

Baily Garner LLP

Resident Liaison Meeting No. 5

PROJECT NO: 23289
PROJECT: Island Homes External Works
DATE OF MEETING: Wednesday 17th March 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
Dave Keeley	Leaseholder , St. Johns Estate	DK
Jenny Fisher	Samuda Estate TA Representative	JF
Fred Quatromini	Barkantine Estate TA Representative	FQ
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)
Philip Cantlay	Baily Garner LLP	PC (BG)

APOLOGIES:

Alice Trail	One Housing Group	AT (OHG)
Geoff James	Clerk of Works	JJ (CW)

CHAIR TAKEN BY: Philip Cantlay - 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 31st 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	Maggie Phillips did not agree the venue of the meeting to be appropriate and considered office location a Health & Safety issue.	Note
1.3	Jenny Fisher enquired why Dave Keeley had been invited to attend the meeting. It was explained that Dave Keeley was a member of the Consumer Panel and had been invited to attend by Alice Traill.	Note
1.4	Phil Cantley requested that the meeting is kept focused on current resident issues and matters or issues are not raised that are not related to resident issues. Jenny Fisher noted that previous comments have been raised in this regard due to the TRA's lack of understanding or knowledge on such issues raised.	Note
2.	Matters Arising from Previous Minutes	
	PMR 2.1	
2.1	Terry Driver confirmed that Samuda Estate external lighting has been improved and will continue to be reviewed as new scaffolding is being erected. Jenny Fisher noted that she was disappointed that this item has not been addressed sooner.	Note
	PMR 2.4	
2.2	Steven Bull advised that he is still waiting for clarification if any of the works to the estate road drainage will be included within the major works or if this is to be undertaken as maintenance works.	SB
2.2.1	Steven Bull advised that Baily Garner have been asked to look at the condition of the estate road to the rear of The Quarterdeck and repairs to this road surface may be undertaken as part of the major works programme.	Note
2.2.2	Jenny Fisher enquired who will be responsible for the on-going maintenance of the roads after the major works contract is finished. Island Homes / OHG to advise.	SN/AT
	PMR 2.8	
2.3	Jane Davies advised that she has emailed Maggie Phillips with letters to be issued by Mulalleys.	Note

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	PMR 4.2	
2.4	Island Homes to ensure the emergency notices in respect of the lift replacements are in place.	SN
	PMR 4.3	
2.5	With regards to works to pavements and other such external areas, it was suggested that Farrer Huxley be asked to attend the next meeting to address such queries and give an update with regards to consultation matters. SB to speak to Katy Staton of FHA regarding this.	SB
2.5.1	The matter of the pergola works was raised. Dave Keeley noted that these should not be recharged on an estate basis but should on a block by block basis. Steven Bull advised that is a matter for OHG leasehold management unit to establish.	Note
2.5.2	Dave Keeley enquired whether a condition schedule is being recorded to account for any existing damage to external surfaces. Terry Driver confirmed that Mulalleys are recording this information.	Note
	PMR 4.4	
2.6	Sonya Nash to confirm is the link bridge between Talia and Dagmar will be opened up during the lift replacement works.	SN
	PMR 4.5	
2.7	See previous minute item 2.1.	
	PMR 4.6	
2.8	The top floor escape doors leading to the roof area are not required to be upgraded or renewed as part of the FRA works.	Note
3.	Contractors RLO Report	
3.1	Terry Driver gave an overview of current works in progress across all the Estates, reporting upon the previous two weeks, summarised as follows:- <ul style="list-style-type: none"> • Scaffolding being erected to various blocks on all estates; • Jet washing of brick and concrete surfaces; • Concrete surveys and testing; • 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 , Barkantine & Samuda Estates; • Fire risk assessment works. • Electrical surveys for communal electrical upgrades and IRS installations. 	
3.2	Terry Driver confirmed the Information Share Drop-In Sessions were now complete on the first batch of blocks on St. Johns, Samuda and Barkantine Estate. Mulalleys will forward details of attendees, comments, observations etc. to OHG shortly.	Note
3.3	Dave Keeley raised concern on the possible roof replacement works at Finwhale House and enquired on various lease issues. Dave Keeley was advised he would need to address these matters with the Leasehold Management Unit although the Client decision on whether to replace these roofs has not been taken yet.	Note
3.4	Maggie Phillips noted that she would be looking to arrange a meeting with OHG concerning various financial matters.	Note
4.	Samuda Estate: TLO Matters to Report	
4.1	Jenny Fisher noted whether anchorage points will be fitted to flat roof areas for future maintenance works. Steven Bull advised these are not included within the ER's at present but will recommend to the Client that these are installed as part of the major works.	Note
4.2	Jenny Fisher enquired about the proposals with regards to the playground area at Samuda, adjacent to Halyard House. As previously minuted, an update from FHA will be sought for the next meeting.	Note
4.3	Jenny Fisher advised that Island Homes issue letters for residents to clear balconies at Dagmar and Talia Houses.	Note
4.4	Terry Driver confirmed that following completion of the jet washing, all window and door surfaces will be wiped over and following striking of the scaffolding, all such surfaces will be cleaned.	Note

MINUTE REF	MINUTES	ACTION BY
4.5	Terry Driver confirmed he would look into what works are proposed for the surface water outlets to balconies and possible implications of this if any defects exist within internal drainage runs.	TD
4.6	Jenny Fisher requested that Mulalleys take all necessary precautions when jet washing balcony soffit surfaces, to protect window and door surfaces.	Note
4.7	Jenny Fisher advised the works will need to be phased to avoid newly decorated surfaces being soiled by pigeons if these areas are to be enclosed at a later stage.	Note
4.8	Steven Bull confirmed that the door entry systems on the Samuda Estate are due to be repaired (where necessary) and overhauled.	Note
4.9	Sonya Nash requested that the delivery of skips at Kelson House is brought forward before Friday to give residents a longer period in which to dispose of redundant stored goods, in respect of the replacing the storage cupboard doors.	TD
5.	Barkantine Estate: TLO Matters to Report	
5.1	Fred Quatromini enquired how long the lift works shall take place at Kedge House. Terry Driver advised these will take 12 weeks each.	Note
6.	St. Johns Estate: TLO Matters to Report	
6.1	Maggie Phillips noted that many residents were unhappy with the drop-in style format of the Information Share sessions recently held. Terry Driver advised however that the feedback his staff had received was generally all positive.	Note
6.2	Maggie Phillips advised that the resident of No. 45 Kingdon House has reported that a Mulalley workman had soiled her carpets due to walking in debris following the jet washing works. Jane Davis to investigate this matter.	JD
6.3	Maggie Phillips also noted that the resident of No. 46 Kingdon House has reported that a Mulalley workman has burnt one of his window frames with a cigarette. Jane Davis to investigate this matter.	JD
6.4	Terry Driver confirmed he would email Maggie Phillips with a list of blocks that are due to have scaffolding erected on them.	TD

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6.5	Maggie Phillips requested that the surveys which Hunters produce and are sent to Baily Garner are made available to the TRA's. This issue is to be discussed further between OHG and Mulalleys before confirmation is given whether these documents will be available or not.	AT/ TD
7.	Kingsbridge Estate: TLO Matters to Report	
7.1	No representative from the Kingsbridge Estate attended the meeting.	
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 31 st March 2010, Barkantine Hall.	Note