



**Copley Close Hanwell W7
Regeneration Steering Group Meeting**
 Temporary Community Centre, Stafford Court (End of the block)
 Framfield Road, Copley Close W7 1QJ
8 August 2023 - 6pm to 7pm
Minutes

Attendees	
MS	RSG Chair
SW	RSG Member
BS	RSG Member
AP	RSG Member
NS	RSG Member
ME	Observer
SP	LBE– Copley Regeneration Manager
MT	LBE– Copley Regeneration Project Manager – via Zoom
RK	LBE– Copley Regeneration Project Coordinator
JE	PPCR – Chaired meeting
CM	PPCR (minutes)
Apologies	
JW	RSG member vice-chair
JM	RSG Member
JJ	RSG Member
JD	RSG Member

ALL COPLEY MEETING NOTES ARE POSTED ON THE PPCR COPLEY BLOG – SEE LINK BELOW:

<https://ppcrassociates.wordpress.com/category/london-borough-of-ealing/copley-hanwell-w7/minutes-of-meetings/>

NO.	AGENDA ITEM	ACTION
1.0	Introductions & Apologies	
1.1	Maxine Smith (RA Chaired) asked Janet Edwards PPCR to chair the meeting on her behalf.	

1.2	<p>Residents introduced themselves for the benefit of Mark Tregunno (MT) and Ritika Kothari (RK). Sarah Phillpot (SP) introduced the new members of the Copley Regeneration & Development Team.</p> <p>Mark Tregunno is the new Project Manager. He is taking over Sarah's role. Mark has been working as a surveyor and a clerk of works on Copley for the past 10 years. Sarah worked with Mark for many years. Mark has a great technical knowledge of Copley. MT will attend the RSG meetings to give build updates and will be the contact point for build matters for residents going forward. Welcome Mark.</p> <p>Ritika Kothari, is the new Regeneration Project Coordinator, she will provide business support. Welcome Ritika.</p> <p>Sarah will take on a new role as Regeneration Manager for Copley. Congratulations to Sarah on new position.</p> <p>Sarah still intends to drop in and out of the RA & RSG meetings. Sarah will be available as and when MS needs her.</p> <p>Apologies as noted above.</p>	
2.0	Declarations of Interest	
2.1	No declarations of interest.	RSG
3.0	Code of Conduct & Terms of Reference	
3.1	Meeting Code of Conduct is in operation.	
3.2	Please note copies of CoC and ToR are available at every meeting. Please ask PPCR if you would like paper or e-mailed copies.	
4.0	Agree Minutes	
4.1	<p>Minutes of the 11 July 2023 – Agreed subject to SP sign off at a later date.</p> <p>RSG minutes will be reviewed and signed off at Zoom meeting with MT/RK & CM on the following Tuesday a week after the RSG meetings at 3.30pm/4pm.</p>	
5.0	Minutes and Matters Arising	

5.1	None	
6.0	Regeneration Programme update	Actions
6.1	<p>SP requested that one of Hub housing officers attend the RSG monthly meeting, especially during this period of transition, as the link between the RA and the RSG, and to keep abreast of matters arising.</p> <p>6.1 - Phase 3</p> <div data-bbox="231 609 1249 860" style="border: 1px solid black; padding: 10px;"> <p>Overview</p> <p>Phase 3 involves the regeneration of the Warwick Court block</p> <ul style="list-style-type: none"> • 18 existing units to be refurbished • 3 new builds </div> <p>6.1.2 Warwick Court</p> <p>Most of the build work is now complete. Going through a snagging and de-snagging process. Items on the critical pathway were doors and fire doors in relation to the plant pump room. Two of the communal doors arrived on site last week and another set are due on site in 2 weeks. Doors set will be fitted ready to be signed off.</p> <p>Still waiting for additional fire doors for the pump room. Those are with our fire engineers and consultancy firm to sign off. There is a 6 to 8 weeks turnaround time. It is primarily for this reason that PC from Equans might be October/November</p> <p>The other item on the critical path, outside of the doors, is in relation to the witness testing and commissioning program and the O&M (Operations & Maintenance), getting all the certifications and building control signed off for LB Ealing to take PC.</p> <p>As advised in previous meetings, the project team have omitted a small number of works from Equans to get an early PC. In the background, the Regen team are in the process of preparing for procurement of another contractor. The appointed contractor will start on site once the project team have PC from Equans. The contractor will carry out such work as the decoration of the undercroft car parking area and caretaker area. This work should be finished early 2024.</p> <p>Once Copley Regeneration & Development Team have taken PC, leaseholders will be given the opportunity to come with their own electrician to connect to the new system.</p> <p>Come February 2024 SP will be in a position of handing back to Ealing for occupation by the residents early 2024.</p> <p>Question from the Chair re charge for the heating system</p>	q

Are Copley resident charged the same heating charge/service charge?

