

Minutes of the Asset Management Working Party

Monday 13th December 2021, 5:30pm by Zoom

Officers

Jason Hayes
Mike Saunders

Residents

Christopher Makin (Chair)
Tim Cox
Henry Irwig
Fiona Lean
Ted Reilly
Randall Anderson
Tam Pollard (Minutes)

Apologies

Margarita Chiclana

1. Minutes / Matters Arising

The minutes of the meeting of 11 October 2021 were approved, with no corrections or additional items being raised.

2. Savills Stock Condition Survey

The full draft report is currently under review under review by officers, including consideration of costs. It was noted that:

- a high level of costs relate to doors and windows, but that doors are covered by a separate programme (item 7) and that windows are replaced as needed,
- a large factor in the report is the condition of mechanical and electrical items which are past their expected useful life,
- costs do not include VAT, administration costs or professional fees.

The report will be shared with the AMWP once ready.

Based on the report, a maintenance strategy will be developed, including prioritising areas that need attention first, consideration of preventative measures, potential grouping of activity, and what can be done to improve thermal efficiency.

3. Quality Concerns

Concerns were raised about the quality of works carried out by the contractor Metwin. In respect of shutters in Frobisher Crescent, Mike advised 3 call outs had been received following replacement, of which 2 were found to be okay and the remaining case was still awaiting feedback. Mike to investigate and come back on questions as to whether Metwin are following the correct procedure for the actuators when shutters are refitted.

4. Window Replacement and Repairs

Mike advised that joinery work on windows is carried out by a subcontractor on behalf of Metwin and that the individual replacement of windows remains the best approach while this work is being carried out on an ad hoc basis. However, if multiple windows can be identified as part of a wider programme there may be economies of scale.

Mike confirmed that some smaller repairs are carried out using a resin filling approach by Timber Care and that these last c. 10-12 years. Each new case is assessed individually to determine the best approach.

It was agreed that a survey to establish the condition of windows on the estate and to inform a potential programme would be helpful, with the suggestion of a focus on inspecting upper floors / exposed areas and sampling elsewhere. Jason to establish rough costs from Harris & Co (who carried out the Golden Lane condition survey) and report back.

Fiona raised whether costs relating to replacement of windows due to leaks could be claimed under insurance. Mike advised this has been explored but while damage to contents etc. from the water ingress is claimable, the window repairs are considered wear and tear and are therefore excluded.

5. Garchey Report

Ted and Randall reported on a meeting to consider the numbers on decommissioning and that these are marginal. It has now been established that the podium does not drain into the garchey. Noted the upcoming podium work will incorporate a significant amount of water management and that this raises the question of whether it might be possible for some of this work to support the decommissioning of the garchey system.

Ted to forward names to Mike for a meeting with the report authors so questions can be raised around some of the costs presented in the report.

It was noted that waste management savings in both capital and revenue would be expected as a result of any decommissioning and whether, therefore, costs of the change could be supported in part against these savings.

6. Fire Signage

Jason advised that work has commenced on an application for listed building consent. The architects have been asked to produce a sample for display and review.

The report has now been made accessible and is being finalised subject to some final clarifications which are expected Tuesday 14th.

Jason will provide an update on questions previously raised regarding the positioning of signage.

7. Fire Door Replacement Programme

Inspection work is ongoing and expected to complete by the end of January. First draft of the report is underway and this will go to designers once completed.

Issues were noted in respect of some doors in Frobisher Crescent which, due to floor heights, have had to be trimmed so that they can open. Jason confirmed that the survey includes opening doors to ensure such points are picked up.

8. Redecorations

Notes from Jason and Ted's discussion, including what can be done during redecoration with regards to insulation, has been circulated.

House groups will consider what to include in their upcoming redecoration but rates info is required. Ted highlighted the difference between in and out of contract rates and question raised as to what the change was renegotiated in terms of door sets.

There was discussion on how much it is reasonable to expect to get back when items are removed from the contract and when the contractor has no obligation to change and their own costs may have increased subsequent to the tender.

Jason to provide soffits costs at next meeting and to provide comparative numbers and schedule of rates.

Delays to planned redecoration works caused by the pandemic were noted. Jason confirmed the programme is currently under review and that this will include exploring whether or not there is scope to compress works to catch up.

9. Lift Refurbishment

Jason confirmed that site visits have been carried out and a specification and tender document are now being prepared. As part of this work, potential to use regenerative technologies to provide power back to the buildings will be considered.

10. Roof Working Party

As recorded in previous minutes - *The outcome of the Savills survey would determine the need for, and constitution of, this WP.*

11. Dates of Future Meetings

It was agreed to keep the 5.30pm start time for future meetings.

Dates of scheduled meetings together with minute takers are:

1. 21 February, Marga
2. 4 April, Matt
5. 13 June, Ted

If a member cannot attend the meeting where they are scheduled to take the minutes, their name will be swapped with the next member listed.