**Ledbury Estate Sub Design Meeting**

**Tuesday 8th February 2022 held via Zoom**

**Minutes**

Present

Jeanette Mason JeM

Patrick Goode PG

Shelene Byer SB

Thomas Ennis TE

Nicole Bailey NB

Mary Olubodun MO

Nompsy Chigaru (KCA Associates) NC

Olive Green (LBS Resident Services Manager) OG

Alison Gaskin (Open Communities) AG

James Masini (LBS Development Manager) JM

Jorge Roman (LBS, Project Officer) JR

Jacqui Fogerty (Calford Seaden) JF

Saheel Gohil (Calford Seaden) SG

Mike Tyrrell (LBS Director Ledbury) MT

Daniel Buckley (KCA Associate) DB

Mark Baines (Hunters) MB

Modupe Somoye (LBS ) MS

Neal Purvis (Open Communities) NP

1. **Introductions and Apologies for Absence**
   1. NP took the chair and all parties introduced themselves. Apologies were received from Patricia Lewin, Danielle Gregory and Sue Slaughter.
   2. NP reported that Sue would not be attending any meetings for the foreseeable future as she is unhappy about the decisions over the winter gardens and parking. NP will keep Sue updated with minutes from the meetings. PG said she will be missed as she made pertinent comments and asked NP to inform SS. JM said SS had helped shape the scheme and hoped SS would return soon.
2. **Matters Arising from Minutes from Previous Meeting 01.01.22**
   1. NP said the numbering from page 3 onwards was incorrect and he would amend for the copies uploaded to the Ledbury website. All other minutes were agreed as accurate.
3. **Presentation** 
   1. JM confirmed the Ledbury Planning application was submitted on Friday 4th February. It is hundreds of pages long and will go through the validation process. Residents will be informed once this is complete. JM confirmed there is still plenty of time to influence the scheme as many elements are not fixed. The Planning Application means the timetable to ensure that funding is secured is possible. He thanked residents and the team on behalf of the council for their huge effort, their civility and for taking on the responsibility of talking for the whole estate. DB concurred with JM saying the residents had shaped many aspects of the design and that it had been a great privilege to work with them.
   2. DB said that there are several items which are fixed, such as building heights and locations, window arrangements, external material palette and landscape proposals. He stated, however, there are items such as internal partition arrangements within homes, internal materials, floor and wall finishes in communal areas and internal material finishes within homes which are still in flux and are open to discussion and change.
   3. DB said that the planners may ask for some items to be tweaked. Externally the design is outlined but we need to look at more existing buildings and what materials can be reliably sourced and discuss in the coming months. TE wants to see more bricks and asked if DB could provide made up small panels to show the bricks and mortar. **DB confirmed he has some and would get them to T&RA Hall.**
   4. DB showed a document laying out the Landlord Offer and Unit Schedule which identified minimum space standards for the provision of new homes on the Estate. He confirmed all on the estate have been designed with this in mind but there is one Council home that will be below that limit. Existing residents and those with the Right to Return will have plenty of choice of homes at or above the size of the current homes on Ledbury. MB confirmed that all homes will all be above the national standards.
   5. DB said that all type of homes will have an outside space- either winter garden, balcony or on ground floors, a patio or rear garden.
   6. DB said to comply with the London Plan, 10% of new homes will be for wheelchair users. These flats will be larger than other flats to ensure there is room for wheelchairs to move and turn. Some flats will also be adaptable.
4. **Mechanical Ventilation & Heating Recovery (MVHR)**
   1. DB said that the MVHR units are washing machine like units which suck air from the outside distributing it around the home and taking out the stale air. The level out temperatures – in summer the air is cooled and in winter it is heated, and fuel bills are reduced. They also deal with moisture and damp.
   2. NP asked whether the filters need servicing? DB wasn’t sure but said he would check. **DB to confirm**.
   3. DB said the unit would be sited within the utility cupboard. TE asked whether residents can keep the vent going in summer and switch heating off? DB didn’t know as the exact product would be selected during the next stage – mechanical and electrical engineers would be involved in the selection process.
   4. JeM asked whether there would be any under floor heating? DB said there wouldn’t be. He confirmed that the hot water would be pumped from SELCHP to homes.
   5. NB asked where the MVHR units would be located – hopefully not next to the bedroom? Also, would leaseholders be responsible for maintenance if the system breaks down. JM said that it would stay as it is at the moment- LBS would be responsible for the maintenance and would call LBS when repair was needed. DB said they would be located as near as possible to the hallway. He also said that a correctly designed and installed system with hard ducting shouldn’t allow high noise levels. There can be rockwool insulation which would reduce any noise.
   6. JeM asked about Sky dishes. JM said a communal system covering everything could be installed. This will be discussed during later stages.
   7. TE asked whether a MVHR could be used in the bin stores? DB said a passive strategy would probably be used – this would include louvered doors at either end of the store, but they might consider MVHR on the taller buildings.
5. **Building Regulations** 
   1. DB showed drawings and picture of the kitchen layout to a flat in Block B2 which is accessed via stairs or lifts with views to the courtyard. The sinks are next to a window with outside views which is unusual for high density housing. There is good ventilation and daylight. There are 2 doors which provide protection from fire. TE thanked DB for listening to residents about escape routes without going through the kitchens.
