

Baily Garner LLP

Resident Liaison Meeting No. 3

PROJECT NO: 23289

PROJECT: Island Homes External Works

DATE OF MEETING: Wednesday 17th February at 1.30pm

VENUE: St. Johns Estate Community Centre, Glengall Grove

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
Sonya Nash	Island Homes	SN (IH)
Terry Driver	Mulalley & Co Ltd	TD (MU)
Jane Davies	Mulalley & Co Ltd	JD (MU)
Steven Bull	Baily Garner LLP	SB (BG)

APOLOGIES:

Alice Trail	One Housing Group	AT (OHG)
Geoff James	Clerk of Works	JJ (CW)
Philip Cantlay	Baily Garner LLP	PC (BG)

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 3rd March 2010 at 1.30am

VENUE: Barkantine Hall, Barkantine Estate

MINUTE REF	MINUTES	ACTION BY
1.	Introductions	
1.1	Those present are as listed on the front page of these minutes.	
1.2		
2.	Matters Arising from Previous Minutes	
2.1	Jenny Fisher enquired how are CCTV surveys being undertaken if access points into the below ground drainage system are unknown. Steven Bull and Terry Driver advised that the drainage sub-contractor will identify entry location points on each block and that these will vary from block to block.	Note
	PMR 2.3	
2.2	Terry Driver advised the programmes had not been updated yet although Mulalleys were in the process of doing so and should be ready within the next 7-10 days.	Note
	PMR 3.3	
2.3	Jenny Fisher requested the previous minute item read... 'Terry Driver advised the block consultation meetings shall still proceed to these blocks following approval of the validation surveys'.	Note
	PMR 3.6	
2.4	Jenny Fisher requested the previous minute item read... 'Maggie Phillips requested that Mulalleys give consideration to the location and placement of scaffolding trailers for traffic requirements '.	
	PMR 4.4	
2.5	Terry Driver advised that he has instructed his site managers to investigate the issue of poor lighting to various scaffolded blocks on the Samuda Estate. Terry Driver to ensure this is undertaken. Jill Skeels advised Kingdon House is now very dark due to the placement of scaffolding. Terry Driver confirmed Mulalleys would investigate this.	TD
	PMR 4.5	
2.6	Terry Driver to confirm if the debris netting has been cut away so CCTV images are not obscured.	TD
	PMR 4.6	

MINUTE REF	MINUTES	ACTION BY
2.7	Terry Driver confirmed scaffold ladders are secured at the end of each working day.	Note
	PMR 4.8	
2.8	Steven Bull advised that there is no provision within the ER's for any fall arrest system or perimeter barriers although this will be raised within the Client in due course.	Note
	PMR 4.9	
2.9	Steven Bull confirmed the refurbished/new lifts will include for a communication system to allow those within a trapped lift to have a direct telephone link line to a designed emergency number. An audible alarm facility will also be provided on the system. Jenny Fisher requested signs are provided stating emergency procedures etc. Sonya Nash confirmed Island Homes have already requested this.	Note
	PMR 4.11	
2.10	Steven Bull confirmed that below ground drainage works are not within FHA's scope of works for estate roads. Jenny Fisher requested confirmation whether these could be looked at as part of the works programme.	SB
	PMR 4.14	
2.11	Steven Bull advised that Alice Traill has confirmed that no works are planned to be undertaken to the underground garages at Samuda Estate as part of the major works programme.	Note
	PMR 6.1	
2.12	Steven Bull confirmed that the scope of works information produced by FHA will be through annotated drawings.	Note
3.	Contractors RLO Report	
3.1	<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; • Jet washing of brick and concrete surfaces; • Concrete surveys; • Below ground CCTV drainage surveys and remedial works; 	

