

## Marlowe Road Steering Group Meeting

Date: Thursday 27<sup>th</sup> July 2017  
 Time: 6.30 - 8.00pm  
 Venue: 168 Marlowe Rd E17 – Project Shop

### AGENDA

- |  |                        |
|--|------------------------|
| 1. Introductions                                   | Jan Gill               |
| 2. Minutes of the last meeting and matters arising | Jan Gill               |
| 3. Programme update – Next Steps                   | Ross Jenyon            |
| 4. Terms of Reference                              | Jan Gill/Bea Symington |
| 5. Engagement update                               | Bea Symington          |
| 6. Decant update                                   | Jacqueline Franklin    |
| 7. AOB   | All                    |

### ATTENDEES

Chair:	Jan Gill (JG)	LBWF, Estate Regeneration Programme Manager
Minute Taker	Bea Symington (BS)	LBWF, Regeneration Officer
Residents:	Lesley Pearce (LP) Stephen Brett (SB) Enitan Mayungbe (EM)	Michelle Edwards (ME) Christine Adams (CA) Tracy Kemp (TK)
Officers:	Andrew Ochia (AO) Jacqueline Franklin (JF) Meera Kumar	LBWF, Development Officer LBWF, Regeneration Officer LBWF, Senior Regeneration Officer
Countryside Properties:	Tracy Chandler (TC) Ross Jenyon (RJ)	Community Development Manager Senior Construction Manager
Apologies	Dale Walker (DW)	LBWF, Head of Housing Development and Regeneration

1.	<p><b><u>Introductions</u></b></p> <p>Jan Gill opened the meeting thanking attendees for their time. Apologies were received from Dale Walker and introductions made by the group.</p>	
2.	<p><b><u>Minutes of the last meeting and matters arising</u></b></p>	1

<p>Minutes of the last meeting 15/06/17</p> <p>Page 1 – no comments  Page 2 – no comments  Page 3 – no comments  Page 4 – no comments  Page 5 – No comments  Page 6 – No comments</p> <p>ME informed the group she had submitted a letter to Dale Walker on 23/7/17 concerning the minutes of 15/ 06/17 and she is sending another letter concerning additional points relating to these minutes. ME read a statement concerning a letter received for Dale Walker regarding meeting minutes. JG confirmed that a response would be made to all correspondence received by the team. JG outlined that the minutes would not be verbatim recording of meetings, but a summary of the discussion with action points noted.</p> <p><b>Post Meeting Note</b> – ME submitted the following revision of the minutes of 15/06/2017 in regards to agenda item 4 Decant Update ‘ME asked for it to be minute that she was leaving her property on the estate due to the systematic failure and inaction of the London Borough of Waltham Forest (LBWF) to deal with the anti-social behaviour emanating from the two properties above her property. To date, the matter has been reported to five housing officers including MD who she met with recently for two hours. MD claimed that he was conducting an investigation in an email, but later admitted that he had not, in fact, done so. Acting under legal advisement, ME will pay her rent into a separate bank account, but will not release the funds to the LBWF until they deal with the tenancy breach.’</p> <p>Actions of the last meeting reviewed in turn:</p> <p><b>Action 1 - Summary of FRA for Northwood Tower to be provided to residents.</b> Still open.</p> <p><b>Action 2 - PM team to arrange and undertake a fire safety walk around of Northwood Tower</b> Still Open – Meeting arranged but unable to take place due to abusive behaviour from a resident. Meeting will be reconvened.</p> <p><b>Action 3 - Project Team/Countryside to send the fire escape route to each resident of Northwood Tower</b> Still Open – signs erected on each floor but do not have markings to say fire escape plans</p> <p><b>Action 4 - Countryside to erect extra signs to show escape routes</b>  Complete</p>	<p>Regeneration Team to work with PM team to ensure summary of the FRA provided to all Northwood Tower (NWT) residents</p> <p>FRA walk around and discussion on fire regulations to be reconvened.</p> <p>Amended signs to be erected on each floor of Northwood Tower (NWT) to include heading ‘Fire Escape Plan’</p>
---	--

