

Marlowe Road Steering Group Meeting

Date: Thursday 15th June 2017
 Time: 6.30 - 8.00pm
 Venue: 168 Marlowe Rd E17 – Project Shop

AGENDA

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| 1. Introductions | Dale Walker |
| 2. Minutes of the last meeting and matters arising | Dale Walker |
| 3. Programme update – Next Steps | Nicholas Clarke |
| 4. Interim landscaping plans | Nicholas Clarke |
| 5. Terms of Reference | Jan Gill |
| 6. Engagement update | Bea Symington |
| 7. Decant update | Jacqueline Franklin |
| 8. AOB | All |

ATTENDEES

Chair:	Dale Walker (DW)	LBWF, Head of Housing Development and Regeneration
Minute Taker	Bea Symington (BS)	LBWF, Regeneration Officer - Participation
Residents:	Lesley Pearce (LP) Winston McLeod (WM) Stephen Brett (SB) Shamsa Maxamed (SM) Fozia Nasim (FN) Jennifer Peddie (JP) Auby Walker (AW)	Michelle Edwards (ME) Christine Adams (CA) R. Watson (RW) Denise Smith (DC) Tracy Kemp (TK) Heather Nunes Campbell (HNC) Enitan Mayunonze (EM)
Officers:	Jan Gill (JG) Michael Douglas (MD) Andrew Ochia (AO) Jacqueline Franklin (JF) Philip Charlton (PC) Chris Grace (CG)	LBWF, Estate Regeneration Programme Manager LBWF, Housing Officer LBWF, Development Officer LBWF, Regeneration Officer – Decant LBWF, Contract Manager LBWF, Head of Property Maintenance
Countryside Properties:	Tracy Chandler (TC) Nickolas Clarke (NC) Summer Aston (SA)	Community Development Manager Senior Development Manager (Development) Resident Liaison Officer
Apologies	Meera Kumar Adam Clarke (AC) Ross Jenyon (RJ) Saeeda Aktar	LBWF, Senior Regeneration Officer Design and Build Manager Senior Construction Manager

<p>1.</p>	<p><u>Minutes</u></p> <p>DW discussed the change in the minutes going forward. Minutes will now take the form of a short summary of the discussion with the action points. This format of the minutes will be less resource intensive to the team.</p>	
<p>2.</p>	<p><u>Briefing on Northwood Tower Fire Mitigation Actions</u></p> <p>DW - Given the recent events at Grenfell Tower the set agenda will be interrupted and representatives from Property Maintenance services will provide the meeting with an overview of the fire safety processes of Northwood Tower and the processes in the borough to monitor and improve fire safety.</p> <p>CG – Introduced himself and Philip Charlton. Discussed the ways in which the building fabric and composition of Northwood Tower is unlike Grenfell Tower. Northwood Tower is a concrete and brickwork structure. To provide assurance to residents in the last 48 hours the Council’s Property Maintenance team has been conducting walk arounds of all the higher risk tower blocks in the borough inspecting them and signing off. The Fire Risk Assessment (FRA) for the block was conducted in March 2017 and the draft of the report was sent to the team yesterday. It has flagged three high risk elements. Work is starting in the next few weeks to address these points. There are no major problems to the block.</p> <p>The FRA is an external report conducted by Ridge an independent company. As it is technical in nature a plain English summary of the report can be provided to residents. The Property Maintenance team offered to undertake a walk around of the block with residents to discuss the fire safety features and actions. Posters advertising the date and time of the walk around will be erected in the tower’s foyer.</p> <p>NC – Discussed that when the hoarding surrounding Northwood Tower was erected by Countryside it was checked by the fire brigade. There is an internal review being conducted of all Countryside’s sites to check hoarding .</p> <p>There are planned major works to the block. These plans pre-date the fire at Grenfell. Part of the work will be compartmentalisation and upgrading of the doors. Section 20 notices have been issued and expire on 3/7/17. If there are no major challenges to the works then the process to commence the works will begin. There is a lead in time of 2 -3 weeks. At the end of July contractors will come in to</p>	<p>Summary of FRA for Northwood Tower to be provided to residents</p> <p>PM team to arrange and undertake a fire safety walk around of Northwood Tower</p> <p>Project Team/Countryside to send the fire escape route to each resident of Northwood Tower</p> <p>Countryside to erect extra signs to show escape routes</p> <p>Countryside to have signs erected around the hoardings to show escape routes.</p> <p>PM team to look into the fire alarm in the Northwood Tower community room.</p> <p>Countryside to check the fire retardants used on the hoardings and their fire safety.</p> <p>Project Team/Countryside to look into the issue of restrictions to the fire routes and the fire exit</p> <p>Countryside to look into the issue of rubbish at the</p>

