

# Baily Garner LLP

## Resident Liaison Meeting No. 1

**PROJECT NO:** 23289  
**PROJECT:** Island Homes External Works  
**DATE OF MEETING:** Wednesday 20<sup>th</sup> January at 1.30pm  
**VENUE:** St. Johns Estate Community Hall

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### ATTENDED BY:

Maggie Philips	St. Johns Estate TA Representative	MP
Jill Skeels	Leaseholder Representative – St. Johns Estate	JS
Fred Quatromini	Barkantine Estate TA Representative	FQ
Sonya Nash	Island Homes	SN (IH)
Alice Traill	One Housing Group	AT (OHG)
Jane Davies	Mulalley & Co Ltd	DT (MU)
Geoff James	Clerk of Works	JJ (CW)
Steven Bull	Baily Garner LLP	SB (BG)
Philip Cantlay	Baily Garner LLP	PC (BG)

### APOLOGIES:

None

**CHAIR TAKEN BY:** Steven Bull - Baily Garner LLP

**MINUTES TAKEN/DISTRIBUTED BY:** Steven Bull - Baily Garner LLP

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### DISTRIBUTION:

All present plus:

Jenny Fisher	-	Samuda Estate TA Representative
David Leadbetter	-	Kingsbridge Estate TA Representative
Terry Driver	-	Mulalley & Co Ltd

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**NEXT MEETING DATE/TIME:** Friday 4 December 2009 at 10.30am

**VENUE:** Mulalley Site Office, Barkentine

MINUTE REF	MINUTES	ACTION BY
1.	<b>Introductions</b>	
1.1	All parties introduced themselves.	
1.2	It was noted that Geoff James (Clerk of Works) is employed directly by One Housing Group and is currently working on the project for four days per week. If additional Clerk of Work resources are required to the project then these will be made available.	<b>Note</b>
2.	<b>Contractors RLO Report</b>	
2.1	Jane Davis advised that various surveys are in progress (i.e. Hunters, windows etc.) and scaffolding is being erected to blocks on St. Johns, Kingsbridge and Samuda Estates, in accordance with Mulalleys programme.	<b>Note</b>
2.2	Maggie Philips raised concern with the duration of time the scaffolding has been erected without any significant construction activity taking place and requested that the project team consider restraining from commencing works to any other blocks until progress has been made on the initial blocks firstly.	<b>Note</b>
3.	<b>Samuda Estate: TLO Matters to Report</b>	
3.1	No representative from the Samuda Estate attended the meeting.	
4.	<b>St. Johns Estate: TLO Matters to Report</b>	
4.1	The matter of scaffolding and anti-social behaviour was discussed. Sonya Nash confirmed that the local police shall start patrolling the Estates and any ASB seen should be reported to them on the number they have provided Island Homes with.	<b>Note</b>
4.2	Jill Skeels noted that a scaffolding pole had been placed across a window on one of the Glengall Grove blocks which prevented it from being opened. Steven Bull to follow this matter up.	<b>SB</b>
4.3	Jill Skeels raised the issue of whether mechanical fans are required as part of the new window installation. Steven Bull advised that where no mechanical extract fans are present to a kitchen and/or bathroom in a tenanted dwelling, these will be fitted within the new window glazing. Alice Traill advised that OHG will not allow residents to refuse mechanical fans being installed.	<b>Note</b>

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4.4	The Hunters surveys were discussed and Steven Bull advised that Baily Garner would review these surveys to ensure the scope of works is correct. The final agreed scope of works would be discussed at the block consultations in advance of works commencing. Jill Skeels requested that copies of the Hunters surveys are made available to the residents/leaseholders so they can see what has been agreed by Baily Garner and if any variations have been made to the initial scope of works. Alice Trail to follow this issue up with Mulalleys.	<b>Note</b>
<b>5.</b>	<b>Barkantine Estate: TLO Matters to Report</b>	
5.1	Fred Quatromini noted that he was lead to believe that some of the blocks where scaffolding is being erected would not be having the actual works started until July. Steven Bull confirmed this is not the case, the intention is to commence works asap upon completion of the scaffolding.	<b>Note</b>
5.2	It was agreed that it would be useful for an update programme to be made available for each meeting. Steven Bull noted that the programme will need to be amended slightly to reflect the slight delay but nevertheless will request to Mulalleys that they table an updated programme at each meeting.	<b>SB</b>
5.3	Maggie Philips also requested a hard copy of the master programme which should be in A1 or A2 size. Steven Bull to request this is sent to Sonya Nash to forward on.	<b>SB</b>
5.4	Fred Quatromini advised that there is a container located outside of Scoulding House which he believes is for works taking place at Bowsprit Point. Sonya Nash noted that this may be the fire risk works being undertaken by Anglo Construction and would confirm.	<b>SN</b>
<b>6.</b>	<b>Kingsbridge Estate: TLO Matters to Report</b>	
6.1	No representative from the Kingsbridge Estate attended the meeting.	
<b>7.</b>	<b>Island Homes / OHG Matters to Report</b>	
7.1	No further issues were raised.	
<b>8.</b>	<b>Baily Garner Matters to Report</b>	
8.1	No further issues were raised.	

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**MINUTES**

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BY**

**9. Clerk of Works Update / Matters to Report**

9.1 No further issues were raised.

**10. Date of Next Meeting**

10.1 Wednesday 3<sup>rd</sup> February 2010, Samuda Estate site office.