

Marlowe Road Steering Group Meeting

Date: Thursday 7th September 2017
Time: 6.30-8.00pm
Venue: 168 Marlowe Road (the project shop)

ATTENDEES

Chair Dale Walker (DW) LBWF Head of Housing Development & Regeneration

Minute taker Jacqueline Franklin (JF) LBWF Regeneration Officer

Residents Bob Watson (BW) Northwood Tower resident
Christine Adams (CA) Northwood Tower resident
Kayleigh O'Neil (KO) Northwood Tower resident
Lesley Pearce (LP) Northwood Tower resident
Michelle Edwards (ME) Marlowe Road resident
Steve Brett (SB) Marlowe Road resident
Tracey Kemp (TK) Marlowe Road resident
Vicky Te Velde (VTV) *former* Wood Street First

Officers Andrew Ochia (AO) LBWF Development Officer
Jan Gill (JG) LBWF Interim Estate Regeneration Programme Manager
Meera Kumar (MK) LBWF Senior Development Officer

Countryside Adam Clarke (AC) Design & Build Manager
Tracy Chandler (TC) Community Development Manager

Apologies Ross Jenyon (RJ) Senior Construction Manager



MINUTES

			Action
1	Introductions	DW opened the meeting with round-table introductions. Residents advised that not everyone received minutes of the last meeting. AO apologised to the group and advised that he had posted copies of the minutes and an agenda to all Steering Group members but had not circulated amongst the entire estate due to staff shortages and time constraints however these would be uploaded onto the Councils website. DW advised that he had rejigged the agenda from the original format circulated earlier.	AO to upload minutes of previous meeting onto the website.
2	Programme update – next steps	<p>AC updated the group as follows:</p> <ul style="list-style-type: none"> * Roofing works to the new Energy Centre underway * Concrete frame installed up to 4th floor. Verticals to 5th floor and decking to 5th floor ongoing. * P1&2 concrete works to be completed by 26/10/17 * Metsec commenced to blocks P1 & P2 * Block work to ground floor progressing (P1 & P2) * Scaffold to P1 & P2 perimeter commenced * CO-OP reinforcement of columns progressing * Piling to A1 to start next week (13/9/2017) * Ongoing service diversions (UKPN have completed the cables diversion associated with A1 – waiting for completion of works along Marlowe Road <p>CA commented on the general noise and dust levels and advised that she could not now use her balcony. CA also commented that on a recent occasion she was unable to conduct a telephone call because of noise from the site.</p> <p>AC replied that the noise and dust levels were not deemed to be excessive. DW commented that there is a British standard that contractors should comply with.</p> <p>LP advised that a works vehicle was spotted at 7am from Vallentin Road</p>	

	<p>AC advised that this should not be happening as the permitted working hours are 8am until 6pm and logs kept</p> <p>JG asked if LP had taken any photo's of the vehicle to assist corroborate the report</p> <p>LP confirmed that no photo's were taken as the hoarding made this difficult to achieve.</p> <p>AC advised that he would look into matter raised</p> <p>ME advised that she was uncomfortable with the onus being placed on residents to provide pictures of contravening vehicles</p> <p>AC reiterated that working hours are fixed and only supervisors are allowed on site before 8am due the card system in place (with the exception of refuse bins)</p> <p>DW asked if noise levels are being monitored. AC confirmed that emissions and noise levels are logged.</p> <p>BW advised that his wife had become ill with coughing due to the dust and dirt and said that the current environment was unhealthy for residents.</p> <p>CA stated that the current programme of dampening down does not appear to be working.</p> <p>AC advised that Countryside regularly exceed the standard requirement for dampening down and will continue to treat and monitor.</p> <p>DW advised that we will work within the guideline parameters for noise levels, working hours and emissions. Air Pollution team will visit to check for any additional actions required. DW reassured residents that if we are exceeding parameters of the Environmental Protection Act we will look into it.</p> <p>LP advised that the light from the crane is currently directed into residents bedroom windows</p> <p>AC advised that he will look into it. AC stated he would refer to this matter RJ.</p> <p>LP asked for the update on the CCTV and additional</p>	
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		<p>lights promised previously</p> <p>VTV asked whether the replacement window programme for Northwood Tower will give consideration to the ongoing works (dust problems)</p> <p>AC advised that the window replacement were not being undertaken as part of the regeneration works.</p> <p>DW advised that we will liaise with Osbourne (Contractor undertaking this task) via Chris Grace's team.</p> <p>LP asked whether the marketing suite car park would be returned to residents.</p> <p>AC advised that this area would eventually be used for soft landscaping.</p> <p>BW queried marketing suite future use.</p> <p>AC advised that it would eventually become a commercial unit.</p>	
3	<p>Terms of Reference</p>	<p>JG updated the group on the terms of reference progress and advised that this would be a joint Marlowe Road and Northwood Tower approach.</p> <p>ME told the group that Marlowe Road and Northwood Tower residents had always had separate steering group meetings.</p> <p>LP advised that Northwood Tower never held steering group meetings these were TRA meetings. LP advised that Northwood Tower residents were previously excluded from steering group meetings.</p> <p>JG suggested drawing up a proposal which would seek residents opinion on joint or sole meetings going forwards</p> <p>ME queried the start time of the fire safety meeting.</p> <p>JG confirmed that it is 6.30pm</p>	<p>JG to update the steering group on which options residents have chosen.</p>