<p><b>Action 5 - Countryside to have signs erected around the hoardings to show escape routes</b> Complete</p> <p><b>Action 6 - PM team to look into the fire alarm in the Northwood Tower community room</b> Complete</p> <p><b>Action 7 - Countryside to check the fire retardants used on the hoardings and their fire safety.</b> Complete</p> <p><b>Action 8 -Project Team/Countryside to look into the issue of restrictions to the fire routes and the fire exit</b> Complete</p> <p><b>Action 9 - Countryside to look into the issue of rubbish at the front of Northwood Tower</b> Complete</p> <p><b>Action 10 - Countryside to look into the report of a crane restricting vehicular access.</b> Complete</p> <p><b>Action 11 - MD to organise a residents meeting for Northwood Tower residents to cover what do to in the case of fire</b> Still Open</p> <p><b>Action 12 - Countryside and the Council to look into the re-instillation of the gates surrounding Northwood Tower</b> Issue to be kept as a note to be reviewed once the development is complete</p> <p><b>Action 13 - Regeneration team to look into whether the issue of the Northwood Tower gates was raised within a planning meeting</b> Complete</p> <p><b>Action 14 - Regeneration Team to raise the issue of contact with the service charge team internally</b> Complete</p> <p><b>Action 15 – MD to have the Noticeboard in the foyer of Northwood Tower cleared of old notices</b> Complete</p> <p><b>Action 16 - Countryside to look into the gradient of the footpath following Thames Waters works</b> Open – RJ to review</p> <p><b>Action 17 - JF to email ME the decanting figures</b> Complete</p> <p><b>Action 18 - Countryside to discuss the erecting of mirrors and views near the temporary traffic light</b> Complete</p> <p><b>Action 19 - That studio flats and bedsits have the same compensation payments as one bed flats to be included within the next community newsletter.</b> Complete</p> <p><b>Action 20 - RLO contact details letter to be re-sent with correct email</b></p>	<p>RJ to review bin placement surrounding NWT</p> <p>MK to chase and escalate the issue of frequency of refuse collection for NWT.</p> <p>JF to contact MD regarding letter being sent to NWT residents regarding refuse and the arrangement of a meeting for NWT to outline what to do in the case of fire</p> <p>AO to re-send LP email outlining contacts regarding service charge</p> <p>AO/MK to re-raise and escalate the issue of Grounds Maintenance within NWT</p> <p>RJ to review issue of path levelling following Thames Water's works</p>
---	--

	<p><b>address</b> Complete</p> <p><b>Action 21 - Signs reading for no smoking sign and the age groups to be erected in the temporary playground gate.</b> Complete</p> <p><b>Action 22 - Regeneration Team to conduct a walk around of the temporary playground to look at the floor covering and the bin location.</b> Complete – issue already picked up in the Parks Departments monthly inspection.</p> <p><b>Action 23 - Council and Countryside to review resident parking provision in the new scheme</b> Issue to be retained as a note to be consistently reviewed as the phases of the development released.</p> <p><b>Action 24 - Countryside to report the Marlowe Road partial closure to the Highways Agency and National Grid due to current issues with sat navs.</b> Open – Regeneration team and Countryside to investigate the initiation of a stopping up notice</p>	<p>Regeneration team and Countryside to investigate the initiation of a stopping up notice for Marlowe Road</p>
3.	<p>Programme update – Next Steps</p> <p>RJ provided an update on the works. Countryside has started work on the energy centre and the building for the new Co-op. Work is string on the second floor of the first two blocks of the seven story blocks in Phase 1 of the scheme. Piling work will start at the beginning of September on block A1. The Co-op unit will be handed over at the end of September as shell and core. Co-op will then undertake their fit-out aiming for the new store to open at the end of November. Caballing works will be starting on the 7<sup>th</sup> September next to Northwood Tower resulting in intermittent footpath adaptations.</p>	
4.	<p><b>Terms of Reference</b></p> <p>JG discussed that the draft amended Terms of Reference for the Steering Group had been circulate at the last meeting to update objectives and include Northwood Tower residents.</p> <p>A separate meeting will be arranged to discuss the terms of reference for the group. Attendees will be able to provide their views on the current revised Terms of Reference and make proposals to the team regarding amendments to the Terms of Reference and the group.</p>	
5.	<p><b>Engagement Update</b></p> <p>BS provided an update on engagement activities since the last meeting. Arrangement and advertisement of the FRA walk around which was unable</p>	

