

KENSINGTON & CHELSEA TENANT MANAGEMENT ORGANISATION

Programme Board – 25th March 2013

Present: Robert Black
Sacha Jevans
Anthony Parkes
Yvonne Birch

In attendance: Nick Rendle
Judella Fereira

Apologies: Jane Clifton

Agenda

Matters arising from the meeting held on 21st February

No matters Arising

Grenfell Tower

Peter Maddison, Paul Dunkerton and David Gibson attended for this and the Hidden Homes agenda items.

For the past two months Peter and team have been working with Leadbltters and Appleyards to agree on costs for the project. Our budgeted cost is 9m whilst the costs being presented by Leadbitters is approximately 12-13m. The design is also being revisited as there might be cost savings with revising it.

Peter outlined the two processes we were currently going through:

1. Financial assessment
2. Looking at the scope

There were a few issues with the project that Peter wanted to highlight:

- The relocation of boxing club is estimated to cost 400k. This cost is high for an income stream that is quite low.
- Within scope there is no allowance for kitchen and bath renewal and no decent homes items such as entry doors have been accounted for.

There has been no clear audit trail to explain how decisions were made.

It was felt that If we put the project out to the market we would be

Action
by

able to re-advise on the scope.

It needs to be considered that If we have no option but to re-procure how RBKC will feel about us looking at this piece of work all over again.

Also what will the view be if we take out the relocation of the boxing club and nursery?

Currently the nursery is on the first floor relocating it would open up the mezzanine for additional homes.

However it was felt that If we don't do the swap we still can achieve additional units with not much additional expenditure. We need to Challenge Appleyards of relocation of the boxing club and nursery.

The question to be answered is should we be trying to get the scheme delivered or get back to market and manage it differently i.e. re-procure or not do it at all.

PD

Procurement would be an issue as the Board were sold the project on the basis that we were doing it this way for efficiency savings.

Peter has spoken to Laura Johnson about the present situation and also mentioned it the Board so hopefully there will not be a huge issue if we say we need to start again.

Paul is working with the architects to look at alternative.

Leadbitters have been asked to provide us with a detailed brake down of their costs so we can see what the individual amounts are.

The recommendation from Peter is for us to re-procure. We will wait till next weeks deadline for Leadbitters to come back with breakdown and reasons for gaps in costs. If the information is not forthcoming or we still cannot reach an agreement then we should proceed by using an existing framework.

It is important that we understand the political dimensions for the boxing club and the nursery. Is the relocation the best use of the space? Politically the driver for the relocation was the ventilation and heating system, so it needs to be thoroughly explained if the relocation will not happen.

PM

Peter and team will look at the redesign opportunities to get a sense check and the go back to RBKC with a proposal for how to proceed.

It needs to be thoroughly explained that Leadbitters are trying to overcharge.

If we decide to go it alone we need to make sure that we have the in house capacity to manage the project.

Peter will take a view on this and respond at the next meeting.

Need to know our financial and contractual position as they could be risk of challenge.

In regards to the issue of heating for the scheme, the current design is a communal boiler located on the roof which has controllable thermostats in each dwelling. So resident are not able to switch the heating on and off but can turn it up or down. This needs to be looked at in more detail as leaseholders will need to have individual metering. Max Fordham is looking into the heating situation.

PM

We need to understand what conversations have already taken place and if we don't do particular things will that have implications for us.

Also need to find a temporary place for the boxing club to be. Paul to speak to Corporate Property

The current office is spacious however it is not being used enough. The new office design would see the office space moved to the ground floor with a capacity for 10 staff members. This redesign of the office would allow for be 3 x4 bed properties to be built in the current office space.

The Caretakers space would stay in the finger blacks

Peter has been asked to define a set of principles to speak to the council about delivery of the project in 2013/14.

Verity Close windows

Tenders are back this week and the analysis will be done by Wednesday. By next week the report should be done for the approval of the planning application. A decision next week should mean that we can start towards the middle of April, which is four weeks behind the original schedule.

Greaves Tower

A consultation meeting was held last week and everyone appears to be happy.

Contractors should start on site next week.

PD/Res
Eng

Holmefield

Consultation with residents has been done.

The contract will be awarded this week with work commencing mid April.

Paul met with Cllr Mason to show him the designated respite areas for people affected by the noise, and has explained that residents will be given approximately four weeks notice of loud noise. The Neighbourhood teams are involved and have assisted with door knocking.

