

Baily Garner LLP

Resident Liaison Meeting No. 6

PROJECT NO: 23289
PROJECT: Island Homes External Works
DATE OF MEETING: Wednesday 31 March 2010 at 1.30pm
VENUE: Barkantine Hall, Barkantine Estate

ATTENDED BY:

Alice Trail	One Housing Group	AT (OHG)
Lorna Brown	One Housing Group	LB (OHG)
Maggie Philips	St. Johns Estate TA Representative	MP
Jill Skeels	Leaseholder Representative – St. Johns Estate	JS
Dave Keeley	Leaseholder , St. Johns Estate	DK
Richard Samuels	Samuda Estate	RS
Jenny Fisher	Samuda Estate TA Representative	JF
Fred Quatromini	Barkantine Estate TA Representative	FQ
Terry Driver	Mulalley & Co Ltd	TD (MU)
Linda Jones	Mulalley & Co Ltd	LJ (MU)
Matthew Woodside	Farrer Huxley Associates	MW (FHA)
Steven Bull	Baily Garner LLP	SB (BG)

APOLOGIES:

Sonya Nash	Island Homes	SN (IH)
Geoff James	Clerk of Works	GJ (CW)
Philip Cantlay	Baily Garner LLP	PC (BG)

CHAIR TAKEN BY: Alice Traill - OHG

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

DISTRIBUTION:

All present plus:
David Leadbetter - Kingsbridge Estate TA Representative

NEXT MEETING DATE/TIME: Wednesday 28 April 2010 at 1.30am
VENUE: St. Johns Estate Community Centre, Glengall Grove

MINUTE REF	MINUTES	ACTION BY
1.	Introductions	
1.1	Those present are as listed on the front page of these minutes.	
1.2	Jenny Fisher noted that no action had been taken with regards to her suggestion of an alternative agenda format in order to try and keep discussion matters more concise.	Note
2.	Matters Arising from Previous Minutes	
	PMR 2.2	
2.1	Alice Trail confirmed that works to the estate road drainage will not be included as part of the major works contract.	Note
	PMR 2.2.2	
2.2	Alice Trail confirmed that on-going maintenance of the roads after the major works will be managed by OHG.	Note
	PMR 2.4	
2.3	Jenny Fisher advised that the emergency notices in respect of the lift replacements are not place. Island Homes to address this matter.	SN
	PMR 2.5	
2.4	Farrer Huxley attended the meeting to provide an update, as previously requested.	Note
	PMR 2.6	
2.5	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	
2.6	Terry Driver confirmed works to existing balcony drainage are included in the works although Mulalleys will need to propose how they will address issues where there are existing leaks/defects within the drainage runs.	Note
	PMR 4.9	
2.7	Skips were provided at Kelson House for the disposal of stored goods, in respect of the FRA works being undertaken.	Note

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	PMR 6.2	
2.8	Terry Driver confirmed that Mulalleys have apologised to the resident concerning the soiled her carpets at No. 45 Kingdon House and Mulalleys have now cleaned the carpets.	Note
	PMR 6.3	
2.9	Terry Driver advised that in respect of No. 46 Kingdon House, where there was an alleged burn to a window frames caused by Mulalleys, this was in fact a window cill and the resident advised this had happened within the last 6 months. Mulalleys have agreed however for a specialist repair to be undertaken.	Note
	PMR 6.4	
2.10	Terry Driver advised that an update on scaffolding being erected would be reported in the Contractors Report.	Note
	PMR 6.5	
2.11	Jenny Fisher and Dave Keeley raised the matter of the Hunters Survey information being released to the residents/leaseholders. Alice Trail advised that OHG have no adverse objections to this information being released although acknowledged that this was Mulalleys own information. Terry Driver to confirm if this information will be released or not.	TD
3.	Environmental Works Update	
3.1	Matthew Woodside provided the following update concerning the consultation and procurement of the environmental work packages: <u>Works Generally:</u>	
3.2	All consultation completed with exception of a few further matters to discuss. Works packages have been issued for St. Johns, Samuda and Barkantine to Mulalleys. <u>St. Johns Estate:</u>	Note
3.3	Matthew Woodside advised that all consultation has now been completed and as a result, the works scope has been reduced, notably at Skeggs, Thorne and Castillia Square.	Note
3.4	Matthew Woodside confirmed further consultation is required with regards to the concrete pergola's.	Note

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	<u>Samuda Estate:</u>	
3.5	Matthew Woodside advised that all consultation has now been completed and advised that the playground area is to be retained.	Note
3.6	Matthew Woodside noted that there is ongoing consultation / meetings in respect of waste management systems.	Note
	<u>Barkantine Estate:</u>	
3.7	Matthew Woodside confirmed that there are no further consultation issues.	Note
4.	Contractors RLO Report	
4.1	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"> • Terry Driver confirmed no new scaffolding has been erected since the last meeting at Barkantine, although letters will be shortly issued to these blocks where scaffolding is next to be erected. Scaffolding will shortly be erected to Rugless House, scaffolding now completed to Argyle, Linguard, Kingdon and Montfort Houses. Scaffolding will commence shortly at Pinnance House on the Samuda estate; • Jet washing of brick and concrete surfaces; • Concrete surveys, testing and measurement; • Below ground CCTV drainage surveys and remedial works; • 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. 	
4.2	Maggie Philips requested that the widow designs are reviewed to ensure that the operation of the new windows does not compromise tenants net curtains. Terry Driver confirmed that Mulalleys would review this.	TD

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5.	Samuda Estate: TLO Matters to Report	
5.1	Alice Trail to speak to OHG ASB department with regards to the alleged CCTV cameras that were removed/vandalised.	AT
5.2	Terry Driver advised a new sign off procedure has been adopted to ensure ladders are removed at the end of each working day.	Note
5.3	Jenny Fisher noted that she has not received any response yet regarding the letter of compliant issued in respect of the boiler replacement at Kelson House.	Note
5.4	Terry Driver to investigate the allegations that Mulalleys are using the refuse chute for disposing materials at Kelson House.	TD
5.5	Terry Driver confirmed he would make a staff member available for a site walkaround to establish poorly illuminated areas caused by the placement of scaffolding netting.	TD
5.6	Steven Bull confirmed that entry system works will be carried out as part of the external works.	Note
5.7	Jenny Fisher requested that residents are made aware that windows will be fully cleaned following striking of the scaffold.	Note
5.8	Jenny Fisher requested that residents are made clear when any goods need to be kept clear from private balconies to enable Mulalleys to complete all of their works to these areas.	Note
6.	Barkantine Estate: TLO Matters to Report	
6.1	No issues were raised.	Note
7.	St. Johns Estate: TLO Matters to Report	
7.1	Maggie Philips requested that Mulalleys seek to address the current reception problems being experienced by the placement of scaffolding at Thorne House.	TD
7.2	Steven Bull confirmed that all cavity insulation works are inclusive of funding allowances.	Note
8.	Kingsbridge Estate: TLO Matters to Report	
8.1	No representative from the Kingsbridge Estate attended the meeting.	

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BY**

9. Island Homes / One Housing Group Matters to Report

9.1 No issues were raised.

10. Baily Garner Matters to Report

10.1 No issues were raised.

11. Clerk of Works Update / Matters to Report

11.1 No issues were raised.

12. Date of Next Meeting

12.1 Wednesday 28 April 2010, Barkantine Hall.

Note