

**Minutes of the Asset Maintenance Working Party 13<sup>th</sup> January 2025.**  
**Virtual on Google Meets**

Attendee	Initials	Organisation
Tam Pollard	TP	Chair - Resident
Henry Irwig	HI	Resident, Minute Taker
Randall Anderson	RA	Resident, CC
Jim Durcan	JD	Resident, Deputy Chair RCC
Fiona Lean	FL	Resident
Margarita Chiclana	MC	Resident
Helen Hudson	HH	Resident, Service Charge Working Party
Matthew Dendy	MD	Resident
Jane Northcote	JN	Resident
Dan Sanders	DS	Assistant Director Barbican Estate
Dan Castle	DC	Contracts Manager Barbican Estate
Christopher Makin	CM	Resident, Alderman Aldersgate
<b>Apologies</b>		
Ted Reilly	TR	Resident

Item	Key Discussion & action points	Action
1.	<b>Minutes of the meeting of 11<sup>th</sup> November 2024 and Matters Arising:</b> The Minutes of the meeting were approved.	
2.	<b>Forward Works Programme:</b> <p>A review of committees by the RCC under the chairmanship of Sandra Jenner (SJ) has identified significant overlap in coverage of asset management items and led to a decision that the newly formed Major Works Programme Board (MWPB) will assume responsibility for major items and those that are multi-year in nature. Current projects of this type are identified in the various minute sections below. In addition, TP will be circulating a comprehensive list soon.</p> <p>The MWPB will be alerted to future items of a systemic nature that emerge over time by the newly constituted Reporting Committee, informed by output of the Civica system, and/or by the affected House Groups. In addition, consideration of improvements will also fall to the MWPB.</p> <p>DS noted that, because of the dynamic, non-linear nature of projects as they proceed through their various stages, some might be temporarily assigned elsewhere by the MWPB, especially as they reach their later stages and require routine monitoring rather than strategic direction. He emphasized however the MWPB will always retain oversight and governance of the delivery of these programmes by DS and the BEO team, reporting to the RCC. While processes and terms of reference have been in development, such reporting has not yet been fully instituted. The scheduling of meetings will be critical in ensuring that all parties are coordinated and informed in a timely fashion.</p>	SJ DS TP

	<p>The MWPB will consist of both BEO staff and Barbican residents. There will be 4 resident members of the MWPB, including Tam Pollard, Sandra Jenner or her successor, plus 2 others whose names were unavailable during the meeting. All meetings will require substantial preparation by all its members.</p> <p>The future role of the AMWP is likely to include the following items, that is once the MWPB is fully up and running, likely to be soon after its 2<sup>nd</sup> or 3<sup>rd</sup> meetings:</p> <ul style="list-style-type: none"> <li>a) Monitoring certain projects through to completion, the most important of which are the Redecorations.</li> <li>b) Smaller items, including reactive repairs, especially those that can best be dealt with on a 'Task &amp; Finish' basis.</li> <li>c) Items falling out of the MWPB that require more detailed study.</li> <li>d) Potentially the asbestos mitigation program, subject to further feedback from TP.</li> </ul>	
3.	<p><b>Windows – Repairs and Replacement:</b></p> <p>This subject was not reviewed in detail as oversight thereof is being transferred to the MWPB.</p>	
4.	<p><b>Redecorations:</b></p> <p>This is the primary item that will remain with the AMWP and will not currently fall under the remit of the MWPB.</p> <p>DC reported that work on Speed House, Ben Jonson House and Defoe was currently being finalized and that he would soon be undertaking the snagging together with the clerk of works. In response to a question from JD, he confirmed that he would reach out to the relevant House Chairs to elicit appropriate resident involvement in snagging so as to mitigate any communication difficulties such as those experienced at Andrewes House.</p> <p>Blocks where work is still to be completed are Gilbert House, Willoughby House, Brandon Mews and Frobisher Crescent, the latter having to be coordinated with the work that falls under the jurisdiction of the Barbican Centre.</p> <p>DS undertook to work with DC to arrange meetings with representatives of those blocks where redecorations had been completed to be able to close down the sub-contracts related to them. He hoped to be able to share the schedule of these meetings with the AMWP before the 17<sup>th</sup> January.</p> <p>There was general agreement that, towards the end of the project overall, a formal, dedicated evaluation process should be undertaken to learn lessons from past mistakes and incorporate relevant procedures and guidelines into future tenders. How to incorporate resident feedback into this process needs careful development to ensure that comment from all blocks, including those that do not have active House Groups, is not overlooked.</p>	<p>DC</p> <p>DS</p> <p>DS</p>
5.	<p><b>Fire Signage:</b></p> <p>This subject was not reviewed in detail as the oversight thereof is being transferred to a new Building/Fire Safety Group that is in the process of being established.</p>	DS
6.	<p><b>Fire Doors:</b></p> <p>This subject was briefly reviewed. As it is a major project (City-funded), it will be monitored by the MWPB.</p> <p>DS reported that a complete door set for the towers will be completed at the end of Q1.2025 and confirmed that it would include space for an electrical smart meter. The estimated timeframe for commencement of the replacement phase is Q1 2026, but this is</p>	

	subject to further governance reviews.	
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7.	<b>Tower Block Lifts:</b> This subject was not reviewed in detail as oversight thereof is being transferred to the MWPB	
8.	<b>Historic Roof Repairs Survey/Water Penetration:</b> This subject was not reviewed in detail as oversight thereof is also being transferred to the MWPB. This includes the upcoming project for repair and maintenance of drains.	
9.	<b>Garchey:</b> This subject was not reviewed in detail as responsibility will be moved away from the AMWP to the Climate Action Working Party. If, in the future a project is instigated to remove the Garchey, this would fall under the MWPB.	
10.	<b>Repairs Systems and Trends:</b> This subject was not reviewed in detail as oversight thereof is also being transferred to other entities, specifically the newly formed Reporting Committee.	
11.	<b>Any Other Business:</b> <b>Communication –</b> JN emphasized the benefit of communicating what was happening as widely as was practicable, possibly in the Barbican Bulletin. Underlining this, DS reported that two reports were very soon to be released, namely the Report of the Transformation Board to the RCC and the Report of the Barbican Estate Office Restructuring to all residents.  <b>Ben Jonson Highwalk –</b> DS provided a brief overview of the status of tendering on this significant project which falls under the Policy and Resources Committee of the City. He emphasized his strong feeling about the need for action to prevent deterioration of the underlying structure and the critical importance of considering the entirety of the work on a unified contractual basis.  <b>Dates for future meetings and minute takers -</b> <ul style="list-style-type: none"> <li>• Next meeting: Not yet determined</li> <li>• Future minute takers: Christopher, Jim, Margarita, Matt, Randall,</li> </ul>	