



COPLEY CLOSE REGENERATION STEERING GROUP MEETING

Community Centre, 39 Honiton Court, Copley Close, W7 1DT

Tuesday 13 February 2024

6 – 7 PM

MINUTES

Attendees Residents			
MS		RA & RSG Chair – Chaired the Meeting	
JS		RA & RSG Vice-Chair	
AP		RA & RSG	
JM		RA, Secretary & RSG	
NS		RA & RSG	
SW		RA & RSG	
ME		Observer	
SD & (DD & PD)		Observers - Zoom	
Janet Edwards	JE	Consultant – Co-chaired the Meeting	PPCR
Lurline Cumberbatch	LC	Consultant (minutes)	PPCR
Sarah Phillpot	SP	Project Manager – Development – Zoom	LB of Ealing
Mark Tregunno		LBE–Project Manager for Phase, representing Project Team for update–Zoom	LB of Ealing
Ritika Kothari		LBE– Copley Regeneration Project Coordinator – Zoom	LB of Ealing

Apologies		
SK		
AP		
JJ		
JW		
B		

**ALL COPLEY MEETING MINUTES ARE POSTED ON THE PPCR
COPLEY WEBSITE – Scan QR Code:**



1.0	WELCOME, INTRODUCTION & APOLOGIES (JE)	ACTION
1.1	MS welcomed everyone to the meeting, including the members who joined the meeting remotely.	
2.0	DECLARATION OF INTEREST (All)	
2.1	There were no declarations of interest.	
3.0	CODE OF CONDUCT	All
3.1	The Copley Close code of conduct was in operation throughout the meeting.	
4.0	MINUTES of RA & RSG MANAGEMENT MEETING	All
4.1	The minutes of the previous meeting, dated 9 January 2024 were approved.	
5.0	RSG Update - Regeneration	SP
5.1	The contract with Neunie Associates is coming to an end, and a new build project team will be phased in over the course of Neunie Associates departure. The transition to the new team will happen between March 31st and July 31st, 2024. SP expressed gratitude to the Neunie project team for the service they provided at Copley Close.	
5.2	Preston and one of the Clerk of Works, Darren, will leave on or around 31 March 2024, while Mark and another Clerk of Works, Jim, will remain in situ until 31 July 2024. Sarah will remain the regeneration manager and Ritika will continue as project coordinator for the regeneration team.	
5.3	The new project team will need to conduct their own assessments before taking Phase 5 further. Once the assessment has been complete, and the timeline for Phase 5 confirmed residents will be re-engaged. However, until the assessment is complete by the project team, no notices will be served and no viewings will take place.	
5.4	Completion of the full RIBA stage 4 design package and associated information will occur in the meantime.	

<p>5.5</p>	<p>5.5 - Phase 3</p> <div data-bbox="352 174 1185 331" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Overview Phase 3 involves the regeneration of the Warwick Court block • 18 existing units to be refurbished • 3 new builds</p> </div>	
<p>5.6</p>	<p>Warwick Court is getting closer to the end of the contract and nearing practical completion.</p>	
<p>5.7</p>	<p>On the 13th February 2024, a meeting was held with Leaseholders, to view their units and ensure they have notice to re-engage their electricians in order to complete the items identified on their electrical condition report.</p>	
<p>5.8</p>	<p>Once practical completion has been achieved the management and regeneration teams will keep residents updated about the dates that reoccupation can occur.</p>	
<p>5.9</p>	<p>5.9 – Phase 5 - D-G blocks</p> <div data-bbox="333 882 1173 1142" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Overview 5 blocks make up Phase 5: Denbigh Court, Devon Court, Dorset Court, Glamorgan Court and Gloucester Court. - 100 units in total - 65 units are tenanted; 35 are leaseholders. • Leasehold properties: minimal internal work will be carried out to. • Social tenants: internal works will be included within the refurb.</p> </div>	
<p>5.10</p>	<p>Phase 5 will be handed over to the new project team. Due to the change in the make-up of the build project team, there may be some delays in the project schedule.</p>	
<p>5.11</p>	<p>The responses to the questions and answers meeting regarding Denbigh Court will be shared with everyone. Until then, no viewings, voids, or allocations will be made. The new team will be responsible for the completion and progression of Phase 5, and will be completing their own review and assessment of the proposals before progressing with Phase 5. Residents will be updated accordingly.</p>	
<p>5.12</p>	<p>An S20 meeting, which was scheduled for February 2024 to provide leaseholders with a better indication of timescales, will be postponed. If required, an informal meeting with Leaseholders and the Homeowners' Team can be arranged in March 2024.</p>	

