

KENSINGTON & CHELSEA TENANT MANAGEMENT ORGANISATION

Programme Board - 21st February 2013

Present: Sacha Jevans
Yvonne Birch
Anthony Parkes (for part of meeting)

In attendance: Nick Rendle
Jane Clifton

Apologies: Robert Black

1. Matters arising from the meeting held on 17 January

1.1 Recruitment of Assistant Project Manager - interviews would be held the week commencing 25 February.

2. Grenfell Tower

Peter Maddison and Paul Dunkerton attended for this and the Hidden Homes' agenda items. We were still at the negotiation stage with Leadbitters and Appleyards, and a cost analysis was being carried out with cross referencing between the two organisations because of differences between them. There would be a further meeting next week.

RBKC would want to know how long this work would take. We were looking at the minimum amount of work that could be done. Work was also being done with the architects. However, the contractual position was weak, and it was recognised that it could be difficult going back to Planning with changes to the project. We would have a clearer view by the end of March, as these discussions were expected to continue over the next month.

If there was a re-design of the project, it could take months to receive planning permission. A major cost variation was on cladding, and one of the differences between Appleyards and Leadbitters was on the amount of cladding required rather than quality/price. At present we were £2.8m adrift.

Because attendance was poor at meetings, we were also

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by**

PM/PD

consulting through newsletters and displays, so residents were aware of what the project would look like. It was queried whether residents should be advised of the delay. Regular briefings had halted because of the current uncertainty on the way forward, and it was proposed that a decision on consultation be made in a week's time.

Residents may be unhappy with the decision to remove the canopy, but at this stage, not too many details should be given on the design until the position was clearer. On costs, it could be explained that we are trying to get value for money. Confirmation was given that Planning's resident consultation had taken place. Proposed colours had been toned down by Planning, and all the designs were being reviewed.

3. Verity Close windows

There had been correspondence with Cllr Blakeman on her concerns. Francis O'Connor had lobbied for window replacement which had required planning permission for each block, but had been reduced to two planning applications. The window replacement programme would have been carried out at some point, but had been brought forward because of the KALC project.

Tender documentation was being prepared, and tenders would be received in 3 - 4 weeks so would happen in parallel to receiving planning permission in about 8 weeks' time. It was anticipated that the project would be on site in late April/early May.

4. Holmefield House

Planning approval had now been obtained, and the tender acceptance report had been approved by Executive Team. Consultation would go ahead with residents, and more detail would be worked up on the design with the contractor.

A draft consultation plan had been circulated for comments. Cllr Mason to be included in the process, and Nick Rendle would help Paul Dunkerton with updating the plan. Ruth Angel, RBKC, had asked for monthly updates on consultation, and also wanted a project plan with stages so progress could be measured. It was suggested that the monthly update to Programme Board be adapted to RBKC's requirements, but we would not send them too much detail. The project plan template to be forward to Nick Rendle.

We were already dealing with Cllr Mason's concerns about possible noise/disruption, and the method statement from the

contractor would cover this element. It was also confirmed that we should be using RBKC's consultation document for development proposals. A standard template could be set up covering all aspects i.e. evening meetings, newsletter mailings. The handover process also to be included i.e. setting up leases which would be RBKC's side of the project. Other tasks on completion would be registration with the Land Registry, setting up rent accounts etc. It was agreed that a project plan covering all stages be drafted for the Hidden Homes' meeting in two weeks' time by Nick Rendle, Paul Dunkerton, Yvonne Birch and Thea McNaught-Reynolds. The project plan template would also be adapted for other projects. Emphasis to be on achievements to date, and next steps rather than milestones missed. Paul Dunkerton to circulate to Programme Board within the next week.

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An update to be given to Kiran Singh and his team, and Thea McNaught-Reynolds by Paul Dunkerton. Paul Dunkerton and Nick Rendle to discuss the project plan and communication with residents outside the meeting.

PD/NR

5. Greaves Tower

A project plan to be prepared before the Housing Regeneration project meeting as above. Draft to be prepared by 26 February.

PD/NR

6. Elm Park House

Approval had been received for additional funding of £200k. However, in discussions with Pellings about the feasibility study, it was not certain whether the development was financially viable as it would be an undercroft above a basement.

PD

Peter Maddison and Paul Dunkerton left the meeting at this point, and Anthony Parkes arrived.

7. EDRMS

Clare Davis attended for this item, and gave an update on workflow development, including:

- Fire risk inspections: prototype was being developed for Janice Wray to consider before it was worked up.
- Block inspections: comments to be obtained from Martin Barr in Wendy Stevenson's absence.
- Leaseholder consultation workflow had now gone live. New projects would be put on the system from March, and refresher training would be arranged.
- There would be a meeting on 25 February concerning CAS.