The plant room will be serving Warwick court and residents from Phase 1 Worcester Court. Questions re service charge need to be addressed to the management Hub to get service charge information.

6.2 6. 2 – Phase 5 - D-G blocks

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.**

6.2.1 Phase 5 is the next phase of the regeneration work. The Regen team have spent the last 6/7months preparing the work package, nearly up to the design freeze concluding RIBA stage 4. The team are preparing for resident engagement - all residents living on Phase 5 have received a letter advising them that the residents' consultation will start in September and continue until October 2023.

Residents engagement will be followed by Section 20 processes with the leaseholders. The team are not able to advise leaseholders of the costs until Section 20 consultation is over. Procurement of the contractor and the decanting is now required. The decanting could start at the beginning of 2024, with work on site starting summer 2024. It is envisaged that the work will take 10 months per block to complete. Ealing wants to ensure that residents are given enough time to move in and out of their properties so residents are looking at a 12-month timeframe. Not all the blocks will be decanted at once - a rolling programme of blocks will be in operation.

6.3 6.3 - Phase 6

Overview

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.**

6.3.1

Good news! LBE Issued PC yesterday; all Phase 6 works are now complete. Section 278 work, which included drawing the yellow lines and work on the road surface is complete.

The Parking Permit Zone (PPZ) and the enforcement of the yellow lines is now enforceable. The order was signed in the second week of July and it was sent for advertisement the third week of July. The enforcement can begin post advertisement. The management Hub sent emails to all Central Square residents to advise them of the parking restrictions and of the start of PPZ enforcement and to inform them how to report those who contravene the PPZ. Broadway Living have done the same for their tenants and the Homeownership team did the same for the leaseholders.

Concluded PC for the commercial units. RK & MT will be looking to hand-over the O&M (*Operation & Maintenance manual - It contains a Health & Safety folder; as well as all the certificates and building compliance certificates, and future maintenance schedule and requirements would be*) and the keys to Ealing internal team this week to ensure any remaining internal fit out can take place. Ealing can then sign off for occupancy.

Units that have been handed over are:

The new management Hub, where Malti and her team will move into, Cheyne Path Hub will be moving to the Ipswich Court Hub.

The Regen team will, this week, hand over the new shop to Ravi and his new management agent, Carter Jones on behalf of Ealing.

The team will be handing over the new community centre, making sure that it will open in time for the Launch and Fun Day on 16th September. RK and MT will be providing support to Ealing to ensure they can open for the day.

The other unit located in Block B is the wider-Ealing unit for sensitive staff and members who work 24/7 services. They will be moving in 8 to 12-week time. The other unit in Block A, is the caretaker welfare area and a small server room for CCTV purposes which is on the ground floor of Matlock Court. That will conclude all the hand-over and all the work associated with Phase 6 PC.

The team are now (since July), carrying out the end of defects inspection at the Templeman Road House, a freehold house, which was completed two years ago.

There were three sectional completions on Phase 6 - inspections are due to start in September/October this year and conclude May 2024 in line with sectional handovers of the residential parts of the build.

End of defects on Matlock Court will be due 17 January 2024. The team at Ealing with RK and MT and their Employer's Agent will be contacting Matlock court residents in November to inspect the defects.

The next end of defects inspection will be for Ipswich and Loddon Court. Their end of defect is 25 October 2023. Residents will be advised in writing in September of their end of defects inspections.

- SP reiterated that if residents have any issues they have report them before the end of defects for their block.

The commercial units will also have 2 years defect period.

Reporting defects before end of defect liability

Central Square residents with any issues with their home, need to ensure it is reported as per the guidelines stipulated in their Home User Guide to make sure the issues are addressed by Hills before the end of the defect liability period. Once the defect liability end Hills will not be returning to fix the issues.