5.13	<p>5.13 - Phase 6</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Phase 6 – 201 new build units, tenure breakdown as follows- • Social London Affordable Rent (LAR) Houses – 26/Apartments - 59 • Shared ownership units for sale - 33 • Intermediate Rent – 35 (BL block) • Private Sale - House – 1/Apartments – 47 • New management hub, community centre, adult fitness trail, playground and local shop are also being delivered as part of the Phase 6 works.</p> </div>	
5.14	The issues with BT and the new management hub remain unchanged.	
5.15	A meeting was held with the Surveyor regarding the missed appointments and incorrect information given by BT. Will continue to update where possible.	
5.16	Virgin cabling and Sky TRS cables are/ will be connected to three satellite dishes, which will allow free terrestrial channels or pay-for-view. Everything connects to a broadband box.	
5.17	SHOP	
5.18	The shop issues have been escalated to Director level and the shop owner has several open members' inquiries.	
5.19	All matters relating to the shop are handled by the commercial team, therefore the Build team is unable to respond to the queries.	
5.20	SP requested that all defects in the community centre must be reported to the community centre and resident engagement teams so items can be addressed by Hills.	
5.21	The problem with the door is with building safety, the issue with the lighting sensor is due to users not leaving the switch on.	
5.22	It has been confirmed that the doors in Matlock and Ipswich Court have been operating slower due to the climatic changes.	
5.23	Adjustment of the door closer to allow the door to close sooner has been recommended as the corrective solution.	
5.24	Bin Stores: The power-door function is operated by releasing the button which is located in the flats.	
5.25	<p>QUESTION: Who holds the keys for the safety doors?</p> <p>RESPONSE: All safety door keys were given to the Building Safety Team.</p>	

5.26	5.26 - Phase 7 – SP Update	
	<div style="border: 1px solid black; padding: 5px;"> <p>337 units in total - • 277 social rental units refurbished • 3 social rental newbuild units • 3 newbuild shared ownership units for sale • 54 privately owned existing units – these units will benefit from works to communal areas and some service provision, but internals will not be refurbished.</p> </div>	
5.27	The tunnel assessment update: The tunnel assessment report has been received and is with the Highways and Asset Team for configuration.	
5.28	Phase 7 Blocks – Ealing’s Asset Management team are looking to identify any works that will be required to be undertaken to ensure homes in this phase remain safe and habitable whilst awaiting further news on the future of Phase 7 development. There will be some delays whilst the Council determines the future of Phase 7. As a result, the work is expected to be pushed back. The Project Team will work with the Asset & Investment Team to ensure that any works required to maintain Phase 7 are identified in a sustainability report currently being drafted.	
5.29	Glen Franks, who has replaced Paul from the Repairs and Maintenance Team will be invited to the next RA meeting. The Housing Team will also be invited to the RA meeting to discuss outstanding repairs.	RA
5.30	Residents are encouraged to report repairs directly on the number provided, such as the activated break glass unit.	
5.31	5.31 – Undercroft work update	
5.32	Ealing Council is progressing with the recruitment of an Employer Agent and a Quantity Surveyor in relation to these works proposals. Two companies have responded to the tender and formal appointments should be made soon.	
5.33	Main undercroft works, subject to cabinet approval will be tendered over spring of 2024.	
5.34	It was confirmed that the undercroft parking bays will be managed by Ealing’s housing teams parking management provider.	
5.35	5.35 - Highways	
5.36	Copley Close has always been and remains a public Highway managed by the Highways (HW) team.	
5.37	As a part of their ongoing management responsibility of the Copley Close, Highway, the HW team, is currently considering traffic	

