

Wharncliffe Gardens Repairs and Decorations Project AC103

Working Group meeting 11am – 12pm 17 August 2022

In attendance.

Name	Position	Company
Katharine Chambers (KC)	Client Representative	WCC
Marie Baker (MB)	Resident Advocate	WCC
Jayne Stretton	Capital Service Charge Manager	WCC
Oscar Esparza	Senior Mechanical Project Manager	WCC
Paul Morey (PM)	Contracts Manager	United Living (UL)
Romeo Kengne (RK)	Senior Site Manager	United Living (UL)
Deborah Brookes (DB)	Senior Resident Liaison Officer (RLO)	United Living (UL)
Judith Harwood (JH)	Working Group	WRA
Nicola Bailey (NB)	Working Group	WRA

Apologies

Patricia Becker (PB)	Working Group	WRA
Eddie Lee (EL)	Working Group	WRA
Colin Burton (CB)	Quality Manager	WCC

1.1	KC opened meeting Introductions	Action
1.2	<p><u>Window Finishes</u></p> <p>The WG made a site visit to 8 Elmtun to inspect the window finishes KC explained a new mortar finish had been added to the edges of the beading quadrant to finish the windows once all brick work repairs were completed which both looked more professional and last longer .</p> <p>WG will pass this information onto residents.</p>	KC/PM/RK
1.3	<p><u>Leasehold operations</u></p> <p>Jayne Stretton Capital Service Charge Team Manager join eth meeting via Microsoft teams and explain the billing process.</p> <p>WG asked when the final bill would be issued and were informed that the final bill will be issued at the end of the defects period which is 12 months after practical completion.</p> <p>WG asked when the project was due to be completed and were informed November 2023.</p>	JS/KC/PM

<p>1.4</p>	<p><u>Programme</u></p> <p>PM provided an update on the works to Elmton, Helsby and Hucknall Court and confirmed that work to erect the scaffold at Birch Vale Court are complete and underway at Rothley Court.</p> <p>The communal Electrical works are currently running behind programme but is not expected to impact the overall programme.</p> <p>WG wanted to know when the Scaffold at Elmton will be removed? RK advised the scaffold removal has been delayed allowing for roof repairs to be completed.</p>	<p>KC/PM/RK</p>
<p>1.5</p>	<p><u>Questions from the working group</u></p> <p>Q: Will I get a new Garden gate? A: No, repairs to garden fencing and gates are not included in the scope of works for this project. If your gate or fence needs to be repaired, please report to the repairs team on 0800 358 3783.</p> <p>Q: Residents were advised window frames could be pre-drilled by Astraseal for net curtains to be attached - how to request this? A: Although this has been discussed at a resident meeting last year attended by Richard Essam, drilling the profiles for net curtains is not recommended. The only location will be in the corners of the Tilt and Turn opening sashes which means the curtain will open with the window either on the tilt or the turn. Windows with two or more sashes will need to be independently drilled. If instructed to do this, written consent from each resident will be required to agree to the implications. Residents must also state the size hole required and the location on the sash which should be included on the consent form. Because the fixings should only penetrate the profiles to a minimum level, responsibility for the tension on the curtain wires or rods will be the residents and not Astraseal.</p> <p>Q: Is the date/time shown on the photos for end of day lockdown procedures that UL send weekly to WC ? A: Yes, the date and time the picture was taken is embedded in the meta data within the picture.</p> <p>Q: Do you have any feedback from the surveys carried out in 2021 by Flow 3 Drains? A: We have asked for copies of the surveys to be shared and are waiting for the information.</p> <p>Q: Has the colour match of pointing in walls and expansion joints been approved? A: the colour match to the pointing and expansion joint have been approved, the pointing will be kept under review to ensure that it matches the agreed benchmark sample.</p>	<p>KC</p> <p>PM/RK/DM</p> <p>PM/RK</p> <p>MB/KC</p> <p>KC/CB</p>

	<p>Q: Do you have any feedback on the blading damage to Elmton resident's new window? A: Astraseal the window manufacturer will be attending the resident's home on 22 August 2022. We will report back following this visit.</p> <p>Q: At the first meeting, the working group raised the issue with smart meters installation on the estate, have you been able to conclude your enquiries? A: Not at this time we are waiting for the Electrical team to come complete their investigations.</p> <p>Q: Has the structural integrity been checked for bay windows in Elmton Court and what are the findings? Will it be done for all bay windows? A: All bay window structures are inspected prior to window installation, no structural issues have been identified to date with Elmton, Hucknall or Helsby.</p> <p>Q: Is there was a way of recording paint colours for future re-decoration? A: This information is kept in the Operation Manual that is supplied by UL at the end of the project.</p> <p>Q: when will any dents or marks on the narrow edge of the door caused by the works be made good? A: WCC's Quality Manager will inspect the damage and feed back to the group at the next meeting.</p> <p>Q: Will any existing cable work that has come loose during the work be put right? A: UL have taken pre-condition photos so any cable that has been loosened due to the major works will be resecured.</p> <p>Q: Why is the staircase decoration being carried out before other works such as walkway floors? A: This is a UL decision and any damage to newly painted surfaces will be made good></p> <p>Q: What Colour will the bin room doors be painted, and will the broken locks be replaced? A: The bin room door will be treated with a black wood stain and any repairs to the locks will be completed on a case-by-case basis.</p> <p>Q: Is there any help for elderly or disabled residents who may need curtain rails replaced following window replacement? A: WCC Home Improvement team might be able to add a wooden baton above new windows for a small cost and at a later date. MB will complete referrals.</p>	<p>PM/RK</p> <p>MB</p> <p>PM/KC</p> <p>KC/MB</p> <p>CB/KC</p> <p>PM/RK</p> <p>PM/RK</p> <p>KC/RK/PM</p> <p>MB</p>
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1.6	<u>A.O.B</u>	
1.7	<u>Date of Next meeting</u> Wednesday 14 September 2022 at 11am	