

Wharncliffe Gardens Repairs and Decorations Project AC103

Working Group meeting 11am – 12pm 26 April 2023

In attendance.

Name	Position	Company
Katharine Chambers (KC)	Client Representative	WCC
Ian Merriman (IM)	Resident Advocate	WCC
Paul Morey (PM)	Contracts Manager	United Living (UL)
Paul Murray (PMu)	Site Manager	United Living (UL)
Romeo Kenge (RK)	Site Manager	United Living (UL)
Melissa Duncan (MD)	Resident Liaison Officer (RLO)	United Living (UL)
Alex Perry (AP)	Operations Manager	United Living (UL)
Nicola Bailey (NB)	Working Group	WRA
Judith Harwood (JH)	Working Group	WRA
Geoff Pearce (GP)	Working Group	WRA

Apologies

Patricia Becker (PB)	Working Group	WRA
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1.1	<p>KC opened meeting and made introductions</p> <p>Ian Merriman will support this meeting following the departure of Marie Baker to a new team in the council.</p> <p>Amoy will then be supporting the council project team and Axis ensuring all concerns are addressed as soon as they are raised.</p> <p>Latoya Cozier is the new Quantity Surveyor for the council.</p>	Action
1.2	<p><u>Programme update and delays</u></p> <p><u>Scaffolding</u></p> <p>This has been up longer than expected. We expect the scaffolding to come down by September.</p> <p>This needs to go into any newsletter.</p> <p>Also see appendix 1</p>	PMu/MD
1.3	<p><u>Stairwells – floor covering</u></p> <p>The quality of the work did not meet an acceptable standard. The subcontractor has removed a new one will be brought in to</p>	

	<p>carry on this work. We are in the process of selecting the new contractor and the work will restart in the next few weeks.</p> <p>Q: Will this decision mean higher costs for leaseholders. A: KC – no, the costs will remain the same.</p>	
1.4	<p><u>Walkways</u></p> <p>Work has started on resurfacing the walkways to residents' homes. Some concerns have been identified and about the walkway finish and we are meeting with our contractor Bauders to resolve these.</p> <p>The work is taking a little longer than we initially expected. It takes four days to complete a section rather than three.</p> <p>Resident feedback:</p> <ul style="list-style-type: none"> • The posters/flyers asking residents not to use a section of walkway is left up when it is not needed. • Pre-start communications needs to be reviewed. Residents appear to be told of the works on the day they take place. This could become a problem when people have already left for work and return home. • Some residents have carers visiting daily so it is crucial that advance notice of restricted access is advertised in advance. <p>PMu/MD to review communications noting resident feedback.</p>	PMu/MD
1.5	<p><u>Resident conduct</u></p> <p>We have received feedback to suggest that people have been accessing the scaffolding and approaching operatives directly with complaints.</p> <p>We cannot allow this to continue because it affects the operative's performance and wellbeing and there are risks associated with climbing out on the scaffolding that need to be managed.</p> <p>Staff from the council will help to resolve this.</p>	KC/IM
1.6	<p><u>Bathroom window adaptation</u></p> <p>KC confirmed that we will fit the sample closing mechanism to a flat that is currently void. When this mechanism has been fitted we will have a better idea if it is the right solution for residents that struggle to open/close windows currently.</p> <p>We will update at the next meeting.</p>	KC/RK/PMu
1.7	<p><u>Coffee morning update</u></p>	

	<p>The session was well attended and notes were taken of the issues arising.</p> <p>The format of the sessions does not appear to have been fully understood by some residents that attended, with some treating it like a formal meeting.</p> <p>We will adjust the posters to help make it clearer what the sessions are for, that being, a drop in format to raise individual queries or give general feedback on the contract.</p> <p>IM will attend the next meeting to see what else residents may need.</p>	<p>MD/IM</p>
<p>1.9</p>	<p><u>A.O.B</u></p> <p>Q: Are operatives playing a radio A: No this is not permitted and we haven't found anyone doing this. Please report it to us if you do see this.</p> <p>Q: New Doors – and how they lock – not all residents are aware of how the doors work. A: A video has been produced. Manuals to be made available at the next coffee morning. In the next communication we will remind residents that the doors need to be locked, they are only self-closing. We will also offer a home visit to help anyone who is not sure of what to do.</p> <p>Q: Are costs still on target? A: Yes, they are currently on target. However, we will let you know of any changes.</p> <p>Q: Has any contingency been used to date? A: No, the provisional sums have been accurate so far and we have not needed to use any contingency.</p> <p>Q: Have any works been omitted from the programme? A: No, we are working to the specification.</p> <p>Q: There are also several ongoing queries in the block (Birch Vale Court):</p> <ul style="list-style-type: none"> • Once again the electrical intake room door at Birch Vale court was left open and unattended yesterday morning. There is also a lot of mess stored in there • The communal staircase doors are still stuck open • light in the 2nd floor bin chute room is not working • 2 drains on ground floor outside community hall and cleaners store are blocked • Damage to walls in communal areas that were already decorated. <p>A: UL site team will investigate these points and respond.</p>	<p>MD/RK/ PMu</p>

1.10	<u>Date of Next meeting</u> Wednesday 28 June 2023 at 11am At UL site office Henderson Drive.	