	management proposals in relation to the section of the Highway that sits on top of the box tunnel.	
5.38	Highways is expected to issue correspondence detailing these traffic management proposals and the reason for them over the coming month.	
5.39	5.39 - Parking	
5.40	Residents reported that people are parking fully on the footpaths at Denbigh Court and that new Phase 6 residents to the estate continue to use the parking spaces even though, they had moved to the estate with the knowledge that parking is for the existing Copley Close residents only.	
5.41	SP advised that enforcement action can be taken where vehicles are parked on footpaths and encouraged residents to report incidents to the Parking Services Department via the website.	
5.42	Incident Reporting	
5.43	Link for reporting incidents can be found here: https://www.ealing.gov.uk/reportit Council (once this link is accessed, residents can click through to separate links to report on their individual issue (e.g. waste, vehicles, estate problems etc) as required. (screenshot below as an example)	
5.44	Parking bays that will be available on the part of the Copley Close road in front of Phase 5 will be reviewed by the new project team as part of the aforementioned assessment.	
5.45	Residents raised concerns that the new parking arrangements are unfair to residents who have lived on Copley Close for a long time because: <ul style="list-style-type: none"> • Only making provision for electric vehicles discriminates against residents, many of whom cannot afford an electric vehicle • In some instances, blue badge holders have been ticketed • The spaces behind the chimney have been reserved for permit holders only, though there is no permit system in operation. As a result, some residents were ticketed. • Buildings that should be car-free have vehicles • Residents need clarity on who can park in the undercroft and the cost of parking • The parking problems are causing a breakdown of relations within the community 	
5.46	Residents feel that the parking offer at the start of the regeneration has changed and would like the subject to remain on the agenda for discussion.	

5.47	SP advised the RA to request from the Housing Hub and the associated parking management contractor, a strategy for the allocation of spaces in the undercroft.	RA
6.00	ACTION PLAN	JE
6.1	<p>Ealing Mind Workshop drop-in sessions will take place next Tuesday 20th February 2024 12.30 to 1.30. All sessions will be confidential.</p>	
6.2	<p>The Youth Club sessions will continue:</p> <p>The Under 5 Club - 29/2/24 – 1.00 – 2.30 pm</p> <p>Youth Club - 26/2/24 - 6.30 - 8.30 pm</p>	
6.3	<p>RSG Chair/Vice-Chair /Treasurer/Secretary training – 6/3/24 – 5 – 7 pm (Group Session) and 24/4/24 – 5 - 7 pm</p>	
6.4	<p>RA & RSG Away Day – will be held on Saturday 2nd March 2024, 9.30 am – 1 pm at the Holiday Inn London-West, A40. Transport will be provided from and back to Copley Close.</p> <p>Some residents have already confirmed but all who wish to attend should confirm attendance now for catering purposes.</p> <p>Sarah Philpot will be attending the RA & RSG away day.</p>	
6.5	<p>In response to a question raised, JE will look into what provision will be made by Ealing to replace the Careline Service contract, which will expire on 31/3/24 – How will the new system manage different languages? how will be service be delivered and how much will it cost?</p>	
7.00	Any Other Business	
7.1	<p>QUESTION: What are the likely changes to the Phase 5 project timeline as a result of the changes to the project team?</p> <p>RESPONSE: That in unknown at the moment. The new project team will be able to advise more once the transition from Neunie Associates to them has been concluded.</p>	
7.2	<p>QUESTION: Will residents be consulted after the new assessment?</p> <p>RESPONSE: After the assessment if there are any significant changes residents will be re-engaged. The details will be clearer after the new project team carries out their assessment.</p>	

