

Wharnccliffe Gardens Repairs and Decorations Project AC103

Working Group meeting 11am – 12pm 19 October 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)
Darron Mayne (DM)	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>Electrical works</u></p> <p>KC advised that due to a manufacturing issue the Manufacturer will be unable to supply the Trent Light fitting chosen by the Residents Association for the external communal lighting. KC advised that the manufacturer had supplied an alternative fitting very similar in design. A sample was provided for the WG who agreed there would be very little difference.</p> <p>KC confirmed that the supplier has advised that there will be replacement parts available for all fittings for a set period of years.</p> <p>WG have requested specifications for the new light fitting be provided as and when available.</p> <p>WG wanted to know if any of the working parts would be supplied from Europe? KC and PM advised all parts are procured in the UK.</p> <p>WG have raised concerns over the internal trunking required for the replacement of the lateral mains supply. KC and PM</p>	<p>KC/PM/RK</p>

	<p>advised that surveys had been completed to properties at Wharncliffe Gardens and Envirotech were planning on pulling the cable through existing voids where possible and advised that where trunking is required it will be kept to a minimum.</p> <p>WG requested that where the cables could not be pulled through the resident should be consulted about the plans for trunking before works continued. KC and PM agreed that this would be done.</p> <p>WG requested that in these cases works would be rescheduled promptly. KC and PM agreed that this would be done.</p>	<p>KC/PM/OE/RK</p>
<p>1.3</p>	<p><u>Scaffolding</u></p> <p>WG raised concerns about the planned scaffold construction at Pennyford Court. WG are concerned that they were advised no more than three blocks would be scaffolded at a time. There are currently five blocks with scaffolding up with Elmton having been up a total of 6 months.</p> <p>KC advised that there would be an inspection at Elmton that afternoon and following this inspection was expecting the scaffold at Elmton to be removed starting 24 October. KC also explained that there were certain contractual obligations with UL that had to be met which mean the WCC cannot dictate the programme.</p> <p>WG asked what had caused the delays? KC and RK explained there had been some roof works required which had held up progress and that inevitably earlier blocks will take longer.</p> <p>WG asked why the scaffold at Birch Vale had not been used for some weeks? PM explained that there were a number of weeks required for surveys before works could begin, this time is built into the programme and there are no additional scaffold costs.</p> <p>WG raised concerns about the amount of time scaffolds were in place and the impact on the residents including the extra costs of electricity. Could works be postponed until Spring? KC advised that this would not be possible due to contractual requirements and programme delays.</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.</p>	<p>PM/KC/RK</p> <p>MB/DM</p>
<p>1.4</p>	<p><u>Quality</u></p> <p>WG raised concerns about the time it takes to address issues with cracked glazing. KC has advised that the delays are not</p>	<p>KC/PM</p>

	acceptable, and this has been raised with UL who are in turn addressing this with their subcontractor Astra Seal.	
1.6	<p><u>Programme</u></p> <p>WG asked if the project was still on programme and in budget? PM advised that although there were delays at Elmtton he is confident that the project will finish in November 2023 as predicted.</p> <p>KC confirmed that the project is on budget.</p>	KC/PM
1.7	<p><u>A.O.B</u></p> <p>Q: WG asked for confirmation that the new walkway floor surface would be able to be cleaned successfully by the cleaners?</p> <p>KC has provided the WG with the cleaning guidance document from Bauder. Tom Pugh from Bauder will meet with the estate services team and the WG to advise on the best methods. Maintenance information passed to WG through email.</p> <p>Q: WG raised issues over recent communications from UL?</p> <p>MB has raised this with Deborah Brookes who has advised all future communications will be reviewed by Senior Team members before being sent out to residents.</p> <p>Q: WG asked why dates are provide for works to begin, then no work is done?</p> <p>KC explained that some works are weather dependant, which can affect start dates as well as the availability of contractors which can be subject to change. KC has requested that future letters will include a paragraph that explains that all dates are provisional and weather dependant.</p> <p>Q: WG asked if windows are delivered in advance of fitting?</p> <p>RK explained that most are delivered on the day but there are several that are delivered in advance.</p> <p>Q: WG asked why the container that was extended to store windows delivered in advance was being used to store paint?</p> <p>RK advised that this is being done in addition to the window storage.</p> <p>Q: WG requested that FED colour samples be displayed to allow residents to view before making their choice?</p> <p>KC agreed that the door samples would be on display in the site notice board for residents to see.</p>	<p>KC/ TP</p> <p>MB/DB</p> <p>MB/DB</p> <p>RK</p> <p>RK</p> <p>KC/PM/RK</p>

	<p>Q: WG asked if the fitting of door furniture was compulsory? KC confirmed that a request to leave the door blank could be made to the manufacturer. WG have asked for a section to be added to the door ballot form for this.</p> <p>WG have raised several questions over leaseholder fuse boards which are not included in the project and why there are not safety checks on these by WCC. KC has advised while this is not part of the project it will be raised with the Leasehold Team on behalf of the WG.</p>	<p>DB</p> <p>KC/OE</p>
<p>1.9</p>	<p><u>Date of Next meeting</u></p> <p>Wednesday 16 November 2022 at 11am</p>	