

John Aird Court Windows Working Group Meeting – 5 Major Works Project: Y107

Wednesday 9 August 2023

JAC Residents meeting room, Block 107-115 John Aird Court.

Attendance: Cllr Melvyn Caplan and Cllr Lorraine Dean. WCC Resident Advocates - Vicky Simpson and Repa Khan. WCC Senior Project Manager – Colleen Thomas. Axis Europe, Commercial Manager- Daniel Sams.

Residents: Chair of RA-Sumit Gupta and Secretary of RA-Jim McKinley. Members - Jan Radisic, Emily Sawers, Lareen Muhamed, Maureen Stockwell, Vernon Seneviratne, Robyn Liptrott, Julian Pacey, Carol Heim and Marie Baker.

Item	Topic	Response	Action
1.1	<p>Feedback from meeting held on Tuesday 8-8-23.</p> <p>Windows.</p>	<p>Sumit. G – advised they would like to wait to receive the minutes from the meeting.</p> <p>Marie. B -Questioned if the meeting was representing all residents of the RA or specific residents?</p> <p>JR – explained she was not aware of the meeting. Emily. S advised the meeting was about costs.</p> <p>Marie. B – advised any meetings should be held with all residents being represented fairly with tenants also being invited and given opportunity to choose designs and agree on key aspects like material, scope of works.</p>	<p>Vicky. S – Confirmed purpose of this meeting is to discuss window designs.</p> <p>Planning have confirmed any of the 3 options of material for windows will be accepted by the planning team.</p> <p>Due to the additional meeting with WCC planning team and senior staff, there is greater engagement with the planning team. This will enable quick decision on getting the planning approved.</p> <p>UPVC windows is now largely manufactured of recycled material. The core frame is recycled but the exterior is new UPVC material only.</p> <p>Detailed breakdown of costs was shared. These are guide costs from one supplier only and will be subject to a full tender exercise once a design is agreed and confirmed by planning.</p> <p>Cost payment plans are being further reviewed and will be in place by 2025 when billing for Y107 will start. More detail should be available within the next few months and we will share as soon as possible. this</p>

			<p>will be shared with the wider resident group.</p> <p>All current costs/breakdowns provided are only budget costs.</p> <p>All options will be confirmed and provided before this project is onsite and in time for billing of the project.</p>
1.2	<p>Sumit. G – The key requests are to have greater scrutiny, more detail and transparency. This has been a request since day one of project Y107.</p>	<p>Vicky. S – Confirmed we will always provide details and be open and transparent as and when we get the information on tenders and prices from Axis.</p> <p>We have to go through a process and try and provide as much of a breakdown as possible when costing is received, and residents will be given the opportunity to review tenders when we have the information on these.</p> <p>We are asking all resident to make a decision on the design windows. This will then factor in how much this will cost. We then go out to tender on the design.</p> <p>Provide costs on current tenders from different suppliers based on design/material at today's prices.</p> <p>As time progresses, these costs may change and will probably be different by the time we go out to tender on the chosen design.</p> <p>We have to get planning approval first.</p>	
2.1	<p>Jan. R – Asked will we approach all residents and provide design options, material choice in a ballot form for residents to vote on. Once confirmed, Council then submits planning application?</p>	<p>Vicky. S explained this choice of window design and ballot is the main purpose of this meeting.</p> <p>To discuss the different design options. Although we want to provide as many options, we may need to narrow this down as the different variations may cause confusion.</p>	

		<p>Prices are slightly less where there are less opening panels and more glass/window.</p> <p>Vicky. S has provided extra 2 hand drawn options for residents to view and choose.</p>	
2.2	<p>Jan. R – Larger windows need to be made of aluminium as explained by the window expert.</p>	<p>Vicky. S – Confirmed all the designs were sent to the window specialist and no concerns were raised by them and have priced accordingly.</p> <p>Vicky explained that the window specialist had advised previously that you could not change the large 3 pane window for 2 large openers only due to the excess weight on the hinges, however the alternate design put forward still retained the 3 panes, so would be possible.</p>	<p>The additional designs are roughly £20 less than the existing designs.</p> <p>If UPVC material is considered the frame is slightly thicker and therefore, reducing the complexity of the design (as per some of the alternate designs shown) would mean less panes and less plastic blocking light entering a room.</p>
2.3	<p>Jan. R – Asked if like for like option will be provided on the ballot?</p>	<p>Vicky. S confirmed yes this will be provided as an option to choose on the ballot form.</p>	
2.4	<p>Can better pictures of window designs be provided? More simplified? Current diagrams are not clear.</p>	<p>Daniel. S – advised a better picture of the designs can be provided.</p>	
2.5	<p>The ballot cannot have costings and must purely be based on window design.</p>		
2.6	<p>Emily. S – Advised there has to be an indicative cost provided too.</p>	<p>Vicky. S –WCC will try to be as transparent as possible in the design of the ballot to take place.</p> <p>Vicky. S – explained the ballot will most likely cover the following format:</p> <p>1/ A general letter to all residents explaining the process. An information sheet with pros and cons of the UPVC and Aluminium materials in terms of durability and lifespan and the budget range for both materials.</p> <p>2/ The ballot with 9 different design options explained.</p>	<p>Vicky. S – Advised some guide to costings does need to be provided for UPVC and Aluminium windows in the ballot. To give residents an estimate/guide of costs.</p>