   2. DB said that there are 3 types of bathrooms. The regulations require them to be set out in a certain way but the colours of tiles, baths, etc. are up for discussion.
   3. TE asked if there will be fanlights in the bathrooms and DB confirmed there will be – these will be either in the doors or above them. He said this is included in PL’s tracker.
   4. PG said the stairs don’t appear to be as well-lit as the existing stairwells. DB confirmed there is a 4ft window on each level which should be sufficient during daylight hours. PG was concerned that if residents are evacuating the building during a fire, there is no lighting to the left or right. NP confirmed there is emergency lighting which is yet to be specified and DB confirmed that it would kick in if the main lighting failed. JM suggested keeping the lights on longer if stairwells are too dark.
   5. JeM said she has seen a block in Shadwell which had very light glass in the corridor and asked for bigger windows. DB said it would require fire-rated glass and this will require further discussions.
   6. NB asked why the lifts back onto bedrooms – this could cause noise nuisance. DB said that he would look at this in the next stage and consider acoustics across the party walls between the lifts and flats. It may be possible to change where the lifts back onto. **DB to consider update of lift position.**
6. **Fire Strategy**
   1. DB said that building regulations include protected escape from bedrooms without going through living areas. The corridor distance from the flats to the stairs/lifts are specified by Part B of the Building Regulations. There will be sprinklers to all blocks - Building Control/fire engineers to confirm whether these will be in flats or corridors but is likely to depend on height of individual building. This didn’t have to be specified in Planning application so will be discussed later.
   2. NP said that the doors from bedrooms and living rooms will be 30-minute fire rated and the front entrance doors will be fire rated with closers.
   3. NP explained there will be firefighting lifts - DB said all blocks over 18m would have them as part of a strategy to let the fire brigade use them even if the power goes off.
   4. NP asked what would happen if there is smoke in communal corridors? DB said taller buildings have mechanical extractors which sucks air from the risers – there would be 2 sets, one at each end of the corridor.
   5. PG asked if DB is sure that there only needs to be one staircase as a recent planning application was refused for that reason?
   6. JM explained that the building in Tower Hamlets didn’t have compartmentation in the units and no ventilation in communal areas, which is why planners rejected it. LBS planners and Building Control have indicated they are happy with our plans currently, which go over and above requirements. We have no control over what London Fire Brigade say and if they ask for a second staircase that would be difficult. DB confirmed they had reviewed the plans with Building Control, fire engineers and other partners in detail.
   7. DB stated that the designs have taken into account London Fire Brigade concerns for access of fire brigade, with space on all sides of the 22 storey tower for delivery and maintenance vehicles. Transport consultants had tracked vehicles to ensure there was adequate space.
   8. TE asked if experts will be brought in to look at the items on the London Plan fire strategy. NP confirmed that as part of the design strategy the architects must consult with fire, mechanical and electrical engineers.
   9. TE asked who would switch off the sprinklers? JM said that fire engineers could answer general operational queries and could possibly be invited to future meetings. JF explained sprinklers use a ‘misting’ system – fine spray smothers the fire and deprives it of oxygen. There may be an isolator switch in the flats but if not, the fire brigade would switch off. This information would be included in fire evacuation notice.
   10. PG said the main cause of fires are old appliances and chip pan fires. He suggested that the T&RA have a voluntary group to repair old appliances. MT agreed about old appliances and said education around this is important. In his experience main causes are white goods and burning candles and many have been in non-resident leaseholder flats which are rented out. This is an issue for housing management to deal with. DB said he was happy to receive comments on the tracker.
   11. NP asked if there will be a ‘stay put’ policy? DB said yes as the compartmentation in the flats will provide fire resistance for around an hour and a half, depending on the height of the building. He explained new building regulations restrict façade materials to non-flammable materials such as brick, rockwool and pre-cast concrete.
   12. MO asked if stay put will also apply in the 22-floor tower block? DB said the fire resistance time would be over 2 hours for that block, the facade would have no combustible materials and there would be 2 evacuation lifts. MO asked who would have information of the mobility of the residents in the block. NP said the fire brigade would be given the information in the Premises Information Box on the ground floor.
   13. JF said the fire lift for the fire brigade could be used to evacuate people and there would be separate lifts for the fire brigade to fight fires.
   14. PG suggested that all new flats have fire blankets and handheld lights. MT said this specification would be developed with LBS fire team. JF to make sure account is taken of this in the budget.
7. **Tracker**
   1. TE said he would post his comments on each of the 61 items in an email to NP.
   2. NP said he looked forward to the comments and would go through the previous minutes to check everything on the tracker is included. He will have a residents’ only meeting later in the month and feedback any issues to JF and PL.
   3. PG asked if the minutes of all the previous Design Sub Committee meetings could be sent to residents. **NP to send**.
8. **Any other Business**
   1. JM informed the group that this would be his last meeting and thanked the residents for their excellent hard work. He has never worked with a more engaged, less self-interested group of residents who worked so hard for the community.

Alison Gaskin 13.02.22