

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

MINUTES/ACTION PLAN

Wednesday 12th September 2012, 11:30 – 1:30pm, KTH, Committee Room F

Present: Rama Venchard (TRIBAL), Peter Wright (RBKC, Capital Projects), Christopher Allen RBKC Leisure, Ullash Karia (RBKC Leisure & Parks), Laura Johnson (RBKC Director of Housing (SRO)), David Walker (Bi-borough Solicitor), Elizabeth Anderson (Aldridge Foundation), Elizabeth Anderson (Aldridge Foundation), Emma Strugnell (RBKC Communications), Shelley Gittens (RBKC, KALC Programme Manager)

#	Agenda Item – Issues, Updates and Action	By
1.	Introductions and Apologies: Apologies: Steve Bell (RBKC, Capital Projects), Penelope Tollitt (RBKC, Planning), Paul Snoddy (RBKC, Capital Projects), Ian Turner (RBKC Education), Edward George (RBKC, Planning)	
2.	Minutes and matters arising	
3.	Housing Update Update on the arches <ul style="list-style-type: none"> There is progress around correspondence with TfL regarding KALC. Drawings have been forwarded to TfL regarding planning information and comments have been received. However, discussions have stalled until the TfL contact comes back to progress discussions further. SL has contacted PPU to produce a report in relation to evidencing the demand for office provision in the KALC area. This report is due to be received, end of October. TfL are working with Peabody further along the viaduct and are refurbishing the area themselves. SL to have discussions with them regarding this and see how this method may be able to work with regard to KALC Grenfell Tower <ul style="list-style-type: none"> Planning approval should be given by February/March 2013. All being well all of the refurbishment may be completed by February/March 2014. The boxing club will be moved to the mezzanine, allowing the ramp to be removed. The crèche will be relocated to 	

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	<p>the ground floor where the boxing club was historically housed.</p> <ul style="list-style-type: none"> • The TMO have employed a project manager to oversee the work to Grenfell. To date 3 newsletters have gone out in the past six weeks, informing local residents of the planned works. Drop-in sessions have taken place every Saturday. • The question was asked whether the boxing club and nursery will need to be closed during the refurbishment work. Laura Johnson answered no, that services will continue to operate during the refurbishment works, however access to the playground will not be available. 	
4.	<p>Legal Update</p> <ul style="list-style-type: none"> • On 20 August 2012 the application to register the land identified within the red line was submitted to Land Registry. The application consists of three applications made in relation to KALC. The outcome of these applications will be received shortly. • We are expecting title absolute for these areas. This gives reassurance to those that query whether the Council are allowed to build on the land when they query who it belongs to. • The shared service area between the Academy and the Leisure Centre will need to have a right of way agreed. A management agreement will need to be agreed between the Academy and the leisure centre. • A contribution will be required from both parties to ensure the maintenance of the shared surface is maintained. The amount that will be needed is yet to be agreed. • Maintenance costs will be drawn up by the architect and this will be negotiated to inform the lease. This will then be circulated after consultation with Highways. 	
5.	<p>Education Update</p> <ul style="list-style-type: none"> • The recruitment for the principal designate will be advertised in this month's Times Education Supplement. <p>PSG</p> <ul style="list-style-type: none"> • A discussion will take place about who will be on the interview panel for the recruitment of principal designate <p>Hospitality statement</p> <ul style="list-style-type: none"> • Work is underway around how the hospitality package for the academy ;Andy West from the Aldridge foundation will be leading on this. This needs to be finalised to factor the associated costs into the Cabinet report that will be taken in November. Within the report a financial assessment needs to be given of 80% cost certainty. 	

