

**Minutes of the Asset Maintenance Working Party 25<sup>th</sup> July 2024.**  
**Virtual on Google Meets**

<b>Attendee</b>	<b>Initials</b>	<b>Organisation</b>
Tam Pollard	TP	Chair - Resident
Henry Irwig	HI	Resident
Randall Anderson	RA	Resident, CC
Ted Reilly	TR	Resident
Jim Durcan	JD	Resident, Deputy Chair RCC
Fiona Lean	FL	Resident, Minute Taker
Margarita Chiclana	MC	Resident
Helen Hudson	HH	Resident, Service Charge Working Party
Dan Sanders	DS	Assistant Director Barbican Estate
<b>Apologies</b>		
Matthew Dendy	MD	Resident
Christopher Makin	CM	Resident, Alderman Aldersgate
Jane Northcote	JN	Resident
Damon Ellis	DE	Head of Property Services

<b>Item</b>	<b>Key Discussion &amp; action points</b>	<b>Action</b>
1.	<p><b>Minutes of the meeting of 13<sup>th</sup> May 2024 and Matters Arising</b>            The Minutes of the meeting were approved subject to one change: the meeting prior to 13<sup>th</sup> May 2024 took place on 11<sup>th</sup> March 2024, not 21<sup>st</sup> December 2023 as stated in the minutes.</p>	
2.	<p><b>Forward Works Programme</b>            The Major Works Programme Board is set up. The permanent members are:</p> <ul style="list-style-type: none"> <li>• Dan Sanders, Assistant Director Barbican Estate</li> <li>• Damon Ellis, Head of Property Services</li> <li>• Nicola Lloyd, Revenues Manager Barbican Estate</li> <li>• Sandra Jenner, Chair Residents Consultation Committee</li> <li>• Tam Pollard, Chair Asset Maintenance Working Party</li> <li>• Anne Corbett, Common Councillor for Cripplegate Ward</li> </ul> <p>Other specialists will attend on an ‘as needed basis’. E.g. planning.</p> <p>Sandra and TP are currently speaking to another potential resident member who is a Civil engineer and expect to confirm whether he wants to take on the role in the next few weeks.</p> <p>DS confirmed that although the MWPB is mobilised, a detailed plan for the upkeep and maintenance of the Residential Estate over the next 20-30 years is being put together. This will take account of previous work (Savills etc.) and cover three time frames/stages:</p> <ul style="list-style-type: none"> <li>• Stage 1/short term (years 1-5)</li> <li>• Stage 2/medium term (years 5-15)</li> <li>• Stage 3/long term (years 20/30).</li> </ul> <p>More detailed plans will be drawn up for Years 1-5, likely to include enabling works</p>	TP/SJ