6.3.2 Honiton Court’s lobby

MS asked for an update on the lobby. The leak issue was resolved a few months ago. The stripping out, drying and re-decoration is on-going. It is taking a long time to dry out as it is the communal area, doors cannot be left open as they are fire doors and dehumidifier cannot be used either. It is taking longer than anticipated.

Loddon Court

a) Power door for disable access

Issue was first raised at RA March meeting. NS reported that handle-bar has been fitted with new part. NS reported a new issue at the last RSG meeting, the magnetic lock is causing the door to shut but it is not locked. This is a security risk. PG reported the defect to Hill.

Update from Mark. Did a full survey of all the doors on Phase 6. This door was found to be highly damaged; the disabled automated door closer was hanging off the door. The matter was referred to Hill. Mark will speak to PG for an update as the issue should have been resolved. Issue will need to be escalated if it is not fixed soon.

b) Intercom/door issue

NS reported that when a visitor buzz the intercom, the door unlock but it doesn’t open automatically, the visitor has to physically push the door to open it. RK to ask PG to report the defect to Hill.

6.3.3 Question from PPCR re temporary community centre

The unit is rented, it is due to be removed week commencing 11 September. MT & RK & PG will be working on this. Users like Ease, the Church and Kaneez need to be informed as their belongings need to be moved to the new community centre. KZ’s team need to be giving notice to users.

KZ is aware that the new community needs to be ready for its grand opening on 16th September.

6.4	<p>6.4 - Phase 7</p> <p>337 units in total -</p> <ul style="list-style-type: none"> • 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. 	
6.4.1	<p>No significant updates to share.</p> <p>On-going viability assessment: completing the structural assessment and condition survey of the box tunnel. Hoping onsite work will be completed Autumn 2023. Report won't be ready until circa January 2024 LBE won't be able to make a meaningful decision until they receive the report. SP will keep the residents updated.</p> <p>Report will be issued to Project Team in January 2024 and will be feed to the viability study to answer the question, is the refurbishment planned in the 2013 Planning permission good value for money or is demolition and new build a better option.</p> <p>SP will write a letter to Phase 7 residents to give them an update in Autumn 2024.</p> <p>Lighting Issues 1 – 4 Cheney Path Issue was first raised at RA March meeting and again in July. CM reported issue to the Hub. ME reported that the issue remains. The lights above the residents front door don't work and the area is pitch black. CM to report issue to PG and to follow-up. RK to give an update at the next residents meeting.</p> <p>Paddington Court, Oxford Court & Pembroke Court MS reported this issue: communal lights on all the floors are flashing, keep coming on and off. CM to report issue to PG.</p>	
6.4.2	<p>6.4.2 – Undercroft work update</p> <p>140 parking spaces in total -</p> <ul style="list-style-type: none"> • To re-open safely 50% of the undercroft parking spaces, 140 parking spaces in total which were identified as good value for money. • Parking spaces will be hand-over in sections over a period of 12 months. • Once each of the undercrofts are completed, LB Ealing housing management team and landlord services will administrate the undercroft parking contract. 	

	<p>MT completed the commercial procurement strategy and it was reviewed by the internal procurement team at Ealing.</p> <p>Going to make a start on site Autumn 2023. It is a 9 to 12 months programme.</p> <p>The Regeneration Project team targeted 50% of the undercroft parking which they thought could be opened easily and safely and were reasonable value given that it is an interim fix into the wider Phase 7 work.</p> <p>The scheme to the undercroft parking will be on a rolling programme. The undercroft parking will be released back to the landlord services and housing management one at a time when complete.</p>	
7.0	RSG Action Plan	Actions
7.1	<p>The Action Plan is setting the RSG objectives for the next 12 months.</p> <p>The Action Plan is updated monthly in blue and emailed to all members prior to the meeting.</p> <p>Updated items</p> <p>Point 3 – Door-Knocking Session – Page 3 The door-knocking session is on <u>Tuesday 5 September 2023</u>.</p> <p>RA & RSG members with 3 members of PPCR to door-knock residents to recruit more residents to join RA and to promote AGM. To recruit under-represented groups and to integrate residents from old and new blocks. We will be also promoting the Fun Day.</p> <ul style="list-style-type: none"> ➤ The RA is asking RA & RSG members to volunteer for door-knocking. Starting at 10.30am for 3 or 4 hours. This is a good opportunity for members to meet Copley residents. Please join us even if you can spare half an hour. We meet at the community and Janet will get food and refreshments for all the volunteers. ➤ Please call or email Catherine, 0800 317 066 or info@ppcr.org.uk <p>Point 5 – Youth drop-in & Social drop-in – Page 3 Planned for December. Everyone is welcome. It will be the start of our engagement with the young people living on Copley.</p> <p>We will also re-start some of the activities we had to suspend because of the location of the temporary community centre. We will provide you with more detailed information nearer the time.</p> <p>Fun Day – Saturday 16 September 2023, 1pm to 5pm Two catering companies, the Early Bird and Lebanese cuisine, both will provide Halal products. Planned activities are DJ Tim, Street dance with Grace, Pearce Scott creation photographer who has lots of fun props so residents of all ages can dress up for the photos, Robin the event photographer, giant games, a walkabout</p>	JE