	<p>to take place due to abusive behaviour from a resident. This will be re-arranged to be undertaken in the next couple of weeks with posters to advertise. Alongside Countryside BS attended a meeting at Henry Maynard School to choose the winners of the childrens art competition. Members of the team also attended the prize giving assembly at Henry Maynard School to give prizes to the winning children. The winners' entries will shortly be erected onto the hoarding surrounding Northwood Tower. The team contributed to the Summer edition to Residents News. Continuance with the Legacy project including a meeting with Wood Street First and Henry Maynard School. The team has also responded to a number of queries and complaints.</p> <p>TC updated the group that Wood Street First are having an event on Saturday 29<sup>th</sup> July called the Wood Street Walk which will be followed by a party in the plaza which will include buskers and food. The Council is holding a Residents Day on Saturday 29<sup>th</sup> July at Sir George Monoux College. There will be an update on apprentices for the scheme in the September edition of the newsletter.</p>	
6.	<p>Decant Update</p> <p>POST MEETING NOTE – LEASEHOLDER UPDATE</p> <p>117 residents have moved away from the estate into new homes, 116 permanently. 109 properties are being used to house temporary accommodation tenants.</p> <p>Post meeting note - As of 28/07/17 there are 58 secure council tenants remaining on the estate.</p>	
7.	<p><b>AOB</b></p> <p>LP raised the issue of a letter received regarding consultation on CCTV re-installation at Northwood Tower resulting in an additional charge of £2.59 p/w. Discussion surrounding the proposal. JG confirmed that if a service is introduced even if it is re-introduced then it is correct that the Council is able to charge. JF informed residents that if they have objections or comments on the proposals then it is important that they respond to the consultation. RJ outlined that site with CCTV is due to be installed around the hoarding, including the hoarding next to Northwood Tower. This CCTV will move as the site area moves within the estate.</p> <p>CA informed the group that she has raised the issue of working on site on the 10<sup>th</sup> and the 27<sup>th</sup> July later that 6pm with the RLO. RJ refuted that this was Countryside workers as he is that last to leave site.</p>	<p>RJ to investigate the reports of working on site after hours</p>

<p>ME to submit document to the team.</p> <p>ME raised the legality of the segment within the June 2017 Community Newsletter regarding job opportunities. TC discussed that this is something which is included within communication materials on all Countryside’s schemes. The segment was in reference to apprentices the advertising of which is part of the s106 agreement.</p> <p>ME raised the issue of residents feeling pressured to move from the estate and not knowing about their right to return. JF outlined that all residents bid for properties so are choosing to move from the estate. JF refuted that residents are not aware about their right to return as this is discussed with them.</p> <p>ME raised that the letter regarding the CCVT re-connection and queried the additional charge this will impose on residents and leaseholders.</p> <p>ME raised the issue of the fire on the site which occurred on 10/07/17. RJ informed the group that the fire was put out within 6 minutes by Countryside staff. The fire brigade were called and arrived in 4-6 minutes. 6 fire engines arrived one of which couldn’t park within the site due to the 5 already on site. Everything combustible on site has been moved away from Northwood Tower.</p> <p>ME asked whether the timber cladding listed within the materials would still be in use. RJ confirmed that it would not.</p> <p>JF informed the group that the Project Shop would be closed for the w/c 28<sup>th</sup> August and w/c 4<sup>th</sup> September. The Project Shop will open as usual at 9am on 11<sup>th</sup> September.</p> <p>BS informed the group that the next meeting will be <b>Thursday 7<sup>th</sup> September 6.30 – 8.00pm.</b></p>	<p>Regeneration Team to provide ME details of the officer to contact regarding the CCTV consultation</p>
---	--