

Working Party Review - Minutes of Background Underfloor Heating Working Party - October 2013 - January 2014

Background Underfloor Heating Working Party

MEETING	BOG	DATE	Tuesday 8 th October @ 6.30 pm
OFFICERS ATTENDING	<p>Gareth Moore - CHAIR - Barbican Residential Committee Chair and Common Councillor for Cripplegate Ward</p> <p>Michael Bennett - Barbican Estate Manager Mike Saunders - Asset Manager, Barbican & Housing Mick McGee - Senior Engineer, Barbican & Housing Helen Davinson - Resident Services Manager Lochlan McDonald - Asset Programme Manager, Barbican & Housing Paul Kennedy - CoL Corporate Energy Manager</p>		
RESIDENTS ATTENDING	<p>Mary Hickman - Andrewes Resident Tim Macer - Willoughby Resident Ted Reilly - Shakespeare Resident Kate Wood - Brandon Resident Sarah Bee - Shakespeare Resident Renu Gupta - Willoughby Resident</p>		
Apologies	<p>Anne Mason - Revenues Manager</p> <p>Craig Allen - Shakespeare Resident Garth Leder - Defoe Resident</p>		
Item no.	SUBJECT/DISCUSSION	Action	
1.	<p>Introduction by Chair, Gareth Moore He explained that it was a RCC WP with associated costs charged to the Service Charge Account. It is a resident led working party with the decision to be taken by the resident reps. Whatever solution is decided upon needs to be presented by this working group to all residents along with projected costs.</p>		
2.	<p>Deputy Chair. Gareth Moore put forward Garth Leder as Deputy Chair of the group. It was confirmed that he was happy to take on this role. AGREED</p>		

3.	<p>Working Party & Advisory Group Suggested outline for group put forward by GM</p> <ul style="list-style-type: none"> • A minimum of 5 resident members to be quorate • Chair or Deputy Chair has to be present • Deputy Chair to be included in number of resident members present • Officers - as and when needed <p>AGREED</p> <p>TM explained the purpose of the Advisory Group</p> <ul style="list-style-type: none"> • Formed of residents who also put themselves forward following the open invite • A great deal of technical skill and expertise in the AG • Resource of the Working Party • All papers and minutes will be shared with them via TM • There will be a closed online forum open to all WP and AG members 	
4.	<p>Communications</p> <ul style="list-style-type: none"> • Online forum for WP and AG • MB will circulate at next meeting all the various methods the BEO uses to communicate with residents as basis for discussion on best methods to communicate the work of the WP • Minutes of WP will be circulated to RCC and BEO • A link to these reports and minutes is then circulated on the BEO email broadcast service (approx. 1100 addresses) • Minutes will also be available on BEO website www.cityoflondon.gov.uk/services/housing-and-council-tax/barbican-estate <p>GM will help to ensure all information required by the WP from the city will be produced in a timely fashion</p>	MB
5.	<p>Terms of Reference</p> <p>Working Party will produce their own terms of reference and circulate within the Group. To complete prior to next meeting</p>	WP
6.	<p>EDF Update (brief summary) from Paul Kennedy Paul Kennedy's primary role is a focus on the energy supply contracts rather than the direct operational issues surrounding the Barbican.</p> <p>UKPN responsible for Cyclo Control System. They gave notice they won't support beyond Jan 14. EDF not prepared to pay for it. EDF then took this opportunity to withdraw from the contract.</p> <p>Tariff. 13 hour off peak tariff. Agreement dating back to 1982. This has been reviewed by CoL legal in terms of EDF withdrawing.</p> <p>Working with EDF to support until the end of heating season (Spring 2014). Agreement in principle but not yet in writing. There is an issue with their billing system (need to move from residential to commercial) CoL does need an assurance from EDF.</p>	