MINUTE REF	MINUTES	ACTION BY
	<ul style="list-style-type: none"> • Hunters validation surveys; • Window surveys; • Lift installation works at St. Johns and Samuda Estates; • Fire risk assessment works. • Electrical surveys for communal electrical upgrades and IRS installations. 	
3.2	Maggie Philips noted that the placement of scaffolding has disrupted communal TV signals. Terry Driver advised residents should report any lost/reduced signal to an RLO officer.	Note
3.3	Jill Skeels enquired what will be done with those residents who have insurances on their satellite dishes. Will they be reimbursed or compensated for this? IH/OHG to advise.	SN/AT
3.4	Terry Driver confirmed several validation surveys have now been issued to Baily Garner for comment/approval.	Note
3.5	Terry Driver raised the issue of the Block Consultation / Information Share Meetings and advised that Mulalleys have now received clear instructions to proceed with the meetings are per their suggestion. Maggie Philips noted she would take this matter up further with Island Homes as she considers the drop-in session format will not be productive.	Note
4.	Samuda Estate: TLO Matters to Report	
4.1	Jenny Fisher requested extreme care is taken when working near or around the chestnut tree outside of Ballin Court.	Note
4.2	Jenny Fisher raised concern of the potential damage that may occur to window surfaces due to them not being entirely covered when undertaking the jet washing process. Steven Bull confirmed that should Mulalleys damage any surfaces due to them not taking adequate steps to protect surfaces then they will be liable to repair/replace such at their own cost.	Note
4.3	In addition to the above, Jenny Fisher reported that pedestrians have got wet during recent jet washing operations and therefore requested signage is provided to ensure pedestrians or those	TD

MINUTE REF	MINUTES	ACTION BY
	using the block are made aware of the jet washing being undertaken. Jenny Fisher advised she did report this instance to the RLO office but has not received any response from to date.	
4.4	Jenny Fisher raised concern regarding the lift works and how long these may be out of operation for. Terry Driver confirmed each resident will be notified of this by letter, in advance of the works being undertaken.	Note
4.5	Jenny Fisher enquired what doors were being replaced as part of the FRA works at Kelson House. Steven Bull confirmed the emergency escape doors and storage doors along the communal corridors will be replaced. Flat entrance doors are being retained and upgraded only.	Note
4.6	Jenny Fisher also noted that the placement of debris netting has obscured the block names which may prove to be an H&S issue. Jenny therefore requested temporary block signs are located in a more visible location. Terry Driver to look into this.	TD
5.	Barkantine Estate: TLO Matters to Report	
5.1	Fred Quatromini had no issues to raise.	Note
6.	St. Johns Estate: TLO Matters to Report	
6.1	Maggie Philips requested a copy of Mulalleys letters that have/will be issued concerning notification of the works.	JD
6.2	Maggie Philips raised the matter of the refuse being dumped in the communal areas at Skeggs and Thorne Houses and asked if CCTV could be installed. Sonya Nash confirmed this would not be possible but Island Homes are aware of this problem and would be undertaking a door knocking exercise with a BWO Representative top try and establish who is responsible for this.	Note
6.3	Maggie Philips noted a Public Meeting was held the previous week and FHA attended to outline proposals for the environmental works.	Note
6.4	Maggie Philips advised that there have been burglary incidents at Skeggs and Thorne Houses whilst the scaffolding has been erected.	Note
6.5	Maggie Philips raised the matter of the works to the concrete pergolas. Steven Bull advised the consultation period is still in	Note

**MINUTE
REF**

MINUTES

**ACTION
BY**

progress and replacements can only be undertaken and recharged to leaseholders if this is stated within the lease. This matter will be managed by Island Homes Leasehold Management Unit.

7. Kingsbridge Estate: TLO Matters to Report

7.1 No issues were raised in respect of the Kingsbridge Estate.

8. Island Homes / One Housing Group Matters to Report

8.1 No issues were raised.

9. Baily Garner Matters to Report

8.1 No issues were raised.

10. Clerk of Works Update / Matters to Report

10.1 No issues were raised.

11. Date of Next Meeting

11.1 Wednesday 3rd March 2010, Barkantine Hall.

11.2 Fred Quatromini confirmed he would be able to book the Barkantine Hall for this meeting.

Note