

<p style="text-align: center;">Kilburn Square Housing Cooperative: Extraordinary Committee Meeting for TMO Briefing with Brent Council Tuesday 6th October at 7pm Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p>Present: James Lewis-Murphy (JLM- Chair) Isabel Sanchez (IS-Treasurer) Jennifer Welch (JW-Secretary) Denise Prieto (DP-Vice Chair) Patricia Hogan (PH- Board Member)</p> <p>Zoom meeting with Brent: Oscar Jackson (OJ- External Partnerships Officer) Dawn McKenzie (DM- Network homes- Consultant project manager) Sarah Robins (SR- Community Engagement Officer, Housing Delivery and Supply Team) Audrey Remery (AR- Architect BPTW) Richard Caley (Network homes- resident liaison officer) Guiseppe Coia (GC- Brent)</p> <p>Apologies:</p> <p>Rehanna Kwaja (RK- Board Member)</p> <p>Not present:</p> <p>Reference made to:</p> <p>Minute taker: Sarah Counihan-Sanchez (SCS)</p>	
<p>1) Welcome from the Chair</p> <p>Meeting began at 7pm. JLM welcomed everyone to the meeting and thanked them for attending. He also thanked everyone for wearing their masks and maintaining social distancing throughout.</p>	
<p>2) Apologies</p> <p>No apologies.</p>	

<p>3) Conflict of interest declarations</p> <p>None recorded.</p>	
<p>4) New build</p> <p>DP asked about whether Brent are going to manage the new builds on the estate. JLM said that the Co-op will be offered to manage the new builds. DP also asked about staff increases with the increase of buildings on the estate, and JLM has said that staff would be employed in order to meet the needs of the growing estate. JLM said that the existing Tower Block is going to be modernized to look like the new Tower Block. The figure JLM has been given for the total works is £5 million.</p> <p>The proposal for the estate is three new Low Rises, one Care Assisted Low Rise, and another Tower Block opposite the current one, which totals as five new builds.</p> <p>Zoom Meeting: JLM joined onto a Zoom meeting with Brent Council and thanked everyone for attending the meeting, and the Board Members introduced themselves to Brent council staff. Board Members introduced themselves to Brent, and SR introduced Brent staff to the Board.</p> <p>SR said she would be visiting the estate tomorrow to show JWM phase one's development. SR said if anyone had any questions for her after she needed to leave the meeting that these could be sent to one of the team for her to answer.</p> <p>DM introduced herself and her role with network homes in Brent. DM also introduced AR, from BPTW, who is the architect appointed by Brent to take forward the scheme and design and to help get it through planning.</p> <p>DM shared slides about the proposed plans and objectives, of which Board Members were given had hard copies of. DM highlighted the Brent objectives which included new affordable council homes, as there is a shortage in London, including Brent. Brent Council plan to develop 1000 new council homes over the next 5 years, which includes the new builds being proposed on the estate. Objectives also included improvements to estate landscaping and car parking, as well as designing to reduce crime. DM said that despite COVID-19 Brent would strive to maintain good communication throughout, and said that resident involvement is key.</p> <p>Local Lettings Plan: Brent Housing Team will be working on this with the existing residents on the estate getting priority.</p>	

Planned capital refurbishment works:

GC discussed the Tower Block and said that he appreciates that it has taken time to get to this stage, but that refurbishment is planned to commence in Summer 2021.

These refurbishments are going to include:

- New building fabric finish and windows, which will include the Climate Agenda, making the building energy efficient, as well as improving aesthetics to compliment the new build so that in the end the whole estate looks like one and not two individual estates.

- Fire safety works including sprinklers and compartmentation. GC said this building would be the first to have this sprinkler system. GC said the fire safety standards currently are at a reasonably good standard, but the sprinkler systems would improve this. These systems would be added into the dwellings not in the communal areas.

- Mechanical and electrical works, such as new lifts (state of the art), a new heating infrastructure and ventilation works. GC said that the ventilation stack needs to be improved.

- New drainage and water removal systems.

GC said that the Tower Block will keep the existing heating system but replace some individual boilers, as it will later be joining the new heating setup.

New kitchens and bathrooms fitted in the Tower Block.

Biggest concern for Brent currently is the logistics of the work. Brent said they need to work with the Co-op to get access to the areas needed. Access needs to be planned carefully to limit time spent on individual dwellings.

GC said that some residents may need to temporarily move out when some works are taking places. This could be 6-8 weeks, so the impact of this needs to be considered on the relevant households who may need to temporarily

Current steps

Finalising specifications. GC will be meeting consultants in the next few weeks and will then speak to the board.

JLM has said that one of the biggest concerns held is how this will impact leaseholders in the tower block, as there are a small number of leaseholders.

GC said that the number of leaseholders doesn't matter, as they will pay a share of the costs. GC said that if leaseholders are unhappy with decisions, GC said this could be taken to tribunal.

DP said there are only 14 lease holders out of 94 flats in the tower block. DP asked what this would cost leaseholders, and GC said it would be quite a bit. DP then asked for a ball park figure of the cost to leaseholders, but GC couldn't give this. GC said that he personally would rather not say at the moment, unless people think it's appropriate. GC said the specification would need to be looked at to see what parts of it would be charged.

SR asked for DP to pass her questions onto JLM for Brent to look into this with leaseholder services, as SR said that they are currently not in the position to go into financials.

GC said it is a contentious issue.

DP said that leaseholders should be made aware of the bill that they will have to pay.

