

## Minutes of Asset Maintenance Working Party 14 August 2023

### Virtual on Teams

Attendee		Organisation
Tam Pollard	TP	Chair - Resident
Christopher Makin	CM	Resident, Alderman (first 30 minutes)
Fiona Lean	FL	Resident
Henry Irwig	HI	Resident, Minute Taker
Matt Dendy	MD	Resident
Randall Anderson	RA	Resident CC
Ted Reilly	TR	Resident
Jason Hayes	JH	CoL Housing Property Services
David Downing	DD	CoL Housing Property Services
<b>Apologies</b>		
Tim Cox	TC	Resident
Jim Durcan	JD	Resident, Deputy Chair of the RCC
Margarita Chiclana	MC	Resident
Mike Saunders	MS	CoL Housing Property Services
Rosalind Ugwu	RU	Interim Head of Barbican Estates Office
Helen Hudson	HH	Resident, Service Charge WP Observer

Item	Key discussion & action points	Who
1	<b>Minutes of prior meeting</b> Minutes were approved	
2	<p><b>Windows</b></p> <p>The joined-up survey report discussed in the June meeting is still not available. The working party expressed frustration at the continued delays.</p> <p>JH provided the following updates:</p> <ul style="list-style-type: none"> <li>• Ownership of the project has been transferred to the Major Works Team under his direction.</li> <li>• Work on the survey report is currently underway and the survey results will be shared with AMWP members by 18th August.</li> <li>• Due to limited internal resources, an external consultant with expertise in hardwood windows on a listed estate has been approached to avoid further delays.</li> <li>• How this consultant will be expensed, to Leaseholders or the City, has not yet been determined and JH will report back once it has been determined. JH to update at next meeting.</li> </ul>	<p><b>JH</b></p> <p><b>JH</b></p>

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3	<p data-bbox="360 266 831 293"><b>Barbican Forward Works Programme</b></p> <p data-bbox="395 300 1203 389"><i>Agreed new nomenclature for Savills Stock Condition Survey (SSCS) -reflecting the conversion of the condition survey into a plan of action.</i></p> <ul data-bbox="360 405 1238 1606" style="list-style-type: none"> <li data-bbox="360 405 1166 465">• DD &amp; JH provided a draft report for review and comment by members.</li> <li data-bbox="360 481 1230 571">• The report includes estimated cost data for 2024 and 2025 and six subsequent 5-year phases. The projects included for the first 5-year phase total £29.45 million.</li> <li data-bbox="360 586 1238 1429">• This number will be revised on an ongoing basis to account for the following: <ul data-bbox="379 654 1238 1429" style="list-style-type: none"> <li data-bbox="379 654 1238 779">- The report does not include any costs for the window repair/replacement program for the next 15 years. These costs will be added in as soon as the window survey report (see Item 2 above) have been collated.</li> <li data-bbox="379 786 1238 911">- The cost data assumes like-for-like replacement of items. It was noted that like-for-like should not be assumed where it doesn't make sense due to regulatory requirements, or improvements in technology (e.g. electrics), or where this might result in savings.</li> <li data-bbox="379 918 1238 1104">- The cost data is at 2021 prices with no allowance made for inflation or for any professional fees of staff costs. Together, these might add 30% to the estimates, for the initial phases of the programme. JH advised Professional services are budgeted at 12.5% maximum of individual project costs and very rarely reach that maximum.</li> <li data-bbox="379 1111 1238 1299">- All projects proposed are subject to detailed survey to confirm need, refine scope and evaluate cost ahead of implementation. They will progress through the City's gateway process. It was proposed that this be added as an appendix to the report and a flowchart provided but JH advised this was not possible as the procedures that are currently under review.</li> <li data-bbox="379 1305 1238 1429">- In some cases, detailed project surveys might indicate that there is no need for the project or that efficiencies could be achieved. This would potentially result in reductions in the overall cost of the programme.</li> </ul> </li> <li data-bbox="360 1444 1203 1606">• JH and DD expressed general confidence in the direct cost estimates in the report. They cautioned that while some items such as the lifts were very highly predictable, others such as the electrical components were far less so as like-for-like replacements would be challenging.</li> </ul> <p data-bbox="360 1644 472 1671">Process -</p> <ul data-bbox="360 1686 1238 2047" style="list-style-type: none"> <li data-bbox="360 1686 1238 1747">• TP will send his annotations on the report to JH and DD shortly and other members were requested to do likewise.</li> <li data-bbox="360 1753 1238 1843">• JH and DD are preparing to share the initial phase of the survey report/major works programme with the RCC and BRC at their September meetings. This would cover projects for years 1-5 only.</li> <li data-bbox="360 1850 1238 2047">• JH advised there may be a need to consider moving the terrace block lifts earlier into the first 5 years of the programme. This would likely result in a overlap with the electrical project. Work is underway to try and avoid two very costly programs running simultaneously. It was agreed that risk factors should be considered as well as service charge smoothing.</li> </ul>	<p data-bbox="1257 266 1345 293"><b>DD/JH</b></p> <p data-bbox="1257 1697 1286 1724"><b>TP</b></p>

