

**Minutes of the Asset Maintenance Working Party 21<sup>st</sup> December 2023**  
**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, Minute Taker
Helen Hudson	HH	Resident, Service Charge Working Party
Jason Hayes	JH	CoL Housing Property Services
<b>Apologies</b>		
Christopher Makin	CM	Resident, Alderman Aldersgate
Margarita Chiclana	MC	Resident

Item	Key Discussion & action points	Action
1.	<p><b>Minutes of the meeting of 16 October 2023 and Matters Arising</b></p> <p>The Minutes of the previous meeting were approved.</p> <p>RU advised that two new appointments have been made to Property Services:</p> <p>Nadine Roberts – Interim Head of Property Services (Mike Saunders’ replacement) start date 18/12/23.</p> <p>Richard Jackson – Interim Property Service Team Manager (Shaun Moore’s replacement) start date 02/01/23.</p> <p>NB – these items covered at the original meeting on 11/12. Names provided by RU in follow up.</p>	
2.	<p><b>Windows</b></p> <p>Following the October meeting, the link to the Window Survey report was shared with the AMWP. Disappointment was expressed that the findings had not been summarised to give a clearer picture of the degree of damage to the various windows, and which would allow a pattern to emerge showing the worst and least worst factors that are contributing to window deterioration. JH noted that Ben Jonson House Group had produced a summary, and following the format, the City is working through the detail to devise a long-term strategy, and agree and approve a schedule of rates, to deal with the window issues. This work will be led by a newly appointed project manager. A three phased approach is emerging as the proposed way forward:</p> <ol style="list-style-type: none"> <li>1. Windows most in need of urgent attention. Due diligence is already under way for three possible contractors. A 10-year guarantee is being asked for.</li> <li>2. Repair &amp; Maintenance of existing windows, including more permanent remedies where damaged / rotten wood has been replaced in existing frames. This should start by June. A system is being set up so that there is an audit trail, which shows how different conditions are dealt with, repair trends are highlighted and where/when insurance claims are made. JH pointed out that repairs in Gilbert House are due to be carried out using the original glazing.</li> <li>3. The existing windows should receive regular inspections and there may be better opportunities to prolong the lifespan of the windows, and aid comfort such as:</li> </ol>	JH

	<p>(a) Chamfered edges to enable run off of water more easily</p> <p>(b) The effect of different materials used as sealants</p> <p>(c) The benefits of vacuum glazing compared to triple glazing.</p> <p>JH reiterated that listed building consent will have to be sought for any changes. A request could be made for consent to apply generically, so that residents who want to exchange their existing glazing for vacuum could do so under terms and conditions the City would negotiate with statutory stakeholders such as Planning Officers and English Heritage. JH to explore further. In reply to a query about costs relating to replacing like-for-like or improvements, JH pointed out that modern equivalents and the necessity to meet building regulations will play a part in this project and are unlikely to be considered improvements.</p>	
3.	<p><b>Forward Works Programme</b> (formerly Saville Stock Condition Survey)</p> <p>See the RCC documents of 27/11/2023 for a fuller update on the progress of this project (P.123). A Programme/Project Board is being set up specifically to manage this. The target is for the first meeting take place by the end of January. Work is ongoing to decide the membership and size of the board and a Terms of Reference has been drafted – JH to share this with TP. Resident representatives on the board to be agreed. TP and Chair RCC to discuss. It was suggested that, as a Project Board is being formed to deal with this major work, it may be a good time for the AMWP to review its remit, to avoid duplication and a workload becoming unmanageable.</p>	<p>JH</p> <p>TP</p>
4.	<p><b>Redecorations</b></p> <p>Some of the snagging problems in Cromwell Tower may be a legacy from previous cycles. Generally, across the Estate, snagging from this cycle may be getting mixed up with the last. The Redecorations Specification will be reviewed thoroughly prior to the next cycle. The use of masking tape on door handles was questioned, as it is not suitable. JH to follow up.</p>	JH
5.	<p><b>Fire Signage</b></p> <p>Progress has been delayed due to shortage of staff. A new appointment has been made who is now working on it. JH to provide name. Further update for February meeting.</p>	JH
6.	<p><b>Fire Doors</b></p> <p>JH has already shared the Consultation documents with the AMWP. There is no date yet for the installation of the fire doors, but progress should continue more rapidly with a new appointee. Questions arose about the use of the existing fittings and the position of the letter boxes. Links were discussed with the recent urgent notice received from the BEO re the removal of asbestos, and how this could be aligned with the installation of the new doors. It was also queried whether the asbestos base for the electric meters in the top cupboards was hindering the changeover to smart meters, which UK Power Network is promoting. JH will update the meeting on these issues in the next few weeks and a fuller report will follow at the March 2024 RCC meeting.</p>	JH
7.	<p><b>Garchey</b></p> <p>An interim replacement member of staff has now been appointed to MS former role but it was not considered appropriate or advantageous to pursue this as due to complexity it makes sense to have a permanent/ longer term officer responsible for this. TP to raise to the BEO need to identify an officer who can lead this.</p> <p>Noted that system is not eco-friendly and equipment for emptying it is now reduced to one well used old tanker. The cost to replace it would be high. Funding for a tanker is a wider City question and may have to be looked at in an overall City plan, not just the emptying of the Garchey.</p>	TP
8.	<p><b>Tower Block Lifts</b></p> <p>As requested at the RCC recently, this will be picked up with the new Interim Head of Property Services, due to start on 18/12/2023. JH reiterated the difficulty of finding contractors and it was noted that Shakespeare are willing to relax the ban on limited</p>	JH

	working hours to make it more attractive for contractors. Other Towers may follow suit.	
9.	<b>LED Lighting</b> The funding for this is under review by the City. The cost of light fittings may be drawn from the Climate Action Strategy fund; a decision has yet to be reached about funds for the enabling works. This topic may be better placed on the Climate Action Strategy or Energy agendas. TP to discuss with other working party chairs.	TP
10.	<b>Civica Repairs System and Trends</b> The BEO has engaged someone highly experienced on Civica to try to resolve the problems associated with it. Reporting and in particular historic trend data is still not available. JD commented that it is hindering the work of the SLAWP as it cannot produce the necessary data.	
11.	<b>Any Other Business</b> Dates for future meetings and minute takers 19 <sup>th</sup> February – Matt 15 <sup>th</sup> April - Randall Further minute takers – Tim	