	<p>take detailed measurements in all properties. The window replacements as part of the works are due to age/condition.</p> <p>DW – informed the group that the Prime Minister has called for a public enquiry into the fire at Grenfell Tower. There will also be a report from the Fire Brigade. Following this the Council will have to take advice from professionals in this field. NC informed the group that Countryside are working to all current guidelines and parameters with experts brought in where necessary.</p> <p>Planning process and application for the new buildings surrounding Northwood Tower discussed. A full public consultation was conducted where residents were able to submit their opinions and objections which were recorded. This process was completed and planning consent gained for the project.</p> <p>Car parking on the estate was discussed. The project is a phased development, when the project arrives at the relevant phase of the development the car park within the estate will close.</p>	<p>front of Northwood Tower</p> <p>Countryside to look into the report of a crane restricting vehicular access.</p> <p>MD to organise a residents meeting for Northwood Tower residents to cover what do to in the case of fire.</p>
3.	<p><u>Actions from the previous meeting</u></p> <p>It was agreed that due to the need for the discussion surrounding fire safety at Northwood Tower to enable the full agenda to be discussed the minutes of the previous meeting would not be reviewed but the actions points would be discussed in turn.</p> <p><i>Action 1 - AO to send RJ LBWF CCTV contact details.</i></p> <p><i>Action 2 - Regeneration Team and Countryside to look into the erection of CCTV</i></p> <p>Complete. AO liaised with Ross from Countryside and the CCTV team within the council. The current system for Northwood Tower is not connected and the office within the block not operational. Potentially a new system if erected would not be compatible with the monitoring system at the council.</p> <p><i>Action 3 -Countryside to organise the erecting of dog bins outside Northwood Tower</i></p> <p>Complete</p> <p><i>Action 4 - Countryside to look into the Northwood Tower gate moving and report back at the next meeting</i></p> <p>Countryside and the Council to look into the re-installation of the gates surrounding Northwood Tower after the scheme is complete.</p>	<p>Countryside and the Council to look into the re-</p>

<p>This will need to be checked to see if it meets the planning requirements and the strategy going forward. Resident raised that this was discussed in a planning meeting at the start of the scheme which did not include discussion concerning the gates.</p> <p>Action 5 - Regeneration team and Countryside to look into the removal of the sliding gates within the estate</p> <p>Complete. Countryside and the police sealed open a number of sliding gates on the estate.</p> <p>Discussion surrounding the minutes of the previous meeting. DW reiterated the new format for the minutes going forward. ME to give DW a letter regarding the minutes of the previous meeting.</p> <p>Action 6 - Regeneration Team to raise the issue of the ground maintenance within the service charge and issue LP with the relevant contact details</p> <p>Complete. LP reported that when the team was contacted via the phone they were rude.</p> <p>Action 7 - JG to report back on suggested objectives for the group</p> <p>JG discussed that the Regeneration Team had reviewed the Terms of Reference for the group and re-drafted them. The draft Terms of Reference for the group was circulated to residents and they were asked to provide their thoughts, comments and any changes in the wording they feel necessary to Bea Symington via email (bea.symington@walthamforest.gov.uk) or dropped into the project shop by the date of the next meeting.</p> <p>Action 8 - MD to have the signs within the blocks changed to include his details as Housing Officer.</p> <p>Complete.</p> <p>Action 9 - Countryside to provide the interim landscaping plans to the group.</p> <p>Discussion concerning the landscaping plans. There will be additional hoarding erected around Northwood Tower. These will be covered with the winning entries to the childrens drawing competition. There will be additional lighting on the hoarding and planters. The group were asked if they would like benches placed in the area. The group consensus was to not have benches included.</p> <p>Action 10 - MD and ME to conduct an estate walk around</p>	<p>instillation of the gates surrounding Northwood Tower</p> <p>Regeneration team to look into whether the issue of the Northwood Tower gates was raised within a planning meeting.</p> <p>Regeneration Team to raise the issue of contact with the service charge team internally</p> <p>MD to have the Noticeboard in the foyer of Northwood Tower cleared of old notices.</p> <p>Countryside to look into the gradient of the footpath following Thames Waters works.</p>
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	<p><i>regarding the gate issue.</i></p> <p>Complete.</p> <p><i>Action 11 - Team to investigate and report back on the issue of Electro Signs parking</i></p> <p>Complete.</p> <p><i>Action 12 - Regeneration Team and Countryside to discuss the reinstallation of Northwood Tower gates.</i></p> <p>Completed. Already discussed previously in the meeting.</p> <p><i>Action 13 - Regeneration Team to raise the issue of fire signage with the Property Team.</i></p> <p>Completed. Already discussed previously in the meeting.</p> <p><i>Action 14 - Regeneration Team to investigate who has access to the Northwood Tower Fire Risk Assessment and whether it is able to be released.</i></p> <p>Completed. Already discussed previously in the meeting.</p>	
4.	<p><u>Decant Update</u></p> <p>JF gave an update on the decanting of the estate. 31 leaseholder and freeholders buybacks in Marlowe Road are now complete. There are 19 yet to complete. 113 secure council tenants have moved off the estate into new homes. There are 55 secure tenants still bidding and 39 who want to remain on the estate and move into one of the new homes once complete.</p> <p>The issue of the visibility on the road with the temporary traffic lights whilst there are utilities works happening was raised.</p> <p>ME requested it be minuted that she was leaving her property on the estate due to the ASB which she had been reporting since 2011 leading to lack of sleep. She has reported this issue to her housing officer. She has taken legal advice and will not be paying rent on this property.</p> <p>Discussion concerning compensation payments for the studio properties on the estate. JF informed the group that on all of the council's regeneration schemes studio flats and bedsits are eligible for the same compensation amount as one bedroom flats</p>	<p>JF to email ME the decanting figures.</p> <p>Countryside to discuss the erecting of mirrors and views near the temporary traffic lights.</p> <p>That studio flats and bedsits have the same compensation payments as one bed flats to be included within the next community newsletter.</p>