	<p>There are others that are affected by the withdrawal of this tariff but not on scale of Barbican.</p> <p>We are looking for a new supply contract with hopefully, a new control system. Cylco Control could continue but this is not ideal. It controls block by block and not individually. In the short term we don't need to worry about the maintenance.</p> <ul style="list-style-type: none"> • To provide a technical statement of cyclo control system (for next mtg) • To provide a system diagram, who owns what and who is responsible for it (for next mtg) <p>EDF looking to install half-hourly type metering for this winter on 2 blocks for monitoring purposes.</p>	<p>MM</p> <p>MM</p>
7.	<p>Item and Condition Survey Property Services (PS) carrying this out. Will form part of the Asset Register and can be used by any consultants that may be appointed in the future. The aim is for completion by the end of October</p>	MM/PS
8.	<p>Consultant To defer discussion to next meeting</p>	
9.	<p>Dates of next meetings Tuesday 29th October at 6.30 Monday 18th November at 6.30 All meetings to be held in Residents' Meeting Room, BEO</p>	
10.	<p>AOB</p> <ul style="list-style-type: none"> • With regard to the EDF half hourly monitoring. Good to get some flat temperatures to correspond. Ted Reilly to put together proposal for next meeting (or prior) to install sample "thermocrons". This should be low level expenditure which monies will be made available for. • PK to provide information about possible tariff structures (E7 an E10 as a minimum). Does moving from residential to commercial provide us with more tariff options? • PK to provide infrastructure replacement possibilities • <i>Communications and queries from the WP to CoL officers. So that officers aren't overwhelmed and there is one point of reference for collation purposes, all queries to MB and HD who will forward on accordingly please.</i> 	<p>TR</p> <p>PK</p> <p>PK all</p>

Background Underfloor Heating Working Party

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OFFICERS ATTENDING	<p>Gareth Moore - CHAIR - Barbican Residential Committee Chair and Common Councillor for Cripplegate Ward</p> <p>Michael Bennett - Barbican Estate Manager Mike Saunders - Asset Manager, Barbican & Housing Mick McGee - Senior Engineer, Barbican & Housing Lochlan McDonald - Asset Programme Manager, Barbican & Housing Paul Kennedy - CoL Corporate Energy Manager Anne Mason - Revenues Manager Sarah Styles - House Officer</p>		
RESIDENTS ATTENDING	<p>Tim Macer - Willoughby Resident Ted Reilly - Shakespeare Resident Kate Wood - Brandon Resident Sarah Bee - Shakespeare Resident Renu Gupta - Willoughby Resident Craig Allen - Shakespeare Resident Garth Leder - Defoe Resident</p>		
Apologies	<p>Mary Hickman - Andrewes Resident Helen Davinson - Resident Services Manager Lochlan McDonald - Asset Programme Manager, Barbican & Housing</p>		
Item no.	SUBJECT/DISCUSSION	Action	
1.	Introduction by Chair, Gareth Moore, thanking residents and officers present. The Working Party was quorate.		
2.	<p>Terms of Reference</p> <ul style="list-style-type: none"> • Agreed that Working Party “to explore and recommend an electricity supply profile that gives supply, a tariff and value for money” • Working Party to finalise the Terms of Reference 	WP	
3.	<p>EDF Update by PK</p> <ul style="list-style-type: none"> • EDF have said that they will try to honour the current tariff until the end of the 13/14 heating season • PK will update the Working Party as soon as he hears the outcome 	PK	
4.	<p>Temperature Monitoring Project - see Appendix 1</p> <ul style="list-style-type: none"> • Reading University and TR to collect data and send on • For the external temperature, TR is using the gauge on Breton House roof and Reading University are providing a gadget for the solar radiation data • Working Party to arrange locations • Data protection is not an issue as the data does not identify individual residents. A standard disclosure form will be used 	WP	

