



Serpentine Court Steering Group

Tuesday 5th April 2022 at Spotlight

Minutes

Residents: Danielle Slaymaker (Chair), Mercy Zvenyika (Deputy Chair), Robyn Goodwin, Joan Forsyth, Sebastian Power, Stacey Coleburt, Jean Wallace, Clive Wallace, Pauline Wright, Mariee Wymer (observer – Locals of the Lakes Residents Association)

Staff/Councillors:), Kevin Farrell (Tpas), Samantha Goodwin (Tpas/MKC), Cllr Ed Hume

Apologies: Cassy Elliott (Deputy Chair), Shannon McCaul (Deputy Chair), Ronke Oludapo, Rahul Mundry (MKC), Steve Hallett (observer - Chair, Lakes Estate Regeneration Forum), Cllr Emily Darlington

1. **Welcome and introductions**

Danielle opened the meeting and welcomed everyone. She reported that MKC is considering appointing a dedicated Decant Officer for Serpentine Court to assist tenants with their moves.

2. **Minutes of 1st March 2022**

Agreed as a true record.

Matters Arising – Samantha to add some questions to the Frequently Asked Questions webpage. Carried forward. **Action: SG**

Matters Arising - Rahul agreed to share illustrations of the revised designs with SCSG. The meeting reached a consensus that the new drawings were satisfactory. Completed.

Matters Arising – Danielle to flag the need for a detailed communications plan, with lead-in times, which SCSG can monitor, at the Project Board. Completed.

3. **Community Engagement Manager & Officer Report**

Samantha reported that Danielle, Mercy, Kevin and Robyn had met with Zulf Awan (Community Engagement Manager) on 17th March to re-start work on the Resident Charter. Zulf provided feedback from himself and other colleagues in the Council on the current version. SCSG agreed to hold a workshop for Serpentine Court on 26th April to review the Charter considering the changes that have taken place in the last two years and the introduction of new policies such as the Decant Policy. Danielle agreed to keep raising the point about leaseholder consultation with Will Rysdale, as it has an impact on the progress of the Charter.

Samantha introduced the draft Allocations Policy and explained that the online consultation would be open until 10th April. Danielle agreed to submit a response on behalf of SCSG. **Action: DS.** The meeting agreed that the policy should have a section covering demolition, as per the previous version. Danielle encouraged everyone to submit personal responses. Mariee commented that



Locals of the Lakes TA had not been informed of the consultation. Kevin commented that it was hard to find on search engines. Cllr Hume highlighted the consultations section on the Mkc website.

The Council's Decant policy had been mentioned during the Resident Charter meeting with Zulf. Samantha agreed to circulate a copy to SCSG for information. **Action: SG**

4. **Lakes Estate Renewal Forum**

Nothing to report. The next meeting is on 19th May.

5. **Project update – Rahul Mundry, Development Manager, MKC**

Project timeline: good progress continues to be made against the timeline and there have been no changes since the last SCSG meeting. Indicative procurement dates as follows:

- Tenders to go out: tenders went out to bidders on 28th March 22
- Tender responses to be received back: 6th May
- MKC approvals, following evaluation: 30th June 22
- Preferred contractor appointed for PCSA (Pre-Contract Services Agreement): 21st July 22
- Second stage 'Lump Sum' submitted: 12th Nov 22
- MKC approvals: 20th Dec 22
- Contract award and start on site: asap -to be confirmed

Detailed Drawings Tracker: Rahul circulated the new tracker which has been produced by HTA prior to the meeting.

Procurement: As of 28th March 22, MKC went out to tender for the 202 units and associated facilities in Phase A. The tender documents went out, via Pagabo to the four interested contractors. We are currently waiting for any initial queries / points of clarification from the bidders.

The tender packs that were shared with bidders included:

- Commercial forms
- Invitation to Tender document - (including questions)
- Scope of works
- Drawn information
- PCSA structure / requirements
- MKC Policy documents

Memorandum of Understanding: The MoU has now been signed and completed. The S106, between MKDP and MKC for Stoke Rd, has also been signed and completed. Detailed planning permission for Phase A, along with outline planning permission for Phase B, has been issued. There is some tweaking that is needed to the MOU, regarding the timing of payment of contributions. This will be by means of a deed of variation. There is also a separate agreement needed for Highways works, that needs to be negotiated and agreed with the Highways Department.

Risk Register: There are no updates to the risk register since the last report.



6. **Questions**

Q: What will happen about adaptations to my new home? How will the Council know I need adaptations?

A: It will be picked up during the next Housing Needs Assessment.

7. **Any other business**

Date of next meeting: Tuesday 10th May* 6.30pm – 7.30pm at Spotlight.

***Please note the meeting is one week later than the usual schedule.**