

Minutes of the Asset Maintenance Working Party 13th May 2024
Virtual on Google Meets

Attendee	Initials	Organisation
Tam Pollard	TP	Chair - Resident
Henry Irwig	HI	Resident
Randall Anderson	RA	Resident, CC
Ted Reilly	TR	Resident
Jim Durcan	JD	Resident
Fiona Lean	FL	Resident
Damon Ellis	DE	BEO
Matthew Dendy	MD	Resident
Christopher Makin	CM	Resident, Alderman Aldersgate
Apologies		
Margarita Chiclana	MC	Resident
Jane Northcote	JN	Resident

Item	Key Discussion & action points	Action
1.	<p>Minutes of the meeting of 21st December 2023 and Matters Arising The minutes of the previous meeting were accepted.</p> <p>Outstanding action from Jason Hayes to provide owners for each area. DE to provide these.</p> <p>The committee welcomed Damon Ellis.</p>	DE
2.	<p>Windows Temporary window repairs are in progress. Permanent repairs are expected to commence in September of October once the new contract is in place.</p> <p>JD raised concerns regarding quality of repairs in Andrews House and communication. An item will be included in the next bulleting.</p> <p>DE provided clarification on the definition of a temporary repair. These are intended to prevent further water ingress and last for up to 18 months until a permanent repair can be made.</p>	
3.	<p>Forward Works Programme TP and Sandra Jenner are working with Dan Saunders on the establishment of the programme board. A session was held on 29/4 for a final review of the terms of reference, with the first meeting expected to be arranged shortly.</p>	TP / DS
4.	<p>Hot works DE updated that the embargo remains on hot works for balcony repairs. The BEO is looking at cold pour liquid membrane solution similar to the one used on Beech Gardens. A contractor has been agreed. This is a new provider and repairs will come with a 7 year warranty. This is also expected to lead to reduced cost compared to previous hot works. The contract includes variation limits (i.e. approval required if repairs exceed threshold).</p>	

	Related to this, it was reported that there have been several blocked drains in various blocks. The maintenance contractor was refusing to properly clear these drains. DE officers would discuss this with the contractor.	DE
5.	<p>Redecorations Eight blocks remain to be completed. DE acknowledged frustrations raised over both quality issues and the lack of communications.</p> <p>Dan Saunders and DE had instigated a 3 week stop following a review with contractors of the issues that have occurred. Changes have been agreed and works are now resuming. Scope of works will be circulated to remaining blocks to agree. There will also be a greater site presence from BEO to monitor when the works commence. BEO will also go round and review historic blocks. All members to share details with DE of any historic issues in their blocks.</p>	ALL
6.	<p>Fire Signage Updates and timelines to be provided for the next meeting. It is noted that owing to recent staff changes in the BEO there were some areas where a full update could not be provided. This will be provided at the next meeting.</p> <p>TP noted that preference is to receive project type reporting updates, including timelines and key risks / issues.</p>	DE
7.	<p>Fire Doors Updates and timelines to be provided for the next meeting.</p>	DE
8.	<p>Tower Block Lifts Updates to be provided for the next meeting. Timelines may be dependent on the work of the programme board.</p>	DE
9.	<p>Historical Roof Issue - from 2017 Noted that Jason Hayes believed that works have been completed but did not provide confirmation before leaving. DE to pick this action up and provide confirmation the necessary actions were carried out.</p>	DE
10.	<p>Garchey TR has met with Jo Kinglsey. Open Spaces department will in the future need to renew their pumping van at significant cost (c.£350k) and this should be factored into any business case for removal, but that a clear cost benefit analysis is needed for removal. Noted that discussions with Thames Water have been unproductive so far. Update to be provided at next meeting.</p>	TR
11/12	<p>Repairs Consultant has made progress on Civica issues. There were previously over 60 issues, but this total is now reduced. Awaiting a further update from the consultant, but members noted that data is still not available.</p> <p>It was noted that the lack of proper data hinders strategic decision making and makes monitoring of contractor performance difficult. It was noted the tender for the new maintenance contract requires the contractor to interface with Civica. TP raised concerns as to whether ongoing issues will prevent this working as envisaged.</p>	DE

13.	Any Other Business Dates for future meetings and minute takers <ul style="list-style-type: none"> a. 15th July – Christopher b. 9th September – Fiona c. 11th November – Henry 	
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