

Baily Garner LLP

Resident Liaison Meeting No. 2

PROJECT NO: 23289
PROJECT: Island Homes External Works
DATE OF MEETING: Wednesday 3rd February at 1.30pm
VENUE: Samuda Estate Site Office

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
Jenny Fisher	Samuda Estate TA Representative	JF
Richard Samuals	Samuda Estate	RS
Emmanuel Ejimonyeabala	Samuda Estate	EE
Sonya Nash	Island Homes	SN (IH)
Terry Driver	Mulalley & Co Ltd	TD (MU)
Jane Davies	Mulalley & Co Ltd	JD (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

DISTRIBUTION:

All present plus:

David Leadbetter - Kingsbridge Estate TA Representative

NEXT MEETING **DATE/TIME:** **Wednesday 17th February 2010 at 1.30am**
VENUE: **St. Johns Estate Site Office**

MINUTE REF	MINUTES	ACTION BY
1.	Introductions	
1.1	All parties introduced themselves.	
1.2	Steven Bull raised an apology on behalf of Alice Trail who could not attend the meeting.	
2.	Matters Arising from Previous Minutes	
	PMR 4.2	
2.1	Phil Cantlay confirmed the flat in question was 29 Glengall Grove and the placement of the scaffold pole was not blocking an egress window.	Note
	PMR 5.2	
2.2	Terry Driver suggested that in order for those representatives at the meeting to be advised of the forthcoming works, it may be prudent for him to provide a brief overview at each meeting. This is due to the master programmes not clearly show key activities on each block which the representatives may need to know.	Note
	PMR 5.3	
2.3	Terry Driver confirmed he will provide hard copies of the master programme shortly although if future meetings could be held at St. Johns, all current programmes are displayed in the meeting room for peruse.	TD
	PMR 5.4	
2.4	Sonya Nash confirmed that the container located outside of Scoulding House is for the fire risk assessment works being undertaken by Anglo Construction. This is not part of the capital works programme.	Note
3.	Contractors RLO Report	
3.1	Jane Davis raised no specific issues in relation to RLO matters.	
3.2	<p>Terry Driver gave an overview of current works in progress across all the Estates; summarised as follows:-</p> <ul style="list-style-type: none"> • Scaffolding being erected to various blocks on all estates; • Below ground CCTV drainage surveys and remedial works; • Hunters validation surveys; 	

MINUTE REF	MINUTES	ACTION BY
	<ul style="list-style-type: none"> • Window surveys; • Lift installation works at St. Johns and Samuda Estates; • Fire risk assessment works. 	
3.3	<p>Maggie Phillips asked why lift installation works had commencement at Skeggs and Thorne Houses without the block consultations taking place first. Terry Driver advised that all residents had been informed of these works and it was essential that these works commenced to ensure the programme was maintained. Terry Driver advised the block consultations shall still proceed to these blocks following approval of the validation surveys.</p>	Note
3.4	<p>Maggie Phillips expressed concern regarding the jet washing of surfaces that has taken place across various blocks and stated that residents had not been informed of the works in advance to protect window and door surfaces etc. Terry Driver explained that there had been a miscommunication between Mulalleys and their subcontractor works had incorrectly started a day before the residents were informed they were they were due to. Terry Driver ensured Mulalleys management shall take steps to ensure this is not repeated.</p>	Note
3.5	<p>Maggie Phillips requested sight of any letters Mulalleys issue to residents concerning the works. Terry Driver confirmed he would do this although most are standard Mulalley letters concerning various working activities. Therefore these letters would be issued to Maggie Phillips for information purposes only.</p>	Note
3.6	<p>Maggie Phillips requested that Mulalleys give consideration to the location and placement of scaffolding trailers.</p>	Note
4.	Samuda Estate: TLO Matters to Report	
4.1	<p>It was noted that fire upgrading works are being undertaken at Kelson House. This includes upgrading of flat entrance doors to meet fire standards. Emergency flat escape doors, storage doors and pram store doors would be replaced due to the upgrading works required and the presence of asbestos panels.</p>	Note
4.2	<p>It was confirmed that the major external and communal works to Kelson House have now been reprogrammed to commence in July 2010. This is due to the presence of the falcon during the months of February – June.</p>	Note