4	Engagement Update	JG advised told the group that Bea Symington had since left the Councils employment and an advert for her replacement was currently out. In the meantime JF and AO were going to cover elements of the role alongside their current roles so to bear with us during this time. JG also confirmed that BS re-arranged the FRA meeting with Northwood Tower residents before she left which was scheduled for Monday 11 th September,	
5	Decant Update	<p>JF advised the group that she would provide the update after the meeting as she had not too long come back from leave and wanted to obtain accurate figures from Allocations.</p> <p>***POST MEETING NOTE***</p> <p>There were 117 decants away from the estate as at 25/7/2017. *120 decants as at 18/9/2017.</p> <p><i>*above figure include the project shop</i></p>	
6	Minutes of the last meeting and matters arising	<p>AO advised of a correction to the previous minutes – the date should have read 27/7/2017 and not 25/7/2017.</p> <p>ME advised that she had made some amendments to minutes which she would provide separately.</p> <p>Action 1 Summary of FRA (Fire Risk Assessment) for Northwood Tower – DW advised that the meeting would be held on Monday and the document would be issued post meeting. LP advised that she would prefer to have the papers before the meeting</p> <p>DW to check with Property team to see if this is possible</p> <p>Action 3 Fire escape route signs – LP advised that this remained incomplete.</p> <p>Action 5 Erect signs around the hoardings – LP advised that there are fewer signs displayed. This item remains</p>	

	<p>incomplete</p> <p>TC queried the location of the Henry Maynard children's images on the hoardings. This was supposed to be facing outwards.</p> <p>Query raised regarding why images from children living in Northwood Tower were not represented on the images</p> <p>TC advised that local schools were approached however only Henry Maynard expressed an interest. TC confirmed that some of the submissions displayed were from Northwood Tower residents' children.</p> <p>LP queried the cost of the new shrubs planted outside Northwood Tower. LP stated that these were planted without consultation with residents. AC advised that as the area was looking tired, Countryside planted them to give the place a boost. This was zero cost to residents. LP advised that the plants were not being watered and that residents would have preferred to have received extra roofing on the entrance to the community hall (ground floor) and internal works previously promised by LBWF.</p> <p>Residents discussed the merits of having plants in this location and a consensus was reached that they would prefer not to have them. A question was asked whether Countryside would remove them.</p> <p>DW advised that the plants would be left and would not be refreshed once they had wilted.</p> <p>Action 16 Footpath gradient – AC to obtain update from RJ</p> <p>Action 11 Meeting for Northwood Tower residents – This will be picked up at Mondays meeting</p> <p>Action 12 Reinstallation of the gates surrounding Northwood Tower - LP advised this was incomplete and reiterated that she wanted it minuted</p>	
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	<p>Action 24 Marlowe Road partial closure/Highways Agency/National Grid (SAT NAV) - It was agreed that this would remain on the agenda.</p> <p>Question raised re news on the drop off bays proposed?</p> <p>AO advised that the lead member (for Environment) is generally opposed to any measures that will increase traffic congestion and reduce existing controlled parking in the Wood Street North Controlled Parking Zone.</p> <p>MK added that that this type of bay could not be designated as drop off and that a Blue Badge holder could park in the bay all day. It could only be "loading only".</p> <p>A resident reported that Electro Signs are continuing to put cones out on the road. MK advised that she would look into it.</p> <p>A resident asked why the shops on the parade were closed down so early. Why they couldn't have stayed on for another few weeks?</p> <p>DW advised that we needed vacant possession in line with the regeneration and that we are in the process of agreeing a licence for Countryside to take possession of the commercial units.</p> <p>LP advised that the grounds maintenance query was missing (re charges).</p> <p>MK confirmed that she had spoken with the head of that section and will be meeting them on site.</p> <p>ME advised that what was quoted in the minutes was incorrect.</p> <p>ME advised that all of the minutes have not been uploaded onto the website.</p> <p>JF advised of the streaming exercise undertaken by IT previously which removed a lot of the material on the</p>	<p>MK to liaise with Highways and provide update</p> <p>MK to update progress at next meeting</p> <p>JF to check with ICT whether minutes backdated</p>
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7	AOB	<p>BW advised that a hole had been dug out outside Northwood Tower which had exposed pipes. He queried whether the pram sheds would be taken away?</p> <p>AC advised that this was completed by UK Power Network and that the pram sheds would not be lost</p> <p>LP queried who was responsible to empty dog bins on the estate as those were full.</p> <p>BW advised that when he was he caretaker for Northwood Tower this was something that he used to undertake.</p> <p>LP advised that she did not feel safe and that the Fire Brigade should be in attendance at Mondays meeting.</p> <p>ME reported on an email exchange between her and an officer in the council.</p> <p>JG to speak with the officer concerned.</p> <p>JF advised the group that the Project Shop open hours will change temporarily until Bea's replacement was in post.</p> <p><u>Project shop hours are now 10am until 1pm every Monday only</u></p> <p>MK advised that she had met with the Police and a request had been made by them to close Dukes Passage gate to try to combat the problem with gang activity on the estate.</p> <p>General discussion hold on ASB and gang activity on the estate. JF advised that she would take individual reports after the meeting and pass those to the HO for action.</p> <p>Police Safer Neighbourhood Team to be invited to the</p>	<p>JF to check if caretakers are responsible to undertake this and to arrange this to be addressed.</p> <p>JF to display a notice at the project shop</p> <p>MK to provide update at next meeting. residents</p> <p>JF to inform Housing Officer of residents</p>

	<p>next Steering Group meeting. Invitation to be extended to ASB Coordinator and Housing Officer too.</p> <p>New Housing Officer details to be provided at next meeting following Michael Douglas' departure from LBWF</p> <p>***POST MEETING NOTE***</p> <p>New Housing Officer is Hera Meah and can be contacted on 020 8496 4197 or via email hera.meah@walthamforest.gov.uk</p>	individual queries
Date of next meeting	<p>Thursday 5th October 2017</p> <p>6.30-800pm in the project shop (168 Marlowe Road)</p>	All noted.