

## Wharncliffe Gardens Repairs and Decorations Project AC103

**Working Group meeting 11am – 12pm 14 September 2022**

### **In attendance.**

<b>Name</b>	<b>Position</b>	<b>Company</b>
Katharine Chambers (KC)	Client Representative	WCC
Paul Morey (PM)	Contracts Manager	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
Marie Baker	Resident Advocate	WCC
Colin Burton	Quality Manager	WCC

<b>1.1</b>	<b>KC opened meeting Introductions</b>	<b>Action</b>
<b>1.2</b>	<p><b><u>Communications</u></b></p> <p>WG noted concerns regarding inaccuracies on UL's Aug/Sep newsletter with regard to the timing and progress of works. UL to review.</p> <p>WG raised concerns regarding the letter sent to Pennyford outlining communal works including lateral mains including the stated commencement date of 9 September. UL/WCC to review format of letters and ensure they are issued to residents with the agreed advance notice of the Works.</p>	<p><b>MB/DB</b></p> <p><b>MB/DB/PM</b></p>
<b>1.3</b>	<p><b><u>Window replacement</u></b></p> <p>KC informed the group that following their feedback the project team had decided to move forward with sand and cement (mortar) fillets to the window surrounds.</p> <p>PM provided the WG with a revised copy of Astra Seal's window guarantee which included the beading and seals.</p> <p>WG confirmed that the window blading issue affecting a resident's property had now been resolved but suggested the Astra Seal</p>	<p><b>KC/PM/RK</b></p> <p><b>PM</b></p> <p><b>WG/ KC</b></p>

	<p>ensure that repairs are carried out in line with the subsequent methodology of building up damaged sections and not blading.</p> <p>Due to concerns from some residents regarding faults and snagging issues with windows once installed, some residents have said they wish to inspect their windows prior to installation. There is no objection from WCC/UL to this inspection taking place</p>	<b>PM/KC/RK</b>
1.4	<p><b><u>Leasehold Front Entrance Door opt-in</u></b></p> <p>WG raised concerns from a lessee paying for a new front door regarding the ironmongery on the door in particular the door knocker and numerals. PM to enquire as to whether these can be removed without affecting the door fire certification.</p> <p>WG further stated that there had been no door designs sent out as part of the opt-in forms and that during a resident's door survey the opportunity was not offered to choose a door colour.</p> <p>The WG understood this had been the same for other residents. MB to review door mail out, PM to check door colour issue. WG requested colour samples for the doors, PM to enquire.</p>	<p><b>PM/KC</b></p> <p><b>MB/DB</b></p> <p><b>MB/PM</b></p>
1.6	<p><b><u>Electrical works</u></b></p> <p>WG members expressed concern regarding possible trunking being fitted internally to leasehold properties to accommodate new lateral mains. PM/KC stated that this would only be as required and that the works remain subject to survey. Surveys to first blocks commence within the next 2 weeks after which a more informed picture can be given. WCC/UL to review communications to date on this subject.</p> <p>It was agreed that a formal written response along with the final drawings would be provided in order to address the residents' electrical queries. Part of this explanation included the fact that in most locations, lights are set to 10% and will activate to full brightness on movement. All lights are LEDs and therefore extremely energy and cost efficient.</p>	<p><b>PM/KC</b></p> <p><b>KC/OE/PM</b></p>
1.8	<p><b><u>A.O.B</u></b></p> <p>ASB and lighting, concerns had previously been raised regarding insufficient lighting contributing to ASB, KC confirmed that UL had provided quotes for additional floodlighting and that these were under review. WG queried the cost of works, WCC/UL confirmed that costs remain on target and there is currently no forecast overspend.</p>	<b>KC/PM/RK</b>

	<p>There were no specific queries for the leasehold billing team though members agreed that a separate meeting at some point in the future might be helpful.</p> <p>UL agreed that they would ensure hatches and gates on the scaffold are closed as part of their end of day checks but that they could not be locked following advice from their Health and Safety Director on safe ladder access by operatives.</p> <p>UL confirmed that the alarms are infrared and triggered by movement with a range of approx. 3metres, residents should report alarms to the UL emergency number and police out of hours, this was outlined in the Newsletter update</p> <p>Colours for the stairwell railings and stringers were reviewed by the working group with final RAL colours to be circulated</p>	<p><b>PM/KC</b></p> <p><b>PM/RK</b></p> <p><b>PM/RK</b></p> <p><b>KC/RK/PM</b></p>
<p><b>1.9</b></p>	<p><b><u>Date of Next meeting</u></b></p> <p><b>Wednesday 19 October 2022 at 11am</b></p>	