MINUTE REF	MINUTES	ACTION BY
4.3	Jenny Fisher asked whether Mulalleys have towed car(s) away from the Samuda Estate. Terry Driver confirmed they had not and any vehicles which are causing access issues are reported to Island Homes in the first instance.	
4.4	Jenny Fisher noted that placement of scaffolding netting had restricted the amount of communal lighting be distributed to the estate area. This was particularly notable around Dagmar Court and Talia Houses. Terry Driver confirmed he would look into this and if necessary arrange for additional lights to be fitted to the scaffold to improve estate lighting on these blocks.	TD
4.5	Jenny Fisher advised the scaffolding netting had prevented clear images of the CCTV installation being obtained. Terry Driver confirmed he would look into this and where necessary ensure holes are cut in the netting so CCTV images are not disrupted.	TD
4.6	Jenny Fisher raised concern on the safety of the scaffold ladders to the rear of the blocks. Terry Driver confirmed he would ensure these are left secure and inaccessible as possible at the end of each working day.	TD
4.7	Jenny Fisher expressed concern regarding the installation of locks to the bin store doors which has prevented the ground floor residents disposing their rubbish inside the bin store. It was noted that the new locks are a requirement of the fire upgrading works being taken place although the Client should have been informed of these being fitted in advance to afford them the opportunity of notifying the residents first. Sonya Nash confirmed keys for the new bin store locks are going to be issued to all ground floor residents now.	Note
4.8	Jenny Fisher requested consideration is given to future maintenance of the flat roof areas and in particular whether any fall arrest systems or edge protection barriers were going to be provided as part of the works. Steven Bull confirmed edge protection barriers were not specified although would confirm what other provisions had been allowed for as part of the works.	SB
4.9	Jenny Fisher enquired what alarm system and was going to be installed as part of the lift replacement/refurbishment programme. Steven Bull to clarify this.	SB
4.10	Jenny Fisher requested adequate warning signs are provided by the placement of scaffolding. Terry Driver confirmed this was being monitored to ensure there is adequate signage.	Note

MINUTE REF	MINUTES	ACTION BY
4.11	Jenny Fisher asked if works to the estate road drainage system was being undertaken. Steven Bull to advise if these works are included within the environmental packages.	SB
4.12	Jenny Fisher asked if retaining PVCu windows would pose a potential fire risk. Steven Bull advised any potential hazards would have be identified within the Fire Risk Assessments.	Note
4.13	It was noted that new or upgraded digital IRS systems would be installed as part of the works.	Note
4.14	Steven Bull advised the underground garages are not covered within the major works. Sonya Nash to confirm if Island Homes/OHG have any intention of carrying out any works to this area.	SN
5.	Barkantine Estate: TLO Matters to Report	
5.1	Fred Quatromini enquired what the scope of works are to flat entrance doors. Steven Bull confirmed that front doors will be redecorated if they are already painted, although there are currently no proposals to renew doors as a matter of course. Doors that are damaged or in a poor condition will be assessed individually for their need for possible replacement.	Note
5.2	Fred Quatromini enquired if repairs to estate roads are covered by the works. Steven Bull to confirm if this is included within the environmental package or not.	Note
5.3	Fred Quatromini raised concern on the duration of the scaffolding that had been erected to date without no physical works having started yet. It was explained that the scaffolding was required to enable certain surveys to be completed and the scaffolding will not be erected for any longer than necessary.	Note
6.	St. Johns Estate: TLO Matters to Report	
6.1	Maggie Phillips asked if a schedule of works had been devised yet for the environmental package works at St. Johns. Steven Bull to speak to Farrer Huxley to see if this is available.	SB
6.2	Maggie Phillips requested that window samples and mechanical extract fans are on display as part of the block consultations.	Note

**MINUTE
REF**

MINUTES

**ACTION
BY**

7. Island Homes / One Housing Group Matters to Report

7.1 No issues were raised.

8. Baily Garner Matters to Report

8.1 No issues were raised.

9. Clerk of Works Update / Matters to Report

9.1 No issues were raised.

10. Date of Next Meeting

10.1 Wednesday 17th February 2010, St. Johns Estate site office.