

# **Emanuel House Residents Association [EHRA]**

## **Minutes of the Meeting Between Leaseholders of EHRA & WCC**

### **13 June 2024**

Venue: Westminster City Hall

#### **EH Leaseholders**

Howard Exton Smith Flat 62 (online)  
Claire Lemoyne de Vernon Flat 38 (online)  
Lori Chen Flat 63  
Brian Parkins Flat 36  
Clare Calderwood Flat 52  
Duncan Henderson Flat 2  
Andrew Gerrard Flat 40  
Sylva Verrycken Flat No 13 (online)  
Brenda King Flat 49  
Stephen Leigh Flat 51  
Wendy Baverstock Flat 32  
Lukasz Orlowski (online)  
Brenda King Flat 49  
Paul Hudson Flat 58  
Brian Fraiman Flat 43  
Sue Marsden Flat 70 (online)

#### **WCC**

Kevin Dey, Head of Residential Services, WCC  
Georgia Yates, Senior Building Surveyor, Atkins Realis  
Sam Springate, Implementation Programme Manager, WCC  
Philip Owen, Head of Investment, WCC (online),  
Judith Morrison, Residential Leasehold Manager, WCC (online)  
Tiffany Alexander, Engagement Officer, WCC  
Jennie Roos, Property Manager, First Port (online)  
Malcolm McMichael, Project Manager, WCC (online)

#### **Apologies for Absence**

Kevin Dey (KD) advised that due to an admin oversight the councillors had been sent the invitation late and were unable to attend

| Item                                   | Minutes   | Action |
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| <b>Opening Remarks</b>                 | <p>Paul Hudson (PH), chair of the EHRA called the meeting to order.</p> <p>He started by acknowledging the work and contribution of former Chair of the EHRA, David Capri, who sadly recently passed away. His contribution was acknowledged by all.</p> <p>Kevin Dey went over the safety instruction for those present.</p> <p>No fire drill scheduled<br/>There is a sign to the emergency stairs<br/>Location of fire lift was pointed out</p> <p>Sam Springate (SS) asked if it was asked if OK if the meeting was recorded - nobody dissented.</p> <p>PH reminded the meeting that the agenda had been constructed to focus on two main issues – Major Works and RAAC – and should be taken together with the letter of 10 June from SS and enclosures.</p> |        |
| <b>Major works</b>                     | Presentation/Information session by Georgia Yates (GY) (Atkins Realis)  |        |
| <b>1: Progress of Detailed Studies</b> | A decision has been made to put the Major Works on hold pending completion of the RAAC investigations. This is because until the solution to the RAAC is known, the full scope of the major works cannot be known.  |        |

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| <p><b>Windows – have all flats now been inspected</b></p> <p><b>Roof</b></p> <p><b>Cladding</b></p> | <p>A Window survey has been completed – in all 32 flats were inspected which Atkins Realis feel is sufficient on which to base a decision for the whole building. Based on that survey, a decision has been made that all windows require replacement.</p> <p>The roof could be in serviceable condition – however this is at present uncertain. More testing needed to ensure if roof needs replacing/repairing.</p> <p>Next week there is scheduled to be “opening up works” to the external wall of Flat 20. This will hopefully answer the questions that need answering:</p> <ul style="list-style-type: none"> <li>• Is there existing insulation?</li> <li>• What is needed to meet Building Regulations?</li> <li>• How are the [panels fixed to the building?</li> </ul> <p>Everything else is pending – awaiting the outcome of that survey.</p> <p>These are the only surveys remaining for the Major Works.</p> | <p>Survey to be completed from Flat 20 within the next week</p> |
| <p><b>2. Scope for the proposed Major Works</b></p>   | <p>As outlined above the current scope of the Major Works is:</p> <ul style="list-style-type: none"> <li>• Replacing all external windows.</li> <li>• Installing cladding which meets Building Regulations – though this is dependant on the building being able to take the weight.</li> <li>• Repairing/replacing the roof covering (not RAAC related).</li> </ul>  |   |

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| <b>3. Finalising the project specification for the major works, budget, tendering, appointment of contractors, works programme</b> | As outlined above this is on hold until the RAAC investigations are complete.   |  |
| <b>4. How much has so far been spent that WCC believes is payable by leaseholders</b>  | <p>£62,000 so far has been spent on professional surveys, investigations, design &amp; project management.</p> <p>This has been forward paid by WCC but is payable by leaseholders at some point. There is no current intention to pass these charges on to leaseholders within the current financial year.</p> <p>Atkins Realis fee is made of 2 elements:</p> <ul style="list-style-type: none"> <li>• their management fees</li> <li>• the work of the professionals they hire.</li> </ul> <p>WCC ensures value for money by tendering the original “frameworks” for Project Management and ensuring that Atkins Realis operate within those.</p> <p>The Window survey, acoustic survey and solar gain surveys are all complete.</p> <p>There has been no work yet to commence design development stages of the Major Works programme.</p> |  |

