

Wharncliffe Gardens Repairs and Decorations Project AC103

Working Group meeting 11am – 12pm 16 November 2022

In attendance.

Name	Position	Company
Katharine Chambers (KC)	Client Representative	WCC
Oscar Esparza (OE)	Senior Mechanical Project Manager	WCC
Marie Baker	Resident Advocate	WCC
Paul Morey (PM)	Contracts Manager	United Living (UL)
Romeo Kengne (RK)	Senior Site Manager	United Living (UL)
Sharon Dallas	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
Colin Burton	Quality Manager	WCC

1.1	KC opened meeting Introductions	Action
1.2	<p><u>Appropriate behaviour around Contractors</u></p> <p>KC informed the WG that there had been concerns raised by subcontractors regarding residents taking photos of operatives while they are working. This had caused the operatives some distress.</p> <p>KC advised that residents should raise any concerns about works with the Resident Liaison Officer and Site Manager first and If they do not receive an adequate response they should then contact MB or KC.</p> <p>While residents may want to record a particular item, this should be done once the operative has completed their work.</p> <p>WG felt this would be best addressed in the newsletter and block notices MB, SD and KC to draft a notice for approval</p>	MB/SD/KC
1.3	<p><u>Flooring</u></p> <p>Residents have raised concerns to the WG about the flooring in the communal stairwells. KC has advised that the flooring has not been completed or signed off by UL or WCC at this time and remains subject to inspection, there are a number of elements still to complete including sealing of the floor.</p>	PM/RK

	<p>WG asked if the skirting colour will be black in all blocks? KC advised the black skirting had been fitted in error by the contractor and at this time and that revised colours have now been agreed to match the colour schemes.</p> <p>WG raised concerns over the stairwell treads as they are already very dirty. KC advised that due to DDA requirements there had to be a suitable contrast and that of the two proposed colours white or yellow the white was chosen as it fitted better with the colours chosen by the residents for the internal decorations.</p> <p>KC and MB to review when next onsite and keep the WG updated.</p>	<p>KC/PM</p> <p>KC/MB</p>
<p>1.4</p>	<p><u>Programme</u></p> <p>Currently due to complete in November 2023, Winchilsea to be brought forward to achieve original programme completion date of October 2023</p> <p>Works planned for the next month</p> <ul style="list-style-type: none"> • Winchilsea House-drone survey for the roof • Pennyford Court - Completion of the scaffold, external roof, brickwork, and window surveys • Rothley Court - window replacement, roof and brick surveys • Birch Vale Court - Window replacement communal lighting, roof and brick repairs, communal decorations and vent and grill repairs • Helsby Court - Scaffold removal and communal flooring • Hucknall Court – Scaffold removal, Fuse board upgrades (tenants only) • Elmton Court - Fuse board upgrades (tenants only), Lateral mains, communal flooring and scaffold removal. 	<p>PM/RK</p>
<p>1.7</p>	<p><u>A.O.B</u></p> <p>MB advised that there are seven bays at Pennyford Court that will be affected by the scaffold all residents will be offered alternative parking within the estate. UL/MB will contact residents concerned.</p> <p>Q: WG asked if there will be replacement parts available for the new light fittings? KC advised that replacement parts would be available on an ongoing basis from the manufacturer as there has been no change to the internal parts.</p> <p>Q: WG asked for confirmation that the new walkway floor surface would be able to be cleaned successfully by the cleaners? KC has provided the WG with the cleaning guidance document from Bauder. Tom Pugh from Bauder will meet with the estate</p>	<p>KC</p> <p>MB/SD</p> <p>KC/RK</p>

	<p>services team and the WG in order to advise on the best methods. Maintenance information passed to WG through email.</p> <p>Q: Will UL certify lateral main works up to the property fuse box in leasehold properties?</p> <p>Yes, Will certify their work up to the fuse board in leasehold properties.</p> <p>WCC informed WG that leaseholders who have opted into the ventilation upgrades (fans) should check that the fuse board in their property has been upgraded. If the fuse board has not been upgraded UL will be unable to upgrade the ventilation in the property.</p> <p>Q: WG requested the RAL code for the colour chosen for the communal stairwell railings for blocks that have beige/sandstone interior?</p> <p>RK will supply the code to the WG</p> <p>WG requested confirmation that drainage works have been completed and are under warranty?</p> <p>PM confirmed all drainage works have been completed. However, not all drainage works are covered by defects period or warranty.</p> <p>Q: WG raised concerns that left over trims were being used in residents' homes and some left on the scaffold at Birch Vale Court</p> <p>UL advised leftover trims will not be fitted in residents Properties and damaged items would go to the skip.</p> <p>Q: WG would like to know why the bay window roof to top floor property at Elmton Court is not the same as all the rest of the estate bay window roofs?</p> <p>The replacement of the bay roofs is not included in the scope of works for this project. UL have left the roof as it was found. WCC will review and come back to the WG.</p> <p>Q: WG wanted confirmation that there will be no additional cost for the Bauder floor surfaces due to the current euro to sterling rate fluctuations.</p> <p>KC and PM both confirmed that the Bauder product has a fixed price, and the financial fluctuations will not impact the costs.</p> <p>Q: WG want confirmation that cost per block are still on budget?</p> <p>KC confirmed that block costs are on budget.</p> <p>Q: WG wanted confirmation that UL had enough manpower?</p> <p>PM confirmed the project was fully resourced.</p> <p>Q: WG would like confirmation that concrete repairs to boundary and garden walls are included within the project?</p> <p>KC advised that there is a budget for estate works included in the project and external surveys would be completed following the removal of the scaffold and WCC will instruct any works identified.</p>	<p>PM/RK</p> <p>MB</p> <p>RK</p> <p>PM/RK</p> <p>PM/RK</p> <p>KC</p> <p>PM/KC</p> <p>KC</p> <p>PM</p> <p>KC</p>
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	<p>Q: WG wanted confirmation that UL has sufficient protection against Cyber-attacks and compliance with GDPR (General Data Protection Regulation) because UL hold residents' personal information. PM to confirm with UL It team.</p> <p>Q: When will the noisy works begin at Birch Vale Court? RK stated that weather permitting the noisy works would begin in next three weeks at Birch Vale Court.</p> <p>Q: When will the communal lighting be completed at Elmton Court? The remaining lighting will be completed once the scaffold has been removed.</p>	<p>PM</p> <p>RK</p> <p>RK</p>
1.9	<p><u>Date of Next meeting</u></p> <p>Wednesday 18 January 2023 at 11am</p>	