



**Capital Works Project X104**  
**Thursday 12 October 2023 18:00pm to 19:15pm**  
**TMO Office – 1 Helmsdale House, Carlton Vale, NW6 5EN.**

## Minutes

### Attendees

| Name            | Job - position                                   |
|-----------------|--|
| Kaivery Heslop  | Client Surveyor                                  |
| Repa Khan (RK)  | Resident Advocate                                |
| Mary Waterhouse | Carlton Vale TMO Manager                         |
| Cllr Iman Less  | Member • Cabinet Secretariat and Member Services |

| Item | Minutes   | Action   | Due date        |
|------|---|--|-----------------|
| 1.0  | <b>Introduction by Repa Khan as new Resident Advocate.</b>  |  |                 |
| 1.1  | <p>Kaivery Heslop – Provides summary of scope of works under project X104 These include:<br/>           New roof – brick pointing and repairs – window renewal – in flat and balcony door renewal – external decoration and landscaping – internal flooring where required – asphalt &amp; concrete works to balconies – estate wide tarmac and paving works – fire safety works - communal and emergency lighting. Since the first meeting we have added low water pressure issue to the scope of works.</p> <p>Estate wide survey was conducted which confirmed the water pressure issue was present in all blocks.<br/>           Apologies for the delay in works starting – this is due to increase in inflation and rising costs, all project costs have had to be reassessed/reviewed. All projects have been halted temporarily to be approved by Programme Board.<br/>           Consultants are back on site looking at the water tanks / tank orientation to each block and a feasibility study on the proposal to resolve the water pressure issue. This process is due to be completed by end of November 2023 and we are looking to go to Programme board in January 2024 to be signed off.</p> <p>Resident request that before the final programme of works goes to Programme Board, the Resident Committee would be given the opportunity to check and approved first.</p> <p>Kaivery advised current projected date for the start of works onsite is January 2025.</p> | <p>Kaivery confirmed yes the Resident Committee will be given the opportunity to see the final programme and provide feedback.</p> | <p>Dec 2023</p> |



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| 1.2 | <p>Residents want to be able to choose or provide feedback on window design/material/functionality.<br/>Once contractor has been assigned, residents can feed into the design process and samples of designs will be provided for residents to view in person.</p> <p>Cllr Iman Less explained that residents are not window design experts or have knowledge of H&amp;S guidelines. Residents want to be able to see window design options that meet these criteria but also for their design suggestions for the new windows to be taken on board.</p> <p>Concern raised that with the ongoing delays they are worried costs will increase again causing the project to be temporarily suspended again and causing further delay.</p> <p>Suggestions for quarterly meetings. Once the programme of works has been approved, regular meetings will be scheduled.</p> <p>Projected costs to be provided as the initial costs is no longer veiled.</p> <p>Axis Europe will be the major works contractor delivering the project.</p> <p>How will the Council get maximum residents involved in the design of new windows and scheduled works.</p> | <p>Window samples will be provided for residents to view at the TMO office.</p> <p>Residents can also view new windows that have been installed at Vale Royal House.</p> <p>We will provide window samples. RK will be holding open days/evenings and then issue a ballot to choose the new windows. RK will arrange door knocking exercise to get maximum resident results.</p> |  |
| 1.3 | <p>Thames Water carried out works in the estate and this led to issues with the water pressure.</p>  | <p>Kaivery has advised data loggers has been installed to log the water pressure and this is due to be completed by end of October '23. Thames Water</p>   |  |



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|     |   | has promised WCC 1 Bar of water pressure, and this is what we will measure.  |  |
| 1.4 | Communal flooring works – will these include sound proofing in the stairwells which are concrete steps?<br>There is a problem with ASB – youths loitering in communal areas causing noise disturbances.<br>WCC installed new intercom doors and these slams shut making the building vibrate/shake.   | Kaivery explained we will look into the type of floor covering to be installed.  |  |
| 1.5 | Paving steps are a H&S concern in areas. Graffiti is around the estate.<br><br>WCC Mervyn Thomason: has advised the estate roads and paving are not in great condition and need levelling. Question asked, can this not be included in the major works scheme?<br><br>Graffiti is on hoarding at Peebles House / Carlton Dene site. This does not fall under TMO responsibility.<br><br>If there are any urgent health & safety issues this needs to be reported to the TMO in the meantime.              | Kaivery to raise estate paving with Commissioning Team and advise if this could be included in the scope of works?                                   |  |
| 1.6 | Communal emergency lighting works - Lateral mains works – previously works were carried out and these were of poor quality. Trunking came off and concern will work be quality checked as it is going on and again at the end?<br><br>Kaivery explained works are due to be quality checked before being signed off and before it goes into defect stage.<br><br>Fire safety works took priority following the Grenfell fire. Front entrance doors are being renewed; assessments are taking place again. | RK confirmed once all works is complete, a joint block inspection with residents and local ward Councillors will take place before being signed off. | End of works joint inspection.           |
| 1.7 | Residents want a copy of the Client Brief.  | Client Brief to be re-sent via email to all residents present in the meeting   | RK 13-10-23 CB emailed to all residents. |
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