

**Wharncliffe Gardens Repairs and Decorations Project AC103
Working Group meeting 11am – 12pm 4 May 2022**

In attendance.

Name	Position	Company
Katharine Chambers (KC)	Client Representative	WCC
Marie Baker (MB)	Resident Advocate	WCC
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)
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
Henry Roffey (HR)	Resident Engagement Manager	WCC
Amoy Ing(AI)	Resident Advocate Team Manager	WCC

1.1	MB opened meeting Introductions	Action
1.2	Introducing Quality Manager KC introduced Colin Burton Quality Manager (QM) to the group and explained the role of QM.	KC

1.3	<p><u>Code of Conduct</u></p> <p>MB advised the working group that AI and HR are developing a code of conduct that will be adopted by all groups throughout the council. The final document will be shared with the WGWG at the next meeting.</p> <p>JH requested a paragraph to address covid 19.</p>	AI/HR
1.4	<p><u>Resident and UL responsibilities</u></p> <p>MB explained that making sure the working area is clear is the resident's responsibility and help will only be provided to those residents who are physically unable to move the items themselves due to disability or physical impairment. As part of the pre-start survey UL are asking all residents who require help with moving large items of furniture to sign a disclaimer.</p> <p>PB felt it would be good practice to explain to residents what items would need to be moved and how much space would be required. RK advised this could be done during the pre-start survey.</p>	MB
1.6	<p><u>Colour Ballots</u></p> <p>NB & PB raised questions over the wall colours painted on the wall in Elmton. The colours do not match the colour cards chosen. Following the meeting the site team along with KC, CB and MB attended Elmton Court with colour cards. On closer inspection it was agreed that the colours match the colour cards</p>	KC/RK
1.7	<p><u>Communication</u></p> <p>PB has received several questions from residents around the project communications. The residents would like to know how UL/WCC are updating residents on the project.</p> <p>MB & DB explained that updates are provided on the progress of work in the monthly newsletter which is hand delivered to all residents and is posted on the site notice board and the Westminster website.</p> <p>PB requested that moving forward copies of the newsletter be placed in block notice boards. DB agreed to do this.</p> <p>MB agreed to post copies of the programme on the WCC website monthly.</p>	MB/DB
1.8	<p><u>Programme</u></p> <p>PM advised that work at Elmton Court has begun and are on programme. This includes the window replacements and</p>	

	communal electrical upgrades. The scaffold at Hucknall Court is on course to be completed ahead of programme and all drainage works to 9 out of 11 blocks has now been completed.	PM/RK
1.9	<p><u>AOB</u></p> <p>PB asked how UL will prevent unauthorised access to the scaffold. MB explained that the first elevation of the scaffold is alarmed, and all access hatches are locked at the end of each working day. This will prevent people from accessing the scaffold.</p> <p>JH asked if there had been any damage to the internal decorations and how UL had rectified this. DM explained that there had been no internal damage when fitting the windows. Astraseal are using UPVC strips to cover any gaps around the windows.</p> <p>A resident at Elmton would like the works to begin at 9am. KC explained that Westminster working hours begin at 8am.</p> <p>NB mentioned that the contractor were using a radio to play music KC instructed RK to ensure that this does not happen again.</p> <p>JH wanted to know if any satellite dishes had been damaged while being moved. DM informed the meeting that there had been no damages caused to any equipment that had been moved during relocation.</p> <p>PB asked if the brick paving be replaced or repaired? KC said that following a survey any damaged brick paving would be repaired.</p> <p>PB wanted to know if there were any financial penalties for delays to the project. KC explained that there were no financial penalties, but should the project overrun UL will be responsible for the extra costs.</p> <p>NB wanted to know what will happen to all the planters when the walkways are resurfaced. MB explained that the residents would need to remove the planters during works. Housing would need to look at whether these could go back onto the walkways due to new fire safety regulations. MB will liaise with Housing on this.</p>	<p>UL</p> <p>DM/RK</p> <p>KC</p> <p>RK</p> <p>DM</p> <p>KC</p> <p>KC</p> <p>MB</p>
1.10	<p><u>Date of next meeting</u></p> <p>Next meeting will be 11am Wednesday 1 June 2022 at United Living Site Office Henderson Drive London NW8.</p>	