5.	<p>Tariff Structures</p> <ul style="list-style-type: none"> • PK thanked SB for her work with this • No off-peak tariffs are published, but PK will provide details of what is publicly available - though it would be a generalisation • It was advised that half hourly check meters would be useful. Especially from 4-7pm in January which would show the examples of the different tariffs. 	PK
6.	<p>Possible infrastructure replacement possibilities & the Cyclo-Control System</p> <ul style="list-style-type: none"> • Additional information handed out to Working Party by MM • See Appendix 2 - Cyclo-Controls System Technical Statement and system diagram 	
7.	<p>Item & Condition Survey</p> <ul style="list-style-type: none"> • MM to provide factual account of failures • It was agreed that the current system is not at the end of its working life and is extremely efficient • MM and AM to provide repair costs 	MM MM/AM
8.	<p>Communications</p> <ul style="list-style-type: none"> • MB to redraft Communications Plan • Minutes of WP will be circulated to RCC and BRC • A link to these reports and minutes is then circulated on the BEO email broadcast service (approx. 1200 addresses) • Minutes will also be available on BEO website www.cityoflondon.gov.uk/services/housing-and-council-tax/barbican-estate • All information to be published must go via MB and HD • TM will produce a summary on behalf of the Working Party which can be sent out quarterly with the BEO mail outs e.g. the Service Charge mail outs or separately by Barbican Estate staff in Feb/May/Sept/Nov. 	MB TM
9.	<p>Consultant</p> <ul style="list-style-type: none"> • Working Party to look at scope of work of consultant • The tendering/procurement procedure and the dates of the RCC and BRC will give guidance to the timeline of this part of the project • Working Party asked to be provided with a copy of a previous consultants scope so they can use it as an example 	WP MS
10.	<p>Dates of next meetings: 21 November, 9 December, 7 January and 27 January at 6.30pm All meetings to be held in Residents' Meeting Room, BEO</p>	ALL
11.	<p>AOB</p> <ul style="list-style-type: none"> • TM will set the online forum for the Working Party and Advisory Group • Chairman thanked all for their input 	TM

Background Underfloor Heating Working Party

MEETING	Background Underfloor Heating Working Party	DATE	Thursday 21st November @ 6.30 pm
OFFICERS ATTENDING	Gareth Moore - CHAIR - Barbican Residential Committee Chair and Common Councillor for Cripplegate Ward Mike Saunders - Asset Manager, Barbican & Housing Lochlan McDonald - Asset Programme Manager, Barbican & Housing Henrika Priest - Barbican Residential Committee Deputy Chair		
RESIDENTS ATTENDING	Tim Macer - Willoughby Resident Ted Reilly - Shakespeare Resident Kate Wood - Brandon Resident Sarah Bee - Shakespeare Resident Renu Gupta - Willoughby Resident Craig Allen - Shakespeare Resident Garth Leder - Defoe Resident Mary Hickman - Andrewes Resident		
Apologies	Helen Davinson - Resident Services Manager Mick McGee - Senior Engineer, Barbican & Housing Michael Bennett - Barbican Estate Manager Paul Kennedy - CoL Corporate Energy Manager Anne Mason - Revenues Manager Sarah Styles - House Officer		
Item no.	SUBJECT/DISCUSSION	Action	
1.	Introduction by Chair, Gareth Moore, thanking residents and officers present. The Working Party was quorate. Minutes of last meeting - TM advised that item 11, AOB should read 'TM to set <u>UP</u> the online forum...'. Otherwise agreed.		
2.	Terms of Reference <ul style="list-style-type: none"> • RG advised that the following should be included in the terms of reference: "To determine a preferred electricity provider for the supply of electricity for the background under floor heating system from 2014 onwards." • Otherwise, Terms of Reference agreed. • TM to share Terms of reference with the Advisory Group 	TM	
3.	Communication Plan <ul style="list-style-type: none"> • GM asked that an extra box be added for Email Broadcasts, which will give WP updates, responsibility of RCC and TM, to be done as and when required. • Barbican Talk - GM advised that this is up to individual residents to determine what is posted on here. TM to post updates on behalf of the WP • Website in Communications Plan refers to the City of London website and what is posted on here will have to be agreed between TM and the BEO. • An update for Barbican News is to be drafted by MB and TM • Otherwise agreed. 	MB/TM	