magician who will be also doing animal balloons, and two face painters. All the acts were very popular in the past fun days entertaining the whole community. There is also cake decorating stand, arts & craft. A variety of activities. Ealing is organizing an ice cream van. SW will be serenaded the crowds accompanied by his guitar.

The management hub, the regeneration team, the homeownership team, the repairs & maintenance team and the resident involvement team will all be present at their respective stands to give residents the opportunity to meet with council officers and contractors, ask questions, get update, and report their concerns. The RA & RSG and PPCR will also have stalls. It is a great opportunity to engage with residents.

- We are looking for **volunteers** to set-up and clear at the end of the day. We will be grateful for whatever time you can spare. Please call or email Catherine 0800 317 066 or info@ppcr.org.uk

Point 7 – **RSG members training & development**– Page 4

The next training sessions will take place in September. Kaneez will forward details nearer the time.

Point 9 – **Copley RA Newsletter**– Page 5

Copley **The Whistle** next issue is due out w/c 30 October 2023. Jackie will be editing and putting together the newsletter.

Janet suggested at the last RSG meeting:

- residents who moved to Central Square could write a paragraph about their new life on the Close.
- new RA and/or RSG members could write a paragraph to introduce themselves and what they would like to achieve for their community.
- The RA is asking residents to send in articles, photos, stories, news that would interest Copley residents.
- Please email Catherine as soon as possible info@ppcr.org.uk
- Deadline for submission 1st week in October. Thank you for your cooperation

Point 10 – **RA & RSG Away Day- Saturday 14 October 2023** – Page 5

Event taking place at the **Holidays Inn**, London West, 4 Portal Way, Gypsy Corner, W3 6RT

Saturday 14 October 2023, 9:30am to 12:45, followed by a hot lunch. The event ends at 1:30pm.

- Residents need to **CONFIRM their attendance** by the 26 September. Residents need to advise of their food requirements in advance. Please call or email Catherine 0800 317 066 or info@ppcr.org.uk

Taxis will be organized to take residents to the venue and back to Copley Close.

The aim of the day is to get together, to acknowledge and celebrate the RA & RSG 2022-23 achievements and to set objectives for the year ahead.

The Action Plans monitor progress against the RA & RSG objectives.