7.3	<p>QUESTION: Is the whole Phase 5 program delayed?</p> <p>RESPONSE: SP advised that the whole Phase 5 program has been delayed. S20 notices and NSPs will now be delivered at a later date after the project assessment has been completed. A letter will be sent to Phase 5 residents informing them of the delay to S20 notices and NSPs.</p>	FW																																							
8.00	DATE OF THE NEXT RA & RSG MEETING	ALL																																							
8.1	<p>RSG Meeting – Tuesday 12 March 2024, at Community Centre, 39 Honiton Court</p> <p style="text-align: center;">2024 dates – For your diary</p> <table border="1" data-bbox="284 763 1260 1294"> <thead> <tr> <th data-bbox="284 763 608 842">2nd Tuesday of the month</th> <th data-bbox="608 763 936 842">3rd Tuesday of the month</th> <th data-bbox="936 763 1260 842">Last Tuesday of the month</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 842 608 880" style="text-align: center;">RSG</td> <td data-bbox="608 842 936 880" style="text-align: center;">PPCR Drop-in</td> <td data-bbox="936 842 1260 880" style="text-align: center;">RA</td> </tr> <tr> <td data-bbox="284 880 608 918">12 March 2024</td> <td data-bbox="608 880 936 918">19 March 2024</td> <td data-bbox="936 880 1260 918">26 March 2024</td> </tr> <tr> <td data-bbox="284 918 608 956">9 April 2024</td> <td data-bbox="608 918 936 956">16 April 2024</td> <td data-bbox="936 918 1260 956">30 April 2024</td> </tr> <tr> <td data-bbox="284 956 608 994">14 May 2024</td> <td data-bbox="608 956 936 994">21 May 2024</td> <td data-bbox="936 956 1260 994">28 May 2024</td> </tr> <tr> <td data-bbox="284 994 608 1032">11 June 2024</td> <td data-bbox="608 994 936 1032">18 June 2024</td> <td data-bbox="936 994 1260 1032">25 June 2024</td> </tr> <tr> <td data-bbox="284 1032 608 1070">9 July 2024</td> <td data-bbox="608 1032 936 1070">16 July 2024</td> <td data-bbox="936 1032 1260 1070">30 July 2024</td> </tr> <tr> <td data-bbox="284 1070 608 1108">13 August 2024</td> <td data-bbox="608 1070 936 1108">20 August 2024</td> <td data-bbox="936 1070 1260 1108">27 August 2024</td> </tr> <tr> <td data-bbox="284 1108 608 1146">10 September 2024</td> <td data-bbox="608 1108 936 1146">17 September 2024</td> <td data-bbox="936 1108 1260 1146">24 September 2024</td> </tr> <tr> <td data-bbox="284 1146 608 1184">8 October 2024</td> <td data-bbox="608 1146 936 1184">15 October 2024</td> <td data-bbox="936 1146 1260 1184">29 October 2024</td> </tr> <tr> <td data-bbox="284 1184 608 1223">12 November 2024</td> <td data-bbox="608 1184 936 1223">19 November 2024</td> <td data-bbox="936 1184 1260 1223">26 November 2024</td> </tr> <tr> <td data-bbox="284 1223 608 1261">10 December 2024</td> <td data-bbox="608 1223 936 1261">17 December 2024</td> <td data-bbox="936 1223 1260 1261"></td> </tr> <tr> <td data-bbox="284 1261 608 1299"></td> <td data-bbox="608 1261 936 1299"></td> <td data-bbox="936 1261 1260 1299"></td> </tr> </tbody> </table>	2nd Tuesday of the month	3rd Tuesday of the month	Last Tuesday of the month	RSG	PPCR Drop-in	RA	12 March 2024	19 March 2024	26 March 2024	9 April 2024	16 April 2024	30 April 2024	14 May 2024	21 May 2024	28 May 2024	11 June 2024	18 June 2024	25 June 2024	9 July 2024	16 July 2024	30 July 2024	13 August 2024	20 August 2024	27 August 2024	10 September 2024	17 September 2024	24 September 2024	8 October 2024	15 October 2024	29 October 2024	12 November 2024	19 November 2024	26 November 2024	10 December 2024	17 December 2024					
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