

## Wharncliffe Gardens Repairs and Decorations Project AC103

**Working Group meeting 11am – 12pm 15 June 2022**

### In attendance.

<b>Name</b>	<b>Position</b>	<b>Company</b>
Katharine Chambers (KC)	Client Representative	WCC
Marie Baker (MB)	Resident Advocate	WCC
Colin Burton (CB)	Quality Manager	WCC
Les Tunstall (LT)	Operations Manager	United Living (UL)
Paul Morey (PM)	Contracts Manager	United Living (UL)
Deborah Brookes (DB)	Senior RLO	United Living (UL)
Romeo Kengne (RK)	Senior Site Manager	United Living (UL)
Darron Mayne (DM)	Resident Liaison Officer (RLO)	United Living (UL)
Tom Pugh (TP)	Project Manager	Bauder
Judith Harwood (JH)	Working Group	WRA
Nicola Bailey (NB)	Working Group	WRA
Patricia Becker (PB)	Working Group	WRA

### Apologies

Eddie Lee (EL)	Working Group	WRA
James Portsmouth	Leasehold Operation Manager	WCC

<b>1.1</b>	<b>MB opened meeting Introductions</b>	<b>Action</b>
<b>1.2</b>	<p><b><u>Introducing Tom Pugh Bauder Representative</u></b></p> <p>KC introduced Tom Pugh (TP) to the group, TP then spoke about the Bauder system which will be used for the walkway repairs. Including where it is most commonly used, where it is manufactured, how it is applied and warranty period of 20 years for product and workmanship. TP supplied a sample board for the WG to view as well as photos of the products application.</p> <p>WG raised several questions around the application of the product and suggested that there should be a person to contact on the day of works in case of an emergency. KC Agreed this should be DM the UL RLO</p>	<b>DB/DM</b>
<b>1.3</b>	<p><b><u>Working group queries on window installations</u></b></p> <p>KC explained that WCC had been made aware that residents had raised concerns over the external window finishes that had been raised by a resident. KC informed the WG that the external window works at Elmton House had not been completed and provided images of the three stages the contractor takes while fitting the window. The WG were informed about the secret seal finish and were shown how it</p>	<b>KC/MB</b>

	<p>worked to enable them to explain it to other residents.</p> <p>The WG felt that the window installation process should be explained to residents this would stop complaints escalating to WCC. The WG felt it would be a good idea to have a Frequently Asked Questions (FAQ) sheet for residents to explain the window replacement process. MB agreed to draft the FAQ which will be posted on the WCC website and in block notice boards.</p>	
1.4	<p><b><u>Update on scaffold access and security</u></b></p> <p>KC explained that a resident had reported a youth climbing on the scaffold after the site had closed. KC asked UL to explain the measures that had been put into place to prevent this happening again.</p> <p>LT explained that following the incident UL had strengthened their end of day procedures by ensuring that the site manager inspects all ladders and access hatches to ensure they are locked, taking photographic evidence which is then supplied to WCC on a weekly basis. All ladders and Hatches are now locked and confirmed the scaffold is alarmed.</p> <p>WG mentioned that the alarm at Elmton had gone off three times in the last week.</p>	LT/RK
1.6	<p><b><u>Programme</u></b></p> <p>PM confirmed with the WG that all works is currently on programme.</p> <p>WG wanted to know if a copy of the programme would be placed in the block notice boards.</p> <p>PM explained that the programme is to big to display in the block notice boards but a copy is displayed on the WCC website and is updated regularly.</p>	PM/MB
1.7	<p><b><u>. Billing enquiries</u></b></p> <p>WG asked why this had been added to the agenda as it was felt it should be dealt with as a separate meeting. MB explained that it was now WCC procedure that during major works a member of the leasehold team would attend all resident meetings.</p>	JP/MB
1.8	<p><b><u>A.O.B</u></b></p> <p>WG raised the following questions on behalf of residents over the communal lighting installation.</p> <p><b>Q:</b> Why does the trunking have to bend into the side of the light fittings and not just go straight into the top of the light fitting?</p> <p><b>A:</b> The trunking cannot go through the top of the light as it could cause water ingress into the light.</p>	RK

	<p><b>Q:</b> Why are the temporary lights in the Helsby Court Undercroft left on all the time and who will pay for the increase in costs?</p> <p><b>A:</b> The lights are on a single circuit, and it is not possible to connect them to the existing timer. The bulbs are LED so any cost would be minimal.</p> <p><b>Q:</b> A leaseholder has questioned the specifications for the front entrance doors.</p> <p><b>A:</b> MB will discuss with the Fire Safety Team and feedback to the WG</p> <p><b>Q:</b> When will the colour ballot results be announced?</p> <p><b>A:</b> The Ballot cut-off date was Friday 10 June the results are being calculated and will be displayed in all blocks once this has been completed.</p> <p><b>Q:</b> When will works to the community hall be completed?</p> <p><b>A:</b> MB will check with the Minor Works Team and feedback to the WG</p>	<p><b>KC/RK</b></p> <p><b>MB</b></p> <p><b>MB/DB</b></p> <p><b>MB</b></p>
1.9	<p><u><b>Date of Next meeting</b></u></p> <p><b>Wednesday 13 July 2022 at 11am</b></p>	