



Wharncliffe Gardens Repairs and Decorations Project AC103

Working Group meeting 10.30am – 11.30am 6 April 2022

In attendance.

Name	Position	Company
Katharine Chambers (KC)	Client Representative	WCC
Marie Baker (MB)	Resident Advocate	WCC
Maxine Gowdie (MG)	Leasehold Advisor	WCC
Sam Hart (SH)	Senior Quantity Surveyor	WCC
Paul Morey (PM)	Contracts Manager	United Living (UL)
Charlotte Hardless (CH)	Quantity Surveyor (QS)	United Living (UL)
Romeo Kengne (RK)	Senior Site Manager	United Living (UL)
Darron Mayne (DM)	Resident Liaison Officer (RLO)	United Living (UL)
Richard Essam, (RE)	Commercial Manager	Astraseal
Andrew McKeown (AMC)		Astraseal
Judith Harwood (JH)	Working Group	WRA
Nicola Bailey (NB)	Working Group	WRA
Patricia Becker (PB)	Working Group	WRA

Apologies

Colin Burton (CB)	Quality Manager (QM)	WCC
Eddie Lee	Working Group	WRA

1.1	KC opened meeting Introductions	Action
1.2	<p><u>Window Designs Issues</u></p> <p>KC explained that Astraseal representatives would need to leave in 10 minutes, as there were some design issues this item will be moved up the agenda.</p> <p>KC advised that the window manufacturer had identified a design issue with the 1500mm bedroom window. KC advised that due to the size of the window it would not be possible for this window to be a tilt and turn design due to H&S. It has been agreed that this window will be a split aspect window as per the kitchen window.</p> <p>The bathroom windows would also now be open inward tilt and turn windows.</p> <p>JH wanted to know how many bedroom windows would be affected and also raised objections about the viability of the kitchen centre split inward opening window over the sink, drainer and work surface</p>	PM/RK
1.2	<u>Future Meetings</u>	



City of Westminster

	<p>KC discussed with the WG member the start times and frequency of future meetings. It was then agreed that all future meetings will be in person and on the first Wednesday of each month mid-morning. MB to send out Invitations.</p>	MB
1.3	<p><u>Programme</u></p> <p>PM provided copies of the updated programme and discussed the progress of works onsite. PM advised that this programme is subject to change and all WGM will be informed of any changes.</p> <p>PB requested information on the scope electrical works included in the project.</p> <p>PM advised that electrical works included, emergency, external and communal lighting upgrades, replacement of the landlords' electrical boards, the replacement of the lateral mains supply to all flats as well as upgrading the ventilation in tenanted flats with leaseholder opt-in.</p> <p>JH & PB would like to know if this includes the supply to the boiler house. KC will look into this.</p> <p>PB asked how are the windows fitted? PM & RK explained the window replacement did not rely on scaffold for fitting as they are fitted from inside the property.</p> <p>NB commented that residents are unable to get smart meters as there is no Wi Fi signal in the intake rooms. MB will discuss with the WCC Electrical Contracts Manager and come back to the WG at the next meeting.</p> <p>NB also raised concerns over the scaffold netting as it causes the properties to be dark. Residents have to use their lights during the day which could cause some residents hardship. Will there be any help for those residents who will struggle to pay these bills? MB has already requested information from the income team and will feedback to the group with an update at the next meeting. To help offset the lack of light in properties, MB asked if white netting could be used instead of blue at present</p>	PM/KC MB MB
1.4	<p><u>Introducing the Quantity Surveyors</u></p> <p>KC introduced the SH WCC and CH UL Quantity Surveyors (QS) and explained their roles.</p> <p>KC has offered a meeting to discuss the project cost plan with SH WCC date TBC</p>	SH/KC
1.5	<p><u>Colour Ballots</u></p> <p>RK provided the colour sample for the walls, and it was agreed that as well as the colours being included in the information booklet and on the ballot sheet they will also be painted onto the walls in the communal entrance to the blocks so that residents can see them on the walls before making a decision.</p>	RK/DM



City of Westminster

	Once the door manufacturer has provided the specifications for the doors WCC will send out the leasehold opt-in forms to all leaseholders to opt-in to the front entrance door works.	MB
1.6	<u>Leasehold Operations</u> MG informed the Working Group that the cost of works for the Community Hall would not be charged to leaseholders as per the lease. JH enquired if the Notice of Estimate would be reissued due to this as payment agreements would need to be agreed. MG advised that the NOE would not be reissued but the costs would be removed from the leaseholders' charges before a payment plan was agreed. MG has offered a drop-in surgery for any leaseholders who need to discuss their charges. This will be arranged by MG & MB and to be confirmed.	MG/MB
1.7	<u>Any Other Business</u> JH would like copies of the last 3 quarters heating charges as residents have not had any statements for at least 9 months. MB to raise with Leasehold Operations. JH provided positive feedback about two members of staff in customer services MB to forward.	MB MB
1.8	<u>Date of next meeting</u> Next meeting will be 11am Wednesday 4 May 2022 at United Living Site Office Henderson Drive London NW8.	MB