

Wharncliffe Gardens Repairs and Decorations Project AC103

Working Group meeting 11am – 12pm 18 January 2023

In attendance.

Name	Position	Company
Katharine Chambers (KC)	Client Representative	WCC
Paul Morey (PM)	Contracts Manager	United Living (UL)
Paul Murray (PMU)	Site Manager	United Living (UL)
Sharon Dallas (SD)	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
Romeo Kenge (RK)	Senior Site Manager	United Living (UL)
Colin Burton	Quality Manager	WCC

1.1	KC opened meeting Introductions	Action
1.2	<p><u>Scaffold</u></p> <p>KC advised that the Scaffold at Elmton Court has now been partially removed with some sections left to allow for completion of electrical and walkway surface works. These works have been delayed due to the inclement weather and PM will provide an update on completion dates at the next WG meeting once he has spoken to the relevant contractors following the meeting.</p> <p>Work to remove the Scaffold at Hucknall and Helsby Courts will begin on 30 January 2023.</p>	PM/PMU
1.3	<p><u>Stairwell Update</u></p> <p>KC was hoping to complete an inspection of the flooring works in the stairwells during the WG meeting. Unfortunately, this was not possible as works have not been completed. This will be done at the beginning of the February meeting instead.</p> <p>WG raised concerns about the chipping of the handrail paint at Elmton Court as well as two patches in the paint on the walls. KC advised this would be check before final sign off.</p>	KC/PM/PMU
1.4	<p><u>Electrical works</u></p> <p>KC explained that there had been some delays to the electrical installs due to issue pulling the existing cable through, this</p>	

	<p>means that in some locations cabling will need to be surface mounted in resident's flats.</p> <p>WG stated that the flood lights at the rear of Birch Vale Court are no longer working. KC has asked UL to investigate this and report back to the WG at the next meeting.</p> <p>WG advised that the lighting at Birch Vale Court comes on at 2.30pm too early. KC advised that these lights are on a sensor and come on once the lux levels fall below the permitted level. PMU will check the sensors to ensure that they are on the correct settings.</p>	PM/PMU/RK
1.5	<p><u>CCTV</u></p> <p>KC advised that during the works at Brackley Court the CCTV camera that is used to monitor the area will be affected by the scaffold. KC has asked the WCC Mechanical and Electrical team if it is possible to re-site the camera so that the view is not obstructed while the scaffold is in place.</p>	KC/PM
1.6	<p><u>Coffee Mornings</u></p> <p>MB advised that now that the refurbishment of the Wharnccliffe Community Hall has been completed there will be coffee morning held on the first Tuesday of each month at the hall for residents to come and speak with a member of the site team about any question they may have.</p> <p>The Working Group Meetings will also be held at the Community Hall from February.</p>	MB
1.7	<p><u>A.O.B</u></p> <p>Q: will the new lateral mains wiring invalidate the leaseholder's insurance where it connects to a non-compliant fuse board? A: This will need to be confirmed by the Leaseholder's insurer.</p> <p>Q: Why are leaseholders not advised that they should have their electric cable and fuse board checked periodically? A: This has been flagged to the Leasehold team, who will come back with a response for the next meeting.</p> <p>Q: What part of the Drainage Works are not covered by the defects period? A: Any new blockages are the only drainage items not covered by the defects period.</p> <p>Q: Do UL have adequate security to protect against cyber-attacks and GDPR? A: Yes, UL have confirmed they have the required security to prevent cyber-attacks and are fully compliant with GDPR</p> <p>Q: Are end of day checks still completed as the temporary lighting on the lower scaffold for Pennyford & Rothley was out from 5-10 January?</p>	<p>KC</p> <p>MB</p> <p>KC/PM</p> <p>PM</p>

	<p>A: End of day checks are completed, and reports sent over to WCC weekly. There was an issue with the lighting, but this has been addressed.</p> <p>Q: Why are residents not notified when UL need access to private gardens? A: This will be addressed with the sub-contractors for future visits.</p> <p>Q: What is percentage of glass breakage and damaged handles and who covers the cost of replacing these items? A: UL have advised that the glass breakage is within the 5% range expected by the manufacturer. The sub-contractor covers the cost of breakages and damages.</p> <p>Q: How many keys are provided for the window locks? A: Residents receive one key for each window lock and because there are two different types of locks in each flat means there will be spare keys.</p> <p>Q: Is the project on budget? A: The project is on budget by both block and overall, at the date of this meeting</p> <p>Q: Will the communal doors be replaced? A: Yes, the communal doors will be replaced.</p> <p>Q: When will you start replacing the Front Entrance Doors? A: Work to replace the Front Entrance Doors will begin at the end of January beginning of February.</p> <p>Q: Will internal window cills be replaced? A: KC explained that there would be cost implications to replace internal window ledges. (This was also covered in previous meeting 13 July 23)</p>	<p>PMU</p> <p>SD/PMU</p> <p>PM/KC</p> <p>PM/PMU</p> <p>KC</p> <p>PM</p> <p>PM</p> <p>KC</p>
1.8	<p><u>Date of Next meeting</u></p> <p>22 February 2023 at 11am At UL site office Henderson Drive.</p>	