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|  | <p>Some leaseholders feel strongly that the windows require replacement because WCC did not and has never had a maintenance schedule – in spite of what was recommended at the last Major Works. WCC's position is that the windows are life expired and would need replacing whether they had been maintained or not.</p> <p>This is not an issue for resolution at this meeting but is an issue on which leaseholders feel strongly</p>   |  |
| <b>RAAC</b>  | Presentation/Information session by Georgia Yates (GY) (Atkins Realis)  |  |
| <b>1. Progress of investigations:</b><br>- asbestos in ceilings<br>- have all flats now been inspected to determine extent of RAAC | <p>Asbestos surveys have been carried out to all flats on 6th floor bar 1 and a sample of flats on 5th floor.</p> <p>Next week (18<sup>th</sup>-20<sup>th</sup> June) a specialist surveyor appointed by Atkins Realis will be opening up a sample of the flats on 6<sup>th</sup> floor where there is no asbestos to look for RAAC.</p> <p>If the surveyor has concerns about the safety of the structure of the roof, they will advise WCC immediately followed by a comprehensive written report.</p> <p>When that survey is complete, the surveyor will hopefully be able to determine if RAAC extends to the ceilings of the flats.</p> <p>The working assumption is that it does – but this needs to be confirmed.</p> <p>Assuming it does then the surveyor can advise next steps (immediate propping, bearing tests of panels).</p> |  |

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|   | <p>It is likely eventually that they will want to get into every flat on the 6<sup>th</sup> floor (and potentially the 5<sup>th</sup>) to define the scope of the remediation works required.</p> <p>In summary, we do not yet know where RAAC is located/spread around the building. It is unlikely just to be isolated to the communal areas as the slabs of concrete affected by RAAC are likely to spread over the dividing walls of flats and not be restricted to footprint of the communal areas.</p> |  |
| <p><b>2. Is presence of RAAC limited to 6th floor ceilings and corridors and balconies/5th floor roofs?</b></p> | <p>Inspection of the communal areas of other floors found no RAAC - so it should only be present on top floor. The surveyor will make a professional judgement based on what they find when they start the RAAC investigations on 6<sup>th</sup> and 5<sup>th</sup> floors as to whether any further investigation is needed on the lower floors.</p>  |  |

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| <b>3. Timing and content of report of the asbestos survey and the Phase 2 RAAC survey – to WCC, leaseholders?</b> | <p>As mentioned, asbestos surveys reports have been completed for all flats on 6<sup>th</sup> floor except one. Phase 2 survey timescales will be determined by engineer initial check next week.</p> <p>As regards asbestos, the risk comes when the ceiling is “broken through”. For the flats where RAAC surveys need to be completed, their ceiling will be made good or fully replaced (dependent on what needs doing). There will be no ongoing risk from asbestos once that is done. Additionally, flats elsewhere in the building will NOT be checked for asbestos as there is no risk as long as it remains encased in the ceiling. Asbestos surveys are only carried out on those flats whose ceilings need to be broken through.</p> |  |
| <b>4. Responsibility for meeting costs of RAAC remediation, building insurance policy coverage</b>                | <p><b><u>Remediation costs for RAAC will be covered in full by WCC.</u></b> It is NOT covered by insurance.</p> <p>WCC lawyers have reviewed relevant legislation (Building Safety Act) and confirmed the landlord is responsible.</p> <p>All costs related to RAAC and the making good of properties impacted by it will be covered in full by WCC and not recovered from leaseholders.</p>  |  |

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|   | If RAAC is found throughout EH, the responsibility remains fully with WCC as the landlord.  |  |
| <b>Relationship between major works and RAAC programmes</b> | This was covered in the earlier points addressed at the meeting.  |  |
| <b>Questions</b>  | <p><b><i>This ended the presentation/explanation and the meeting was then opened up to questions.</i></b></p> <p>1: Is RAAC in stairwell? How stable is the lift?</p> <p>No immediate danger from initial surveys but they will be checked next week and may require further tests.</p> <p>2: The balconies have NOT been checked for RAAC but will be in next round of surveys. The advice to residents with balconies on 6th floor is please do not use them.</p> <p>3: If remediation works are needed on roof the plant machinery there may have to be removed which will impact on all leaseholders, not just those on 6th floor</p> | <p>Jenni Roos (JR) to ensure residents on 6<sup>th</sup> floor are advised NOT to use balconies until further notice.</p> <p>JR to advise leaseholders when scope of remediation works is known.</p> |
| <b>Next steps</b>   | Next steps are heavily dependent on the outcomes of the surveys mentioned above.  |  |



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|  | <p>WCC have been thinking about contingency plans in case residents need to be “decanted” from the 6<sup>th</sup> and 5<sup>th</sup> floors.</p> <p>4 flats are empty in EH and 4 flats are also empty at Huguenot House – WCC has kept them empty to be available to accommodate current 6<sup>th</sup> floor residents on a contingent basis.</p> <p>Depending on the length of time accommodation options may be needed, WCC wanted a range of services/options available.</p> <p>Whatever comes up it would be done best on a phased basis – but this may not be possible if a survey uncovers serious risk and residents need to move out quickly.</p> <p>Until the surveyor/engineer is able to complete the next steps, it is very difficult to know when the work will be completed and how long any decant arrangements might need to last.</p> <p>There is a difficulty with backlog of work because RAAC/Asbestos experts are inundated. WCC can only use people with correct qualifications and this exacerbates the situation.</p> | <p><b>GY /WCC to provide update by 15th July to residents and leaseholders via email</b></p> |
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| <b>AOB</b> | <p>Lease extensions – SS confirmed that a letter on this would be going to all leaseholders next week. It will take account of the recently passed legislation.</p> <p>A request has been made for a specification to be drafted for the costs of work to install a secure gate at the back of the building</p> | <p>SS – to send letter to all leaseholders by 21<sup>st</sup> June</p> <p>JR and PH to discuss further a specification to enable quotes to be obtained so that Leaseholders can form their own opinion as to whether they want to proceed with this.</p> |

The meeting closed at 7:30pm