

KENSINGTON AND CHELSEA  
TENANT MANAGEMENT ORGANISATION

Capital Programme Team Meeting

MINUTES OF MEETING HELD ON 24 June 2014 at 9:30am

Present: David Gibson (DG), Simon Girling (SG), Magda Nowak (MN), Lorna Cunningham (LC), Carol McGarry (CM), Claire Williams (CW), Beverley Coleman

Apologies: None

Circulation: All of the above

1.0 Minutes of last meeting

1.1 Agreed

2.0 Matters arising

2.1 Customer Satisfaction – All to prepare their satisfaction criteria for future schemes planned and advise Magda. CM mentioned that within her roofing scheme that we should only contact residents on the top floors of the blocks worked. We should also look at the history of issues that may affect the stats.

2.3 Lessee Matters – SG, DG & CM to arrange a meeting to discuss procedures and costs to lessee's. for all alterations requiring a license agreement.

2.4 Team Name – after brief discussion the name chosen is ;

“Capital Investment Team”

John Borra

3.0 **Audit Checklist Compliance Monitoring Schedule. (Gap Analysis Schedule produced by M Nowak for Audit purposes)**

Confirmed that JB will be updating the above to monitor evidencing of key milestones/stages within individual Capital Projects. JB to liaise with PM's shortly.

**Action J Borra/Project Managers**

3.1

**Project Managers/Contract Managers Information Pack.**

Being updated and revised pack to be issued this month (July). Request noted that a pack be made available to J Gilbert of Ark Consultancy. **Action J Borra**

3.2

**Closure of Resident Satisfaction Questionnaire Process for Cyclical Redecoration Programme 2012/13 South, 70 Tavistock Road, Trellick Tower and Verity Close.**

Final stage of process for these projects now closed with “you told us, we listened, this is what we did in response” letter issued. M Nowak requested to make available for placing on file.

**Resident Satisfaction -Cyclical Redecoration Programme 2011/12 AD**

Action by

SG CM

JB

**Contractor.**

Noted that care will need to be taken regarding any correspondence to Residents regarding the recently available Satisfaction Questionnaire outcomes.

**3.3**

**A& R Roadshows.**

Two Roadshows proposed, Notting Barn Estate 7<sup>th</sup> August, Pond House 14<sup>th</sup> August. Purpose to introduce A&R Dept, confirm role/responsibilities, introduce the RBKC/TMO Investment Standard, proposed future planned investment, feedback from Residents on the planned investment, carry out Resident Survey. Expression of interest to have Capital Investment Team representation noted. JB to forward briefing e mail to the Team. **Action J Borra/CP Team.**

**3.4**

**Proposed W2 Filing Pilot.**

Agreed that Verity Close Window project would be good to use as a pilot. Agreed. **Action C Williams**

**Claire Williams**

**3.5 Swinbrook K&B'S**– Works complete, final account outstanding. Looking to be £982,466.79, Magda, has been notified, as against contract sum £996k. Should be finalised by end of August at latest.

CW

**3.6 Grenfell Tower** – Rydon started on enabling works valued at 350k. Looking at savings focusing presently on cladding materials. External funding opportunities are limited and are getting tighter. Report has been submitted today for £600k of extra funding. B.C is the RLO on this scheme and the resident engagement role is starting to increase. Rydons have RLO's in place and are now working.

Social Services being stripped out, by 28<sup>th</sup> July, gantry Scaffold starts. 4<sup>th</sup> August mast climbers up. 7<sup>th</sup> August access to main building through old housing office. New housing office – due to move w/c 28<sup>th</sup> July 2014,, but 2 issues identified.

IT to the office not in place

Parch panels and half height comms cabinet required, now ordered through Dennis Johns (via Cyril/Chris Han).

**3.7 Liaison officer for RBKC** – Roger Keane now, Kitty moved on but still keeping, in the loop on issues, due to complex of completion of project.

**3.8 Cavity Fill** – Started on 2/6 and to complete on the 16/8. Progressing well

**4.0 Simon Girling**

Contract completed on WEE, Cremorne and Wiltshire Close on the 6/6/14  
Costs appear to be on the £4.1 million budget, however we are awaiting reconciliation of the WM and the Apollo trackers.

SG

The new phase 2 K&Bs are out to tender 5 Contractors. Tender return is 9/7. Properties are Wiltshire Close, WEE & Cremorne and surrounding street properties + Swinbrook, budget is £650k and within a 12 week programme..

Cyclical decs south – Axis on target to start on the 15/7. We have had pre-start meeting. We have held two resident drop in meetings with a further two to be arranged in tandem with the programme arranged.

**4.1 Wiltshire Close**, LC & BC carried out a door knocking exercise, for kitchen surveys, the response was successfully.

**4.2 Elm Park Gardens Basements** – Pellings appointed on the current 3 schemes nothing to report.

**Feasibility Properties:**

Longland Court  
Henry Dickens  
Elm Park Gardens

**4.3 Whistler Walk** to be approved, on the 28 August 2014, planning approval will go out to tender until that date.

**4.4 Carol McGarry**

Roof Renewals – Amber is performing well so far– 9 days behind schedule, issues with Finborough Road relating to leaks.

CG

Also Finborough Road was found to have no lightning conductor so a specification and budget need to be found. Michael Lyons Health and Safety to be consulted plus we will invite him to our next team meeting.

**4.5 69 Philbeach:** has a minor problem with extra works required, these will add time and money.

**4.6 North Contract Cyclical Decorations** – FWA progress 4 weeks behind schedule Dawson Place. Promises to get back on track. Steve Farrell is very good and pushing FWA. Pellings a little weak.

155, Notting Hill Gate, currently out to tender.

**4.7 18 Pembridge Villas** is a structural scheme and has just come back from tender.

**4.8 Eardley Crescent** roof renewal works awarded to 20<sup>th</sup> Century. Eardley Crescent is now on the third working observation.

**4.9 Ad hocs works**, 2 properties needing a variety of works, windows are to be renewed and an application has been submitted to planning. DG mentioned that £100k has been allocated for Adhoc works and £200k has been allocated for major works voids, CM reported that £44k had been spent on recent adhoc K&B's via repairs direct.

Resident Satisfaction Questionnaire forms were sent out in May 2014, to all the residents for the renewal kitchen& bathroom for Ad hocs project, but no forms have been returned.

**5.0 Resident Consultation** DG mentioned that the next phase of K&B's has 20

properties on the Swinbrook Estate and that extra care will be needed as some residents may have mental health issues. DG said SG and CM to put together. DG that SG and CM put together a plan of what we do, and what we are doing with our latest cyclical programme.

#### **AOB**

**Residents Conference 13<sup>th</sup> September:** Contractors to make donation for raffle.

**DG:** request for BC to make a list of all projects which ongoing for the Directory folder.

**DG:** Suggested we should have a independent advisor for partner in contractors.

#### **Next Years Programme.**

It is expected the framework will be in place from April 2015 with the LVT pre-empting process hopefully satisfied. If not there will be delays. In this possible interim we can concentrate on internal non lessee works.

We will all be meeting with David Burns to go through the process and will review the programme for 2015/16.

**Next Meeting** Liza DeJesus will be sending out invitations to confirm the date.