	<p>estate wide, such as the electrical distribution. This work will be informed by what has been done before, but challenge will be applied to ensure the plan is fit for purpose. Care will be taken to minimise loading of costs on any one block / time frame. It was noted that sometimes it may be necessary to group works for greater efficiency. These principles are documented more fully in the Board's terms of reference.</p> <p>In reply to a query from HI on how the MWPB would interact with the AMWP, TP explained that time is needed to see how the MJWP works in practice and subsequently, how that will impact on the AMWP. Work from the MWPB may cascade down to task and finish groups but duplication of work should be avoided.</p>	
3.	<p><b>Windows – Repairs and Replacement.</b> Temporary repairs are being carried out on 180 windows, with a projected life cycle of 18 months. The tender exercise is still on track for October with an expected £42K budget from the CoL. HI queried the timeline and scope for the permanent repairs. DS assured the meeting that the contract for this is also on track and should be awarded in the 1<sup>st</sup> Quarter of 2025, with mobilisation in April 2025. He also advised that the scope can be robustly managed by the BEO. DS to provide further documentation defining the scope of this tender. TR pointed out that the contract procurement process has taken into account that implementation and management of the Barbican will be separate from other CoL projects, and will be managed exclusively by the BEO, on behalf of the residents.</p>	DS
4.	<p><b>Hot Works.</b> Only cold works to be used in future and bids for this close tomorrow. TR is on the Working Party and commented on how well the team is working together and the strong commitment of all working parties across the Estate to work collaboratively. RA voiced concerns about a resident whose living room had been flooded from the balcony above, and is confused by what is being done. There is general concern that the response to flooding is still reactive, drains have not yet been investigated with cameras, and planned Repair &amp; Maintenance is letting the BEO down. DS noted that planned maintenance will be considered as part of the strategy managed by the Major Works Programme Board.</p>	DE
5.	<p><b>Redecorations.</b> Relations with the contractor have been recalibrated and the BEO is still working to improve this further. JD expressed concern that repeat requests to the Contracts Manager (Dan Castle) for information on the costs had not been received. He had no complaints about the quality of the work but communication with the BEO was disappointing. DS noted this and added that communications with Lauderdale and Defoe had improved.</p>	DE
6.	<p><b>Fire Signage.</b> New guidance on Fire Safety has been issued and DS began working on it as soon as he took up his post. The BEO expects to be called in on it shortly by the Building Safety Regulator for a review of building safety cases and will have to respond within 30 days. Preparatory work is under way and there are no concerns.</p>	
7.	<p><b>Fire Doors.</b> A second burn test has been done on a tower block door. Smoke, sound and weather tests remain to be done. Once the all clear is received a door will be installed in a tower block and Residents will be invited to view. It is expected that only main locks to be installed with any other additions having to be under the guidance of the BEO. This message to go to residents via the BEO and BA. At this point HI commented on the bad history of Estate office personnel not being available for the AMWP, thus delaying actions being taken forward. He commented on the absence of DE on this occasion, and the absence of an alternative. DS reassured the meeting that history will not repeat itself and that DE had been called to an emergency in Defoe, and his (DS's) mission is to oversee all issues that come to the AMWP, and provide answers.</p>	DS DE
8.	<p><b>Tower Block Lifts.</b> Lift services are being reviewed and an assessment being made of what needs to be replaced operationally, functionally and aesthetically. Lift replacement</p>	DS

	<p>should take place only when absolutely necessary, and components used for their full life cycle. A timeline needs to be worked out for the towers on a risk basis, and scheduled accordingly. The services of Butler &amp; Young have been terminated as the costs outweighed the benefits. The BEO has engaged ILECS as lift consultants. DS noted the importance of considering the lift system in the round (electricals, cars, mechanical, etc.) and only replacing the elements which require it. In general, the mechanical side is in good condition and is expected to continue to be fit for service for some time. Electrical components appear to present a greater challenge, and sourcing of spares is difficult. ILECS are advising we ensure we retain components when we make replacements so parts can be reused for spares in other lifts on the estate. The BEO would like ILECS to support the tender for the towers. A paper on this will be going to the RCC/BRC in September.</p>	
9.	<p><b>Historic Roof Repairs Survey.</b> DE met Langley this morning and a response email awaited. The AMWP and MWPB will be updated on the content. Langley is keen to establish a good working relationship.</p>	DE
10.	<p><b>Garchey.</b> TR trying to recover communications between Mike Saunders and Thames Water. RA was concerned that the methodology for removing the Garchey was becoming more expensive and complex but TR assured the meeting that it should be feasible. There is a general misconception that the system deals with general water removal. DS to ask DE to contact TR to take this area forward.</p>	TR DS DE
11.	<p><b>Repairs Systems and Trends.</b> Civica is nearly back on track. BEO setting up an App for residents that will interact with the BEO and help build a trend analysis. The App will also allow the BEO to send notifications to all residents of what is going on, and for those who don't want to use the App, notifications will come up on email. It can also be used for key handling, parcel collection, trace and report on how the BEO can benefit residents, and how residents can support BEO issues. The App has gone through the CoL IT system and DS has had sessions with the staff. It will have its own Barbican Brand not CoL. A soft launch is planned for November and full launch in January 2025. It will cost c.£1.50 per month per flat, but is expected to provide efficiencies and material benefits. A paper is being prepared for September RCC.</p>	DS
14.	<p><b>Any Other Business</b>  Dates for future meetings and minute takers:</p> <ul style="list-style-type: none"> <li>• 9th September – Christopher</li> <li>• 11th November – Henry</li> <li>• Future minute takers: Jane, Jim, Margarita, Matt, Randall, Ted</li> </ul>	