<p>5.</p>	<p><u>Engagement Update</u></p> <p>BS gave an update of the engagement activities. The Steering Group minutes were circulated. BS and TC met with Henry Maynard School to discuss the legacy project and the childrens art competition. The competitions winning designs will be put up on the hoarding in the entryway to Northwood Tower. The competition was advertised in the Community newsletter but no entries were received. A newsletter on parking in the local area was created and distributed to estate residents. BS has been working with SA the new Resident Liaison Officer for the scheme. The lead member Cllr Coghill had a tour of the scheme recently. Upcoming activities are the finalisation and distribution of the June edition of the Community Newsletter. The erecting of the winning entries of the Art Competition onto Northwood Tower hoarding. Meetings with local groups regarding the legacy project will also be undertaken.</p> <p>SA introduced herself as the new Countryside Resident Liaison Officer for the project. Residents can come to her with any issues regarding the regeneration works. Once the new homes are built she will also be working with residents around their choices of wall colour and kitchens. Her office hours are Monday to Friday 9am-2pm. Letters were delivered last week to residents which included her contact details.</p> <p>The temporary playground was discussed. Notices are being erected in the new park for no-dog fouling and no Anti-Social Behaviour. The basketball court on the estate will remain until work starts on the second stage of the scheme.</p>	<p>RLO contact details letter to be re-sent with correct email address</p> <p>Signs reading for no smoking sign and the age groups to be erected in the temporary playground gate.</p> <p>Regeneration Team to conduct a walk around of the temporary playground to look at the floor covering and the bin location.</p>
<p>6.</p>	<p><u>AOB</u></p> <p>Parking at Northwood Tower was discussed by the group. AO outlined that residents who applied were given residents permits for the Wood Street North (NSN) CPZ. These were free for a year and paid for by Countryside. These permits have been extended free for another year. After this period residents will have to pay for their own permits. There was the understanding that an application for Northwood Tower would be included within the WSN CPZ. Due to internal issues the application was not ratified by the highways department. Parking permits already issued to residents will be honoured but new permits will not be issued. Current planning and</p>	<p>Council and Countryside to review resident parking provision in the new scheme.</p>

	<p>parking strategy is that homes of 2 bedroom or under will not be provided parking. A new CPZ will be created covering the new scheme and the strategy will look to incorporate Northwood Tower into it.</p> <p>DW closed the meeting thanking residents for their time.</p> <p>Date of the next meeting is Thursday 27th July</p>	<p>Countryside to report the Marlowe Road partial closure to the Highways Agency and National Grid due to current issues with sat navs.</p>
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