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	<ul style="list-style-type: none"> <li>• DD agreed to better highlight the cautions about items that needed to be added to the raw costs (inflation, fees, etc.) on the spreadsheets.</li> <li>• TP and HI suggested that caution should be exercised in timing of general release of the information ahead of the lift decision and inclusion of the missing window repair/replacement data.</li> <li>• JH undertook to consult with his senior colleagues regarding timing matters.</li> </ul> <p>Related Considerations -</p> <ul style="list-style-type: none"> <li>• Later Phase Hardwood Window and Door Considerations: <ul style="list-style-type: none"> <li>- A strategic ongoing maintenance programme needs to be put in place which takes into account the exposure of these elements to the weather.</li> <li>- The scope of repair and/or replacement of hardwood windows and doors in 15 to 20 years (after the first 1–5 year period) will rely on regular survey sampling of both high-risk and low-risk locations. Some fenestration might not need replacement for decades, if ever.</li> </ul> </li> <li>• Elevator Specifications: <ul style="list-style-type: none"> <li>- The City is utilizing an open protocol approach using only UK suppliers to ensure timeliness and cost-effectiveness of service and parts replacement. This approach does preclude those manufacturers/suppliers who insist on a single source contract.</li> </ul> </li> </ul>	<p>DD</p> <p>JH</p>
4	<p><b>Redecorations</b></p> <ul style="list-style-type: none"> <li>• The new Clerk of Works is onboard. During the process of inspecting blocks to follow up on the concerns of residents, they found several issues that needed to be addressed, e.g. omitted items.</li> <li>• Problems related to earlier redecorations and damage that appears to have occurred after completion of the current work have also been identified and will be addressed.</li> <li>• The plan is to complete the inspection of all blocks in the next few weeks, working with house groups, and identify all issues that need rectification.</li> <li>• In the interim redecoration activity is on hold to ensure that existing problems are addressed and do not re-occur.</li> <li>• The aim is still for all external redecorations to be completed in 2023 but this is dependent on when projects are restarted, how many are done in parallel, and the weather.</li> </ul>	JH
5	<p><b>Fire Signage</b></p> <ul style="list-style-type: none"> <li>• TR confirmed that the quality of the fire signage, including its thickness, was satisfactory.</li> <li>• JH stated that the specifications for the signage had been commissioned and that, by the next meeting, a package will be ready for tender.</li> <li>• The package will not include any signage that will be impacted by the fire door project.</li> </ul>	JH

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6	<p><b>Fire Doors</b></p> <ul style="list-style-type: none"> <li>Architects 'rePurpose' have been instructed to complete design services for the first tranche of fire doors (Tower Blocks).</li> <li>JH provided detail on preparation work completed to date to allow for review by planning, fire prevention and sustainability consultants. The project was still on target with more detailed timelines expected for the October meeting.</li> <li>TR and CM noted that while it was the City's prerogative to undertake and fund this project, it was not requested by residents.</li> </ul>	JH
7	<p><b>Garchey</b></p> <ul style="list-style-type: none"> <li>No progress since June meeting despite efforts due to scheduling challenges.</li> <li>Commitment still in place for preparation of a comprehensible analysis of the impact of surface drainage on potential Garchey removal.</li> </ul>	TR/MS
8	<p><b>Tower Block Lifts</b></p> <ul style="list-style-type: none"> <li>The first S20 process has now finished.</li> <li>Subsequently, the lift consultant had sent across the final draft of the specifications to the resident representing the three house groups to share with his counterparts for their comment. There had been inadvertent slippage in forwarding this to them, but this has now been done.</li> <li>Despite some hesitancy about the necessity of the work for one of the blocks, JH expected little in the way of further comment as the first draft had been subject to intensive review.</li> </ul>	JH
9	<p><b>Repairs / Housing Management system / Repair Trends</b></p> <ul style="list-style-type: none"> <li>While progress appears to have been made in resolving outstanding issues on the CIVICA system, some remain related to interfaces between its various components.</li> <li>JH provided assurances that historical information remained intact and would be available for reporting to identify repair trends.</li> </ul>	MS
10	<p><b>Future Meeting Dates and Minute Takers</b></p> <p>16th October      Fiona 11th December    Jim</p> <ul style="list-style-type: none"> <li>Further minute takers: Matt, Randall, Tim, Ted</li> </ul>	Various
	<p><b>AOB</b></p> <p>Lighting:</p> <ul style="list-style-type: none"> <li>The replacement of public area fluorescent fixtures and lamps with more efficient and longer lasting LEDs was referred to the AMWP by the Service Charge Working Party for consideration.</li> <li>There was strong consensus about the potential value of such lighting replacement. The possible advantages and</li> </ul>	

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	<p>disadvantages of tying it to the upcoming critical electrical project was reviewed.</p> <ul style="list-style-type: none"> <li>• The general sentiment was to proceed without delay but that a detailed cost/benefit analysis should be undertaken on a pilot basis on one or two blocks, as suggested by the RCC Chair in her email to JH dated 11<sup>th</sup> August.</li> <li>• JH undertook to investigate this further and identify blocks and/or situations where the replacement of fluorescents with LEDs could be easily accomplished independently of the larger electrical programme.</li> </ul> <p><b>Meeting closed at 6.40pm</b></p>	<p><b>JH</b></p>