

Consultants Brief Meeting

17 September 2024 @ 6:30pm in Lisson Green Estate – Greenside Community Centre

WCC Attendees

Brian Omara (BO)

Ayesha Begum (AB)

Shah Alam (SA)

BERA / Committee Members

Michale Fuller (MF) - RA

Linda Childs (LC) - RA

Jim Neil (JN)

Mat Vyze (MV)

Kathryn Carlile (KC)

Cressida Toon (CT)

Item No.	Topics	Comments	Actions	Responsible	Deadline
1	Consultants Brief	BO: The Resident Association (RA) need to collaborate to review the Consultants Brief and provide their feedback. Today's meeting was aimed at discussing and finalising this matter.	BERA will organise a meeting with their committee members to review the Consultants Brief.	LC & MF	
2	Y100 Project Cost	MF: The cost initially increased by £700k but later decreased by £900k. BO: The original presentation omitted the preliminaries (contractor's costs), contingency, and other expenses. After a follow-up meeting, these were added, raising the total from £1.7m to £2.5m.			

3	Cost Breakdown	<p>MF, LC, and JN requested a detailed cost breakdown for the updated Client Brief, ranging from £900k to £1.2m, in comparison to the previous breakdown of £2.5m. A document is needed to highlight the differences.</p> <p>BO: Gaurav and BO conducted an onsite inspection, referred to as the PCAF. Measured and assessed the issues, took photographs, and prepared a budget summary.</p>	Provide a cost breakdown for each work element.	BO	
4	Electrical Lighting	LC and MF: stated that additional lighting is unnecessary, as lighting was previously installed in the wrong areas. They inquired if WCC would cover the costs for the lighting			
5	Scaffolding	BO: The original scope of works stated that scaffolding would be needed for all four blocks, but this is not accurate. Tower scaffolding will be used, which will significantly reduce the costs. Only eight areas need repointing, so full scaffolding is unnecessary.			
6	Contractors	<p>MV: asked about the contractors involved.</p> <p>BO: We have two contractors: Uniting Living, (Central / South Area) and Axis (North Area). Both have a ten-year contractual agreement with WCC (this is a term partnering contract TPC).</p> <p>LC: suggested to go through a tender process.</p> <p>MF: WCC is unlikely to use a tender process BO: This is time consuming, and most authorities do not follow this approach.</p>			
7	Scope of Works	MF: asked if any items been removed from the original scope of works due to the reduced costs.			

		BO: nothing has been removed from the scope of works.			
8	Paving Slabs	<p>MF: asked about the costs for paving slab repairs over the last 6 - 7 months. Inquired if these costs have been removed.</p> <p>BO: the costs were reduced. If the slabs are in good condition, they will be lifted, re-bedded, and replaced.</p> <p>MF: asked if paving slabs would be excluded from major works.</p> <p>BO: If a reconciliation is carried out, they will be.</p> <p>MF: raised concerns about slabs that were replaced unnecessarily.</p> <p>BO: will check with the repairs team /Morgan Sindall and confirm if these small jobs have been completed and if they need to be excluded from major works.</p> <p>JN: expressed concerns about unused slabs near the Mills and Wheels building, suggesting they be replaced with a garden</p>	<p>To consult with the repairs team.</p> <p>To verify if this area was included in the original scope of works.</p>	BO	BO
9	Project Estimate	MF: requested a complete estimate of the listed items and what is included.	As detailed in the 'Budget Estimate' section of the client brief.	BO	
10	Repointing	<p>KC: mentioned the need for significant repointing, particularly around the bottom of her balcony. Asked if the exact areas requiring are known.</p> <p>BO: The Consultants Brief will outline the necessary repointing and associated costs.</p>			

11	Consultants Brief / Independent Surveyor	<p>LC: requested that a surveyor inspect and review the Client Brief and asked if direct communication with the surveyor was possible.</p> <p>BO: There is no issue with direct communication, but BERA will need to review the Consultants Brief before finalising.</p>			
12	Start and End Date of the project	<p>Start: 07/10/2025 End: 11/01/2027</p> <p>MF: questioned how realistic the dates were.</p> <p>BO: will check and confirm.</p>	Dates are realistic.	BO	
13	Prelims	BO: Preliminaries are calculated as a fixed percentage of the project value. If the project value decreases, the Prelims will also be reduced.			
14	Marylebone Wall	<p>KC: requested an update from the meeting with Network Rail on 18/09/24.</p> <p>BO: The wall is not a Grade 2 listed structure, so a specialist bricklayer is unnecessary, which would otherwise incur high costs. Morgan Sindall can handle this work. WCC is not accepting the proposed cost, causing delays. There is a Plan B if Network Rail does not agree with the proposal.</p>	Provide an update from Network Rail.	BO	
15	Request for another meeting	KC: requested another meeting in November to collectively decide on the Consultants Brief.			

16	Consultants Brief – Contact Details.	CT: asked for contact details for individuals at Potter Repper who will receive the Consultants Brief.	Provide the contact details.	BO	
17	Modern House Roof Issue / Leak	MF: reported ongoing leaks in Mordern House, particularly around the bin chute and flat roof areas. Morgan Sindall inspected the area, but the issue remains unresolved.	Refer this to the repairs and M&E teams.	SA	Done – 20/09/24