

Minutes of the Asset Maintenance Working Party 11th March 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
Jane Northcote	JN	Resident
Jason Hayes	JH	CoL Housing Property Services
Matthew Dendy	MD	Resident, Minute Taker
Christopher Makin	CM	Resident, Alderman Aldersgate
Apologies		
Margarita Chiclana	MC	Resident

Item	Key Discussion & action points	Action
1.	<p>Minutes of the meeting of 21st December 2023 and Matters Arising</p> <p>The Minutes of the previous meeting were approved.</p> <p>Jane Northcote has joined the AMWP with the resignation of Tim Cox.</p> <p>It was noted that LED lighting would be passed to the Climate Working Party.</p> <p>TR asked that the City proposed a representation for the Garchey group</p> <p>JH said he was looking for officers from the BEO to support the work on heating pilots.</p> <p>NOTE: a number of updates reports were sent to TP but distributed in advance of the meeting. Actions are noted here and key points but substance is not detailed as the reports will be issued post the meeting.</p>	JH

2.	<p>Windows</p> <p>JH outlined the updates since the last meeting with detail in the report</p> <ol style="list-style-type: none"> 1. Resin repairs will be replaced by spliced wood solution that come with a 10 year guarantee. Who pays for the resin being removed is to be confirmed. AMWP believe this should be the City as an error. <p>JH confirmed temporary repairs will not be recharged. Time line for temp repairs is mid-April, weather depending.</p> <ol style="list-style-type: none"> 2. Contract for window repairs delayed to Sept / Oct given interaction with Listed Building consent. JH has passed this project to Graham Sherret. 3. A vacuum glazing solution is being considered which appears very efficient. 4. FL suggested that more should be done looking at pro-active reviews e.g. could window cleaners review this as part of their work and how we facilitate better reporting by residents. 	JH
3.	<p>Forward Works Programme (formerly Saville Stock Condition Survey)</p> <p>Changes have been made to Terms of Reference for Programme Board in light of previous discussions and “Final draft” will go to RC meeting on Monday 18th March. (Noted subsequent to the meeting that this draft did not incorporate all required changes – JH agreed at RCC to review and make further updates).</p> <p>Resident members for the Programme Board still TBC. TP to discuss further with Sandra Jenner. Interested members of AWMP should discuss with TP offline.</p>	JH TP
4.	<p>Hot works</p> <p>JH provided reassurance that urgent repairs are still taking place while the City considers alternatives to hot works. Approx 50 balconies have water penetration currently. It was noted that this is far lower than the figure arrived at from the recent survey carried out by the BEO and RCC. Updated numbers to be provided at next meeting.</p> <p>Project team are also looking at preventative solutions and maintenance. Owen and Graham will attend future meetings to give updates</p>	JH
5.	<p>Redecorations</p> <ol style="list-style-type: none"> 1. Legacy items continues to create issues. E.g. lead and asbestos 2. JH has suggested that specifications require overhaul e.g. use of Class 0 paint. 3. Cyclical work needs to be phased around major works. JH will add to his handover 4. JH confirmed the current contract ends in 2025. TP asked for reassurance that review of the contract and necessary re-procurements work was in hand (including full consultation with residents and consideration of other options such as insourcing) so that a repeat of the issues with the repairs re-procurement can be avoided. TP to engage with Sandra Jenner to ensure this is raised at the next RCC. 5. JH will raise with Sandra to prepare for re-procurement, given history on doing in house, this will including comparing to doing inhouse 	JH TP
6.	<p>Fire Signage</p> <p>JH has specs and will issue to AMWP for review, prior to procurement.</p> <p>Fire door / Keep Shut signage will remain with the Fire Door Project and will include the removal of old signage and glue</p>	JH
7.	<p>Fire Doors</p> <p>JH advised that further conversations with Conservation Officer and consultation with building control have taken place. There is an example door for review and there will be the associated destructive testing. An established contractor will be used for design.</p> <p>Further resident consultation is needed and still need to deal with Barbican issues; thermal</p>	JH

	<p>benefits, security issues and existing suite of locks, access to mailboxes. JH provided assurance that the issues raised by Shakespeare in respect of the designs shared with residents, particularly in terms of retaining access to letterboxes from inside flats, would be addressed.</p> <p>Timeline will be managed. by Graham and JH will provide handover with leads for the various workstreams.</p>	
8.	<p>Tower Block Lifts</p> <p>Initial contractor response was poor. However an improved response has been achieved through offer of working hour relaxation. Update on tendering process will be reported to the next meeting.</p>	JH
9.	<p>Historical Roof Issue - from 2017</p> <p>JH believes that works have been completed but will check reports and confirm prior.</p>	JH
10.	<p>Garchey</p> <p>Requires representation from City to move forward.</p>	JH
11/12	<p>Repairs</p> <p>Consultant has made progress on Civica issues ,but members noted that data is still not available.</p> <p>JH will get a named officer by end March</p>	JH
13	<p>JH will be leaving in April and was thanked for his support of the AMWP.</p> <p>Going forward his role will be split as part of the re-organisation of the BEO with a one role specific to the Barbican and one for the wider City housing. These are being advertised. In the meantime, relevant Project Managers will attend future meetings. JH to provide a list of names.</p>	JH
14.	<p>Any Other Business</p> <p>Dates for future meetings and minute takers</p> <ul style="list-style-type: none"> a. 13th May - Randall. b. 15th July - Christopher 	