<p>Clare Davis to discuss sheltered housing with Hash Chamchoun.</p>	<p>CD</p>
<p>Co-ordination of various strands was linked to the introduction of the ISP, including use of PDAs. It was queried whether one of the Heads of Neighbourhood Management should lead on disrepair rather than Andy Marshall, and Clare Davis to discuss with Alasdair Manson.</p>	<p>CD/AM</p>
<p>8. <u>On-line services</u></p> <p>In Nural Miah's absence, it was noted that delays had been caused by problems with the supplier, and we were chasing them up. The original timescale was for testing to be carried out now with the system going live in April. It was proposed that a project plan be produced showing key stages so progress could be more easily measured rather than having a highlight report. It was agreed that a project plan be produced for this project, EDRMS and the rent assurance project.</p>	<p>NR</p>
<p>9. <u>Housing Regeneration Programme</u></p> <p>An update on progress was given for this year's programme. Two of the projects had been re-tendered, but the tenders had now been approved. Portobello was due to start on 22 February. At Silchester, resident engagement had commenced with a drop-in following door knocking. RBKC had been notified of potential delays, and there may be accruals for next year. Other projects were already on site and well advanced.</p> <p>Operations' Committee would be considering bids for next year's programme at a special meeting on 1 March. There would be a tour of the projects on 1 March for Board members. Eleven bids had been put forward, the majority of which were in the north of the borough.</p>	<p>AM</p>
<p>10 <u>Rent Assurance</u></p> <p>The two new welfare officer posts were being advertised through Guardian on-line, and Nick Rendle was drawing up a deliverable action plan for these posts. Preparations for the introduction of the bedroom tax from 1 April were underway, and IT were working on the data for those affected, and the different options for them would be on Capita. A letter had been sent out with this information, and a better response had been received than previously because of the level of information contained in the letters. Protocols had been set up on recording data.</p>	<p>NR</p>

Nick Rendle had met Rob Shaw, RBKC, on re-housing opportunities, and the meeting had been very constructive. There would be data sharing, and the key aim would be to reduce under-occupancy. Guidelines were being drawn up, and the Income and Neighbourhood teams were being briefed. Some of the affected tenants were already in arrears, and Siobhan Rumble would decide how to proceed on a case by case basis. SMT to consider further, and make recommendations to Executive Team. Detailed project plan to be produced.

NR

There would be a mutual exchange day on 1 March, which would be promoted by RBKC. An incentive for tenants to move was a decision that they would be granted maximum points. We were working with Rob Shaw's team on this initiative.

11 Parking Review

Leases for the garage areas at Holmefield House and Walnut Tree House were considered:

- It was recommended that a lease for Walnut Tree House be granted to Fortbox, who had made suggestions to overcome any concerns from Planning. Potential resident complaints had also been discussed with them. There would be a nine month rent free period. The KDR was being drafted by Corporate Property, and would go to Cabinet, but would be in the TMO's and Laura Johnson's name.
- It was also recommended that a lease be offered to Fortbox for the Holmefield House site which was a more complicated arrangement as we would continue with agreements for Carnival band storage.

It was agreed to enter into a lease with Fortbox for both sites. We would not be offering any money back to residents.

NR

Other issues:

- We were also working on a proposal for vacant estate parking bays for an electric car service. However, Corporate Property were saying that we could not just negotiate a lease with the company, Thriev, and that it had to go to Cabinet. Thriev wanted to launch their scheme in June, and would go elsewhere if necessary to meet their timescale. However, it was thought that the agreement would be a licence rather than a lease, and could be directly negotiated with Thriev rather than going to the open market. It was agreed to take the proposal for individual licences to

NR

Digest. The scheme mainly involved 2/3 bays per estate with 15 – 20 at World's End with a small office. Corporate Property to be advised that the scheme would be taken to Digest on 7 March. The electrical charging points could also be used by our residents. In addition to the possibility of Thriev going elsewhere, the HRA would lose £130k.

Following the Programme Board meeting, a procedure for all non-resident parking rents was agreed by Anthony Parkes and Yvonne Birch:

- We would continue our current policy of setting new non-resident rents at 2.5 times the standard resident rent.
- For all existing rents, a five year 'target rent' approach would be applied using above/below inflation rent increases as required to make all such rents converge in 2018. The process would be analogous to residential target rents.

Nick Rendle would work with David Stiff on this procedure.

NR

12 Membership Drive

At the April meeting, progress would be reviewed on the membership drive for this last quarter, and a decision made on whether it should be reported formally for 2013/14.

NR

13 Any other business

13.1 Customer Services Centre - Sacha Jevans reported that she had been approached by Capita about a possible consultant for the CSC review, who would be available from 1 April. She would have a preliminary discussion with the potential candidate, and also approach other agencies. If the person was a possibility, an interview could be carried out in the next week. Costs would be £45k for five months' work. The remit would be to carry out the review and process mapping, and then implement the changes. Nick Rendle was assisting with the drafting of a brief.

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