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	<ul style="list-style-type: none"> The catering breaks, sports, CCTV, security and zoning requirements are yet to be finalised. These issues are areas that can impact on the costs. The Aldridge foundation to confirm details. Discussions progress around the theatre sound and lighting 	
6.	<p>Property Services Update</p> <p>Risk Register</p> <ul style="list-style-type: none"> The risk register has been updated and has taken into account the comments from management board. A KDR for the enabling works to commence prior to construction proper has been taken to property digest. <p>Governance</p> <ul style="list-style-type: none"> PW is currently drafting the report for November's cabinet meeting. This report will include information and discussions around the residential receipt and the changes to the figures that were reported in December 2011. 80% cost certainty for the project will also be included in the paper, which requires both leisure, education and the Aldridge foundation to be sure of the brief. The final business case that is currently being written will need to run parallel to the writing of the cabinet report. Dates for the meetings that will take place in the lead up to November's cabinet will be forwarded by PW to SG to circulate. <p>Update on stage 2 of construction process</p> <ul style="list-style-type: none"> Tenders have been received and are currently being analysed, however this process has been delayed. Mechanical and engineering designs as well as ventilation bids are outstanding. Construction is on programme to start in December/January, with enabling works to begin on 8th October. <p>General Update</p> <ul style="list-style-type: none"> The section 258 has expired and to date, no objections have been received. James McCool is yet to work through the system to double check if any objections have been left in the system. Section 106 Query - The question was raised about if the Academy is to be used as a commercial space,, further permission may need to be sought from the planning authority, should these activities not be deemed ancillary to the Academy. Novation of the design team to Leadbitter is still pending, with sign off expected by next week, 	

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<p>7.</p>	<p>Leisure Update</p> <ul style="list-style-type: none"> • Ullash met with Ian Turner to discuss the facilities mix across the two sites and the potential use of the leisure centre. A wish list has been requested and there is further work to be done on this from Aldridge Foundation. • GLL can advise and assist about what is a good facilities mix within the Academy. • A request has been made to the principal of Holland Park for the swimming clubs to use the pool at the school. Ian is awaiting a response. • Public realm is advancing and feedback is positive. • A leisure update has been provided to scrutiny, in which the report and business case that was commissioned by Lyn Carpenter was received. The report confirmed that prices that were quoted by Max Fordum's were mirrored by the results received by the consultants employed by Leisure. <p>Alternative facilities plan – What's in it?</p> <ul style="list-style-type: none"> • The leisure centre is due to close at the end of December with a planned handover of the building in January. • Leisure is conducting 2 drop-in sessions for leisure users on 1st and 2nd October. • Consultation will take place with leisure staff and will start soon, pending the Planning decision. • Alternative facilities that can be used during the construction, these are the Porchester, the Jubilee Centre; alternative pools are being looked into. Leisure is looking at piloting transportation arrangements for those users that are not as mobile as others. • Swimming clubs are also looking for alternative facilities that they can use and they have also approached Holland Park school • Football Pitches – Bookings for the pitches are done on a quarterly basis and due to the planned enabling works. No further bookings are being taken. • From the 9th October, the car park and pitches will be hoarded off along the paths. A hoarding plan will be forwarded by PW, to allow this information to be communicated with local residents with as much lead in time as possible. • The signage for the hoardings needs to be finalised and a discussion around what is deemed acceptable and in accordance with RBKC's communication strategy. ES to investigate this and come back with some information. 	
<p>8.</p>	<p>Planning Update</p> <ul style="list-style-type: none"> • MPDC – The meeting took place last week and mainly all OK. Some concerns were raised around the residential and 	

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	<p>concerns were raised about the distance of the disabled parking bays from the entrance of the leisure centre was raised by Cllr Gardiner. Some discussion has taken place and further work needs to be done to explore the concerns raised regarding the disabled parking bays.</p> <ul style="list-style-type: none"> • Work needs to be done around what the actual distance is for the proposed parking bays are and whether these are within specified guidelines. • A coordinated response needs to be drawn up regarding whether there are alternative options for disabled parking bays, as well as the loss of parking from the site. • BREEAM Excellence is still on target, as this is a Planning condition. 	
9.	<p>Communication Update</p> <ul style="list-style-type: none"> • Newsletter update – The latest images of the plans are being forwarded to ES for use in the newsletter by Studio E this week. • This time around the newsletter will be distributed more widely, as we want the positive news, pending planning decision to be distributed to the wider wards. • The newsletter will include keys dates over the next 3 months. • Leadbitter will also be producing a separate newsletter that is specific to the construction. <p>Exhibition</p> <ul style="list-style-type: none"> • The exhibition is going to take place on the 23rd October, at the Kensington Leisure Centre • The discussion took place about whether a real-time camera could be placed onto the site. ES to contact Leadbitter's as this is something that has been discussed. Leadbitter's to email from information. • A press release will be circulated shortly by ES for comments • Model – North Kensington Library has been contacted regarding placing the model in it, after the exhibition, as requested by Councillor Blakeman. ES is awaiting an answer. 	

Next Meeting: Wednesday 17th October 2012, 11:30pm – 1:30pm, Committee Room F, Kensington Town Hall