

**Royal Borough of Kensington and Chelsea  
KALC Programme Board Meeting**

**MINUTES/ACTION PLAN**

**Wednesday 11<sup>h</sup> April 2012, 11:30 – 1:30pm, KTH, Committee Room 2**

**Present:** Laura Johnson (Chair), Shelley Gittens (RBKC), James Masini (RBKC), Rama Venchard (Tribal), Ullash Karia (RBKC), Christopher Allen (RBKC), Elizabeth Ricardo Binding(LCA), David Walker (RBKC), Ian Heggs (FCS), Paul Snoddy (RBKC), Chris Madel (LCA), Alan Brooks (AF), Emma Strugnell

Item No	Agenda Item – Issues, Updates and Action	By
1.	<b>Introductions and Apologies:</b>  Apologies: Steve Bell, Penelope Tollitt, Edward George,	
2.	<b>Minutes and Matters Arising:</b> <ul style="list-style-type: none"> <li>Minutes agreed</li> <li>A response from Thames Water has been received regarding the sewer – we have received a positive response</li> </ul>	
3	<b>Education Update</b> <ul style="list-style-type: none"> <li>Students and staff survey conducted around likes and dislikes has been reviewed. The feedback received is Fantastic.</li> <li>Information taken from the feedback will not lead to any drastic re-design and should not impact on the Academy.</li> <li>Most of the information raised within the surveys will be around operational issues that can be teased out at a later date.</li> <li>Primary and Secondary heads meeting was poorly attended.</li> <li>Community use policy can be put in place now, however this will be reviewed by the Principal of the Academy. The draft policy available is currently a broad statement.</li> </ul> <p><b>ACTION</b> – to discuss further the wider leisure offer and whether there is scope for shared use of all facilities within the Academy and leisure centre and how this will be represented within the Community Use Statement. RV and UK to discuss further and take back to PSG around community use. The Community Use Statement will be signed off by the PSG on the 17<sup>TH</sup> April and brought back to the Programme Board.</p> <ul style="list-style-type: none"> <li>The Principal designate will create health and safety policies for the Academy, which will be ratified by the Design Education User Group (DEUG).</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The ICT contractor has been appointed, RV to meet the contractor and DUG group to have a discussion. After the 19<sup>th</sup> April, a meeting will be set up to feed into the DUG.</li> <li>• LJ, Honor, Ian Heggs will meet to discuss who will represent Education from the Council going forward in the interim for the programme. This will determine who will attend what meetings.</li> <li>• IH expressed that he wanted to maximise further the influence that the PSG could provide to these meetings.</li> <li>• The shadow governing body will be in place by the end of the term. This is being finalised. This group will start to write policy and procedures for the Academy. The body will be made up of 5-8 governors.</li> <li>• Governors are nominated – 4 will be nominated from the Aldridge Foundation, 2 from the Borough as a co-sponsor and 1 from the council as the council representative. 10-15 governors will be in place once it has been fully established with volunteers, etc.</li> <li>• Community engagement needs to be reflected on this board as well as the staff requirement.</li> <li>• Honor Wilson-Fletcher to be added to the distribution list.</li> <li>• For future Exhibitions only one rep will attend to represent Education.</li> <li>• Who will be the most appropriate person from the Education Working group to attend meetings? Ian Heggs to come back with a name.</li> </ul>	
<b>4.</b>	<p><b>Property Services Update</b></p> <p><b>Programme</b></p> <ul style="list-style-type: none"> <li>• A design freeze will commence from May 11<sup>th</sup> to allow the planning submission to be coordinated by Studio E. Stage D sign off needs to be agreed at some point between then and submission on the 25<sup>th</sup>, though it will be too late for any significant changes to be made.</li> <li>• AAP is on April 11<sup>th</sup>, and we have two consultation events on the 19<sup>th</sup> and 21<sup>st</sup> April. The MPDC (planning committee) briefing is planned for 24<sup>th</sup> April.</li> </ul> <p><b>Risks</b></p> <ul style="list-style-type: none"> <li>• The major risks at the moment surround Town Planning</li> <li>• Parking is a major issue – the traffic planner is no longer happy with our proposal for on-street parking and there is no proposed site for coach parking. Both are being explored further to see what whether alternative options can be found.</li> </ul> <p><b>Public Rights of Way –</b></p> <ul style="list-style-type: none"> <li>• PW is drafting a report to get the right of way partially stopped up. We are likely to get some objections. If objections aren't withdrawn this could delay the programme.</li> </ul> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>• The planners have come up with a list of concerns about the residential which may cause an issue, however this is being worked through.</li> </ul> <p><b>Other</b></p>	

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	<ul style="list-style-type: none"> <li>Residential concerns have been raised by planners, but can be addressed by AAP.</li> <li>Car packing to be discussed at the next programme board.</li> <li>Parking for Leisure Centre will be on street. How this will be configured is yet to be decided.</li> <li>Mark Anderson has agreed that Studio E will design to be the base of Grenfell Tower.</li> </ul>	
<b>5.</b>	<p><b>Leisure Update</b></p> <ul style="list-style-type: none"> <li>There is a footprint increase to the Leisure Centre, this is around circulation. Appleyards will produce a report of this and the costs associated to this.</li> <li>Being clear about the synergies between the Leisure Centre and the Academy and the management of the leisure facilities in both is important, so there is no duplication in work/services. This will be discussed further by UK and AF.</li> </ul> <p><b>Leisure Centre Events</b></p> <ul style="list-style-type: none"> <li>22<sup>nd</sup> March CFT swimming club met to discuss the new design proposals. A series of group discussions with different people to gain feedback, has also taken place.</li> <li>Mitigation plans to be considered whilst the Leisure Centre is closed are being drawn up by GLL, this is in skeletal form and focuses on operational aspects. The council will add to this.</li> <li>The public exhibition has been publicised to leisure centre users.</li> </ul>	
<b>6.</b>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>Fortnightly meetings with the architects,</li> <li>There are a few issues with the Leisure Centre that need to be resolved. Discussions with Leisure colleagues and the architects are taking place.</li> <li>Cllr Rock Fielding Mellon has raised the question why a through road is not being placed into the design? Planning will deal with this separately.</li> <li>Retractable bollards will be placed into the design and will be built to adoptable standards.</li> </ul>	
<b>7.</b>	<p><b>Communication Update</b> <b><u>Exhibition</u></b></p> <ul style="list-style-type: none"> <li>Leaflets have been distributed and emailed and the KALC webpage has been updated.</li> <li>The TMO have confirmed that literature about the exhibit are on display in their offices and across the estate</li> <li>All Councillors have been informed.</li> <li>An advert will be placed in the local newspaper.</li> <li>Banners have been drafted and the text for this will be sent around for approval and then sent for printing.</li> </ul>	

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<b>8.</b>	<b>Any Other Business</b> None	

**Next Meeting: Wednesday 16<sup>th</sup> May 2012, 11:30pm – 1:30pm, Committee Room F, Kensington Town Hall**

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