

**KCTMO and Rydon liaison meeting**

29 August 2014

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

Apologies: none

Circulation: as above plus Simon Lawrence and Nikki Donnelly, Maxine Igbiniedion (R); John Griffin, David Gibson (KCTMO), Philip Booth and Peter Blythe (Artelia)

1.0	<b>WORKS</b>	
1.1	<ul style="list-style-type: none"><li>• Social services strip complete, walls to be marked out</li><li>• Mast climbers – 2 to north elev and to west elevation</li><li>• Structural surveys awaited from mast climbers</li><li>• Canopy over old entrance due down next week</li><li>• Part staircase and lift shaft removal due</li><li>• Due to start drilling in lift lobbies next – awaiting date to get letters out</li><li>• Fob reader location? (checking what in contract/who moves)</li><li>• Cabin 10 x 8 due to be installed with security readers – temp location not connected to elec as KALC site boundary being queried</li><li>• Bounce Back costing awaited</li><li>• SR asked if sign by station walk could be amended so it says 'housing office only'</li></ul>	SOC SOC
1.2	<b>NEW OFFICE</b>	
1.2.1	Signage for office with Pete Griffiths TMO. Sign board details given to Rydon.	CW/SR
1.2.2	Mechanical ventilation to new housing office: second price due, first price £12k.	SOC
1.2.3	Fire alarm cert given to TMO 1 Sept 2014.	
1.2.4	Fire alarm test carried out. SR given details of codes. (Post meeting: SR to organise weekly testing, Janice Wray to provide log book etc)	SR
1.2.5	CW to raise order for TMO repairs to 1 skylight and overhaul to 2 toilet skylights to get them opening, when housing office occupied.	CW
1.2.6	Seamus adjusted closer on doors to corridor that did not shut properly.	
1.3	<b>BOXING CLUB</b>	
1.3.1	Outstanding items: <ul style="list-style-type: none"><li>• lock installation for the door at the top of the Ladbroke Grove stairs. Lock of 14/8 did not fit.</li></ul>	SOC SOC
1.3.2	One invoice awaited, covering works done to date, and the 2 items in the planning approval – painting/hoarding removal.	

1.4	<b>GARAGES</b>	
1.4.1	3 further garages cleared at short notice to allow play equipment from Bouygues to be stored. <b>All note inventory will be crucial.</b> Post meeting – abortive delivery on 1 Sept when equip arrived without TMO being notified, and too large for storing in garages. Currently on KALC site.	
1.4.2	SR to check with Alex Bosman on what is happening w Topcoat programme for renewals, may escalate to Peter Maddison if no response.	
2.0	<b>PROGRAMME</b>	
2.1	Meeting planned for 27 August noted: <ul style="list-style-type: none"> <li>• lift co-ordination meeting required</li> <li>• heating co-ordination meeting required</li> </ul>	
2.2	Noisy works coming up: RLOs will write and talk to residents face-to-face as well as door knock every day before works start. Works due to be 9am – 3pm and will take approx. 2 working days per floor.	
2.3	SOC said they are talking to OCS about cleaning at the end of each working day.	
3.0	<b>RYDON COMMUNICATIONS AND ENGAGEMENT</b>	
3.1	Resident profiling update: 35 households visited. Maxine doing spreadsheet with info on. Noted flats 203 and 205 both have medical issues, which may mean need to review works order on top floor.	
3.2	Resident Information Pack: CS said amended copies being printed. CW noted that other info sent by ND had Ashmole site name on, so could not circulate it – was it the milestone path?	
3.3	Coffee mornings:  SR to talk to Dammi to advise her she cannot attend all meetings, as Maxine reports she prevents her talking to residents/doing her job!  Next one planned 12 September at 145 Grenfell. 26 September is Macmillan coffee am – maybe do in main entrance	SR
3.4	CS advised that she had ordered magnets etc, but they had not been delivered to site. CS to chase.	CS
3.5	SCCI: are still working on moving residents onto systems on the roof if they have satellite dishes. MI and CS to notify if find any more (thanks for 191 and 193 from recently).	CS
3.6	Newsletter: changed arrangement so that newsletter is delivered in the first week of each month regime. All to note in calendars to produce info in week 3.	ALL

3.7	Nursery now aware of Rydon presence, CS to make contact as email. Nursery not back in premises until first week of September. Shirley Sylvester is the manager.	CS
3.8	CW to send to Rydon the KCTMO resident communication plan.	CW
4.0	<b>MANAGEMENT AND TMO ISSUES</b>	
4.1	Respite: This will be needed when the noisy work starts. Rydon profiling and programme to be firmed up by end of Sept so TMO can understand need for accommodation. <ul style="list-style-type: none"> <li>430 Hurstway (2 bed flat) currently available. From walkway it is up 2 sets of stairs, so not suitable for young families. But good for night workers.</li> <li>Community rooms – Rydon to check if tv point in larger room is workable.</li> </ul>	CS SOC
4.2	CS noted that a TV licence would be needed if the rooms have facility.	SR
4.3	CW asked SR for copy letter sent to residents re electric going down.	SR
4.4	Leisure Centre liaison (updated from prev mins): CW met Christopher Allen RBKC – will get session for residents in early 2015 when open. (Post meeting, David Currie meeting of 9 Sept due)	
4.5	Ground floor layout: TMO ratified, but resident consultation on community rooms required – Macmillan session?	
4.6	Planning – material approval conditions to be approved by 28 August. Understood that 'champagne' cladding preferred. Awaiting written confirmation.	CW
4.7	Finger blocks: Draft bulletin to go out in September, re future works to block and also asking for concerns re ramp removal. Peter Maddison is asking that this be face to face, with resident engagement team support.	
4.8	External – agreed SR to order 3 of the smaller 'concealed drive' mirrors for the staircase access.	SR
5.0	<b>AOB</b>	
5.1	Bouygues issues: <ul style="list-style-type: none"> <li>remove light/railings at corner of Grenfell Road</li> <li>Playground handover due 15 September, with Artelia rep TMO interests</li> </ul>	ALL
5.2	Clerk of works: CW to get JRP on board – familiarisation meeting due.	CW
6.0	DATE OF NEXT MEETING: 5 Sept 2014	