	<p>Sarah, Mark, and Ritika will be attending the Away Day.</p> <p>RA AGM is Tuesday 26 September, 6pm at the Community Centre. Every resident is invited. Residents will be informed by letter or leaflets hand-delivered to their letterbox. PPCR and RA & RSG members will be <u>door-knocking</u> as well on <u>Tuesday 5 September 2023</u> to encourage residents to attend the AGM.</p>	
8.0	ANY OTHER BUSINESS (AOB)	
	<p>Sandwiches provided by PPCR As a thank you for coming to the community centre to take part in the RSG meeting, Janet reminded attendees that she can get sandwiches. Please let Catherine know which kind of sandwich you like as soon as possible by the <u>Monday prior to the RSG meeting, 5pm</u> at the latest by email at info@ppcr.org.uk</p> <p>Cornwall Court's gate to Darlington Court SW reported that the Cornwall Court's gate which opens into Darlington Court hasn't been working for sometimes. It is giving rise to ASB issues, people come in to drink.</p> <p>CM to report issue to PG and to Community Safety Team.</p> <p>Resident question about the height of proposed buildings for Phase 7 Phase 7 proposed regeneration is dictated by the 2013 Planning permission. All refurbishment and 6 news builds with similar height as Phase 3.</p> <p>Ealing are conducting a viability assessment to decide if the planned refurbishment is good value for money or if demolition and new build would be a better option to get the best out of the money Ealing will be investing. At the end of the viability period, the councillors at a Cabinet meeting will give their approval to which option is considered best based on the information coming out of the assessment study.</p> <p>If the decision is other than what the planning permission agreed to do - refurbishment and 6 news builds- then the residents will be balloted, and can only proceed if a majority of residents have voted yes. If that's the case, residents will be consulted extensively re design and masterplanning. Residents will be kept up-to-date.</p> <p>Library at the Community Centre Residents highlighted that the local libraries are closing and there is no library in the area. Residents suggested that the mobile library should be re-instated and visit Copley Close at least once month.</p> <ul style="list-style-type: none"> • If a library is set-up at the new community centre, Anita is happy to volunteer her time. <p>Read it – Swap it – Book Exchange Residents suggested that they should have a book swap box on the estate to swap books.</p>	<p>ALL</p> <p>PG/CST</p> <p>AP</p>

	<p>RA & RSG meetings location Please note that the next RSG meeting on Tuesday 12 September is likely to be at the temporary Community Centre. But it might be at Alton Court depending when the rental period for the temporary Community Centre ends in September and when it is removed.</p> <p>We will keep you informed.</p>																					
9.0	DATE OF THE NEXT MEETING (ALL)																					
9.1	<p>Next meetings:</p> <p>RSG Meeting - Tuesday 12 September 2023 at 6pm, at the temporary Community Centre, Stafford Court (End of the block) Framfield Road, Copley Close W7 1QJ.</p> <p>RA AGM - Tuesday 26 September 2023 at 6pm, at the new Community Centre, 39 Honiton Court, Copley Close W7 1DT. All the residents will be invited.</p>	ALL TO NOTE																				
8.2	<p>RA Meeting 2023 – 31 October 2023 at 6pm at the new Community Centre, 39 Honiton Court, Copley Close W7 1DT.</p> <p style="text-align: center; background-color: #00aaff; color: white; padding: 5px;">2023 dates – For your diary</p> <table border="1" data-bbox="296 1178 1211 1684" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="color: #0056b3;">2nd Tuesday of the month</th> <th style="color: #558b2f;">3rd Tuesday of the month</th> <th style="color: #0056b3;">Last Tuesday of the month</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">RSG</td> <td style="text-align: center;">PPCR Drop-in</td> <td style="text-align: center;">RA</td> </tr> <tr> <td style="text-align: center;">8 August 2023</td> <td style="text-align: center;">15 August 2023</td> <td style="text-align: center;">No RA meeting</td> </tr> <tr> <td style="text-align: center;">12 September 2023</td> <td style="text-align: center;">19 September 2023</td> <td style="text-align: center;">26 September 2023</td> </tr> <tr> <td style="text-align: center;">10 October 2023</td> <td style="text-align: center;">17 October 2023</td> <td style="text-align: center;">31 October 2023</td> </tr> <tr> <td style="text-align: center;">14 November 2023</td> <td style="text-align: center;">21 November 2023</td> <td style="text-align: center;">28 November 2023</td> </tr> <tr> <td style="text-align: center;">12 December 2023</td> <td style="text-align: center;">19 December 2023</td> <td></td> </tr> </tbody> </table>		2nd Tuesday of the month	3rd Tuesday of the month	Last Tuesday of the month	RSG	PPCR Drop-in	RA	8 August 2023	15 August 2023	No RA meeting	12 September 2023	19 September 2023	26 September 2023	10 October 2023	17 October 2023	31 October 2023	14 November 2023	21 November 2023	28 November 2023	12 December 2023	19 December 2023
2nd Tuesday of the month	3rd Tuesday of the month	Last Tuesday of the month																				
RSG	PPCR Drop-in	RA																				
8 August 2023	15 August 2023	No RA meeting																				
12 September 2023	19 September 2023	26 September 2023																				
10 October 2023	17 October 2023	31 October 2023																				
14 November 2023	21 November 2023	28 November 2023																				
12 December 2023	19 December 2023																					