GC said that the Tower Block works will cost around £5 Million, but that the whole proportion will not go to leaseholders, as some of the works will be in individual's

dwelling. DP said that this would mean that the works would cost more than what was paid for the flat. GC said that the works would increase the value of the properties. DP disagreed as there will be a new Tower Block obstructing the view. JLM has asked SR to talk about holding a full leaseholders meeting with someone from the leasehold department in Brent coming to a Co-op meeting to answer leaseholder questions as this an important issue. SR said she can try and facilitate this. SR asked for a list of questions that can be sent for the leaseholders department for questions to be looked into for leaseholders, so that they can get the answers they need when a meeting is held. GC mentioned meeting with the Board to talk through the specification, and what is being proposed.

GC said that planning to finalise design needs to be done. The procurement process would then be done, as well as looking into the costs of the tower block. Depending on the procurement method taken, GC said that the hope to be on site this time next year, and that Brent will have to go to the cabinet because of the cost of the works.

DM resumed the meeting after GC left. DM spoke about the consultants involved in the works, which was also provided in the TMO briefing document given to board members.

DM Spoke about the client brief, of which the objectives included:

- Maximising the potential of the estate and encouraging redevelopment.
- Providing high quality, energy efficient new homes.
- Defining a lettings plan to address overcrowding and under-occupation on the estate.
- Restructuring parking strategies. New build properties will not include car parking facilities and this will not be on any tenancies.
- Developing a new landscape strategy.
- Larger range of quality amenity spaces for rest, play and exercise.
- New build properties will not be provided with car parking facilities in their tenancies and/or leases.

DM said that information would be sent to tenants on the estate in the middle of October giving information about these plans.

DM then invited AR to speak about the estate.

AR said that three opportunity sites have been identified:

- 1) Clinic site, and 13-15 Brondesbury Road - Tower Block and Care Assisted Low Rise.
- 2) Victoria Road playground area and parking court- two Low Rises.
- 3) Brondesbury Road parking court- one Low Rise.

Masterplan:

180-190 units across three sites.

New Tower Block mirroring the existing one.

Two new blocks of medium size (like existing Low Rises).

Reduction of parking.

Kilburn Square Vision:

AR said they are looking to improve landscaping and accessibility. AR said this includes retaining existing trees and making everything as natural as possible.

Pedestrian friendly and access through the square.

A Tower Block mirroring the current one will "mark the presence" of Kilburn Square visually and positions it as local center. Design improves accessibility.

AR said that sites 2 and 3, car space will be limited, and landscaping will be improved along with maximizing communal amenity and play spaces.

IS noticed that Kilburn Square Market is not on the Kilburn Square vision map outline and asked if Brent are buying the market as it is not on the sketch. DM said that the market will remain and DM asked if AR can include the market in future designs as IS said it looks as though the market is no longer there. JLM said that the accessibility looks attractive in the drawings and is interested to see how this will look.

AR said as the Market is not a part of Brent this is a discussion that would need to happen with the Market owner.

Next steps:

DM said that by mid-October, Brent want to send the plans in newsletters to the whole estate. JLM asked if he could receive a copy of the newsletter first as the residents will have questions when the newsletter arrives.

OJ said for the board to send all queries on to the team, as Brent want to hear questions and have dialogue about any issues and questions.

JLM thanked everyone who attended the zoom call.

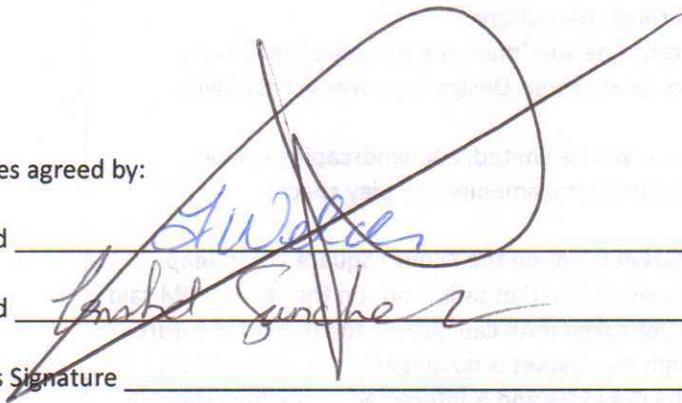
Zoom call ended

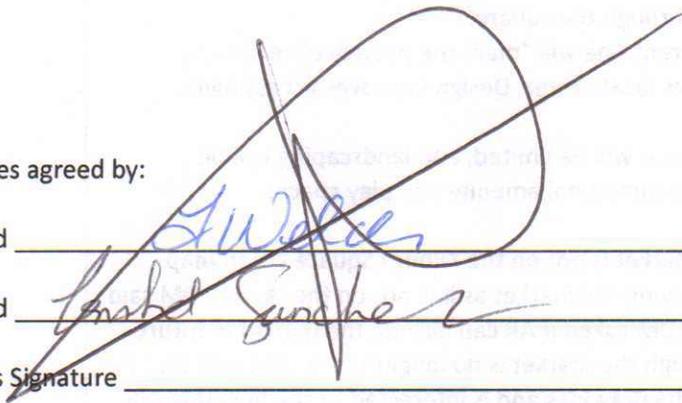
JLM said that he would like the Board to take a walk around the estate with the

<p>plan to see how much it reflects on the current estate layout. JLM said the wind issue is going to be looked at.</p> <p>IS said that as works have been delayed, leading to the bills increasing as issues have worsened, shouldn't this be reflected before the leaseholders are billed? JLM said if DP puts an email together with questions, JLM will forward this to Brent for answers.</p> <p>JLM said that a leaseholders association has been asked for, for a long period of time.</p> <p>JLM said although the meetings are currently quarterly, at the moment meetings need to be held more frequently. JLM asked Board Members to forward any questions they have so that this can be answered.</p> <p>All new properties will be set at London affordable rents.</p>	
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Meeting adjourned at 8:20pm

Minutes agreed by:

Agreed  (1)

Agreed  (2)

Chair's Signature _____

Date 8/12/20