/A	Only notify if delay to overall project		
	Grenfell Tower Action Group	3	Send copy	Invite	N/A	N/A	Only notify if delay to overall project		
	Tenant Association	3	Send copy	Invite	Invite	Invite	Only notify if delay to overall project	Send notification letter	
	Leaseholder Association	3	Send copy	Invite	Invite	Invite	Only notify if delay to overall project	Send notification letter	
	Residents	2	Send copy	Invite	Invite	Invite	Only notify if delay to overall project	Send notification letter	
	Leaseholders	3	Send copy	Invite	Invite	Invite	Only notify if delay to overall project	Send notification letter	
	Bruce Sounes Studio E (Architects Consultants)	5	Send copy	Invite	Invite	Invite	Notify at all times	Inform via Email	
Consultants & contractors	Alun Dawson, Applewards (project)	5	Send copy	N/A	N/A	Invite	Notify at all times	Inform via Email	
	Bill Watts, Maxford, (M&E Consultants)	5	Send copy	Invite	Invite	Invite	Notify at all times	Inform via Email	
	Colin Chiles, Leadbitter, (Contractors)	5	Send copy	N/A	N/A	Invite	Notify at all times	Inform via Email	
	Chris Churchman, Churchman landscaping	2	Send copy	N/A	N/A	Invite	Notify at all times	Inform via Email	
	James Lee, Exova Wrringtonfire	2	Send copy	N/A	N/A	Invite		Inform via Email	