2.7	Marie. B – Advised providing costings on the ballot would be a way of fixing the ballot. It would not be impartial. Majority of LH would select the material and designs that suits their budget.		
2.8	Emily. S – advised providing costings will be greater transparency. Emily left the meeting after this point of the discussion.		
2.9	Jim. M – Advised that by not providing costings on the ballot is withholding key information and prevents people from understanding fully what they are choosing.		
2.10	Vernon. S – Wants costings to be provided on the ballot otherwise no decision can be sensibly made by residents having to pay a lot of money for the windows.		
2.11	Jan. R – Costs/figures on the ballot will only be able to be provided for the windows cost alone and not the overall project.		
3.1	Cllr Caplan – Advised that it would be simpler if residents could come to a conclusion and select which designs to put on the ballot.	Vicky. S- Suggested the options available should be Like-for-like and a maximum of 2 other options.	Axis to provide clearer drawings of window design options.
3.2	The design needs to be drawn in clearer format to enable greater understanding of the design.	Marie. B – Suggested it is reduced to Like-for-like and 1 other option.	WCC to host Open Day for all residents to view window design/samples.
3.3	Sumit. G – Advised there are currently too many variations.	Group is asked to choose one of the alternative design options they would like to see on the ballot.	

<p>3.4</p>	<p>Marie. B – style and design of windows is main concern. It is currently hard to clean the small, fixed panes.</p>	<p>Sumit. G – W4 & W6 Alternative 1. Jim. M- Same as Sumit. Marie. B – Alternative 1, W4 & W5 Alternatives. Maureen and Robyn – Same as Marie. Julian. P – Same as Marie. Vernon. S – Same as Sumit. Lareen. M – W4 Alternative – Existing window design. Carol – W6 and Alternative. Jan. R – Existing Window. Emily. S – Same as Sumit.</p> <p>All members opted for the alternate design of window style W4 as per the additional drawing Vicky. S provided, (this design is to have all three panes the same size however, not a narrower central pane). However, Lareen and Jan prefer the alternate design 2 provided by Axis.</p> <p>The majority were also in agreement that the alternative option for W1 (double opening windows) as per Vicky’s additional drawings was the preferred alternative. Again, Lareen and Jans preference was for Alternate design 2 provided by Axis.</p> <p>All were in agreement of alternative design 1 for W6 and W7.</p> <p>Majority of residents voted for the alternative window designs to be included on the ballot.</p>	<p>2 Window design options to be provided on ballot.</p> <p>UPVC and Aluminium options.</p> <p>Solar reflection glazing to be provided as an option.</p> <p>The ballot design will be sent to the windows working group (WWG) to check/amend and once we receive the revised version this will be sent to all residents.</p> <p>Paper ballot which is posted to all residents. Emailed to all residents and various methods of submitting residents votes. Residents will be able to cast votes at the Open Day too.</p>
<p>4.1</p>	<p>There is Solar reflective glazing to be fitted to all southeast or sought west facing properties.</p> <p>This is also the option of installing special solar control glass. It reduces the amount of heat entering the room.</p>		<p>Scaffolding process explained by Daniel S.</p> <p>Axis to provide more details of how effective the solar glazing is to be shared with the group.</p> <p>Vicky. S – Explained the Project Execution Plan (PEP). How Axis will deliver the works.</p>

	<p>Price of costs based on bedspaces is: 1 bedroom - £110 2 bedroom - £220 3 bedroom - £330</p> <p>50% of properties will benefit from the solar reflective glazing, this would be paid for by all residents even those properties who do not get this type of window.</p> <p>This will also be provided as an option to residents on the ballot.</p>		<p>Service Provider Proposal (SPP). The detail, Axis carries out more surveys and go out to tender.</p> <p>There will be a meeting and Residents are able to view the document. This is detailed with all costings. The document is not published on the Major Works website due to the sheer size/volume of the information contained.</p> <p>Residents can book an appointment with our Leasehold Team who can explain each aspect and discuss specific elements to individual residents.</p> <p>Then the Section 20 Notice can proceed which is a legal process.</p>
<p>5.1</p>	<p>Extractor fans</p> <p>Vicky. S – – Scope of works includes installation of extractor fans in kitchen and bathrooms of all tenanted flats.</p> <p>Once the new windows are installed, there is likely to be less air circulation than with the current drafty windows and there is a risk of condensation. Good ventilation will therefore be important.</p> <p>Current surveys suggest that fans cannot be put through the wall in some flats. Air bricks are currently available to one section of John Aird Court and not the other side.</p> <p>Usually, we offer leaseholders the option to opt-in to have extractor fans installed as part of the major works once onsite (billed separately to those choosing to opt in). If the only option is</p>		<p>Axis to carry out inspections of properties on how the extractor fans can be installed in different properties.</p> <p>Provide information on the extractor fan and the way it will be installed / ducting / electrical installation works.</p>

	<p>to fit the extractor fan through the glazing, this will need to be incorporated into the window design and would therefore be included for all and not offered as an option to opt-in for leaseholders.</p> <p>VS shared a photo of what a fan within the glazing may look like and the group were in agreement this was not ideal.</p>		
6.1	<p>Window guarantee</p> <p>Vicky. S – In our client brief we would provide the offer of 10 or 15 year guarantee. The guarantee has specific elements that are guaranteed for different timespans. All components are not covered for the entire duration of the guarantee.</p>		