**DG/PD/P
M/NR**

Paul has kept a detailed log of all the consultation that has been offered. He has also been asked to offer one to one meetings with affected residents and ask the Neighbourhood teams to log all resident contact.

It was felt a display should be on site in the community room. It is important for us to make contact so residents see we are visible and are managing the process.

SJ/PM

It was suggested that the Resident Engagement team work closer with Paul to make sure the engagement with residents is right.

Hidden Homes meeting

David went to hidden homes and feedback that there was a positive view for the TMO to look for more sites. We need to take on more active management of a number of sites previously identified. David, Paul, Peter and Nick will meet to discuss further.

Programme board will keep a strategic eye on the hidden homes. ET to have a discussion about how it will be resourced

Savills

Austen has issued the final report and RBKC work streams are now up and running.

Need to have a view before we meet with Savills. It is possible that they can be used to shape the asset management work

NR/GK

ET agreed to wait until we have sorted out our own investment standard before arranging to meet. Sacha and peter to discuss further.

EDRMS

The following work streams are being looked at:

- Home Ownership is on track.
- Disrepair will not be lead by Andy
- Mutual exchange going very well.
- Fire inspection reports – Clare is meeting the team on Wednesday.
- Parking - still waiting for Martin and Wendy to write a specification document. If this action is not done Sacha will speak to Alasdair.

Gil Komur starts on the 8th April and she will be writing all the CSC specification documents.

Eight new workflows have been presented to the EDRMS Sub Group.

Once A&R are settled they will be ready to do some workflows.

Nick will look at CSC and EDRMS as a package review with Gil.

HRP

There are only two HRP project outstanding and these are likely to overrun into the next financial year.

Alasdair has requested a decision from Programme Board on how reports should be provided next year.

As things have quietened down and are running smoother Programme Board have agreed that they are happy to receive the reports, however if specific risks or questions arise then Alasdair will be asked to attend the meeting.

NR/NM

Rent assurance

We have a number of residents who will be affected by bedroom tax.

A lot of residents have responded by saying they'll find a way to pay the extra and there has been quite an interest in some people downsizing.

We need to establish protocol for downsizing incentive payments, particularly where tenants are in arrears.

There is communication on external the website.

Preparations are being made for the Welfare Officers coming into post. Interviews are being held on 2nd April, with an anticipated start date of mid May.

There has been no update on Benefits Cap since January.

Universal Credits starts October 14th and will only be for new claimants.

Nick attended a crossbody welfare reform meeting and it seems that the RSL's are starting to work on it now.

Do we need to plan this in as don't have systems yet to capture data.

Housing benefit will disappear and our only link will be with DWP

We need to start considering mobile working as part of the project as well as changing working practices in the teams.

Need to set up a mobile working strategy and project group

Income mobile working to be included in rent assurance project.

Tablets have a limited access to applications, so need to start thinking about what the different teams will require. Nurul and Nick to talkabout it at SMT

NR

Online Services

The development has been slower than expected, due to the supplier.

There is a revised project plan and the slippage is approximately 2/3 months.

Residents will be able to see all outstanding repairs and can also do customer satisfaction.

Go live date is end of April.

A pilot will be run with a selected number of residents looking at the registration process.

Parking Review

Nick attended cabinet and received approval and was praised for his work.

The Solicitors have been instructed and will take 6/8 weeks. As soon as the lease has been signed a joint presentation will be made.

There will be a brief statement on forthcoming newsletters so residents are informed.

Nick is negotiating a discount with Thought Box and will seek direct approval from Cllr Coleridge for electrical vehicles power points. Nick will get the terms of lease and resident consultation will be carried out.

Lowerwood court garages can't be converted to residential dwellings for structural reasons. Nick is waiting to receive quotes to redesign and the space.

Nick is moving forward with an agreement with Theatre Giants through the arts council for the group to use the site for free in return for them doing some consultation with residents on how the site should be used in the future.

It was thought a good idea to get Fred the RA Chair on board with the idea.

Jacqui will be starting on the 15th April. She has lots of project management experience.

Nick will circulate the plan for enforcement.

The signage proposal requires statutory consultation which will be managed by joint communications from the TMO and RBKC.

There will be TMO wide consultation on the parking policy use it to take account of all the issues that are presented by residents.

Consultation starts in September.