4.	<p>EDF Update regarding honouring of tariff until the end of heating system.</p> <ul style="list-style-type: none"> MS advised that PK had met EDF on 18th November and that an interim temporary contract had been agreed to run from January to May 2014 inclusive. Actual document should be with PK before end of November. Comptroller and City Solicitor will have to agree contract before it is signed There is a contract caveat from EDF that all single rate meters need to be changed to dual rate meters. Consensus was for half hourly meters to be installed which would allow for more detailed data and the possibility to procure a wider range of rates when tendering the new supply. PK and MM to take this forward. Once the contract is fully agreed, PK is to advise so that information on this can be communicated to residents via TM. Consumption Information from the last year and on an on-going monthly basis, is to be provided. MS will ask engineers to do such a calculation based on loads, and MM will provide info to TR, as well as identifying meters within blocks. As the new contract is going to cost about £850,000 MS will speak to AM regarding Section 20 and possible LVT dispensation. 	<p>PK/MM PK/TM MS/MM MM</p>
5.	<p>EDF Tariff Structure- what's available?</p> <ul style="list-style-type: none"> MS advise PK has not yet got the information but will have this in time for the next meeting. 	<p>PK</p>
6.	<p>Locations for Temperature Monitoring</p> <ul style="list-style-type: none"> TR advised that locations had been agreed as follows: Internal Monitors: six flats in Shakespeare Tower, which gives two complete rings 11 floors apart. 7 flats (8 floors) on a single staircase in Defoe House. External Monitors: On the top of Cromwell Tower and Gilbert House. An additional monitor will be placed as near to the ground as possible at either the roof of a mews house or on Beech High Walk, which will need to be cleared by the planning department. A method statement and a risk assessment for the erection of these monitors will be prepared by TR. TR will also document locations and report findings 	<p>TR TR</p>
7.	<p>Account of Failures on System</p> <ul style="list-style-type: none"> MS Presented a sheet giving a brief history of failures and costs for repairs for 2011/12 and 2112/13 (appendix one). MS commented that costs are fairly consistent though slight increases each three years at times when trimmers are sent for repairs. A large proportion of the repairs are replacement fuses. In 2012 season, of 50 calls, the greater proportion of faults were for trimmers and a far lesser proportion for damaged mats . 	<p>WP</p>

8.	<p>Repair Costs for System</p> <ul style="list-style-type: none"> • These have been provided and costs have remained largely static year on year. • Figures for repair costs need to be collected by MM and sent to TR promptly, at the beginning of each month (for the previous month's repairs, if possible). • Some of the barrel roof flats have storage heaters as well as under floor heating. • In other properties, where the under floor heating has failed, storage heaters have been installed rather than repairing the original system but there is no way of knowing how many, though it is not that many. • Repairs to storage heaters are charged to the under floor heating budget. 	
9.	<p>Scope for Consultant</p> <ul style="list-style-type: none"> • WP are to take Brief away and report back once a decision has been made on the scope of the work that the consultant will be required to undertake. TM to advise on decision. 	TM
10.	<p>Any other Business.</p> <ul style="list-style-type: none"> • None 	
11.	<p>Dates of next meetings: 9 December, 7 January and 27 January at 6.30pm All meetings to be held in Residents' Meeting Room, BEO</p>	ALL

Background Underfloor Heating Working Party

MEETING	Background Underfloor Heating Working Party	DATE	Monday 9th December @ 6.30 pm
OFFICERS ATTENDING	<p>Gareth Moore - CHAIR - Barbican Residential Committee Chair and Common Councillor for Cripplegate Ward Mick McGee - Senior Engineer, Barbican & Housing David Downing - Asset Monitoring Officer, Barbican & Housing</p>		
RESIDENTS ATTENDING	<p>Tim Macer - Willoughby Resident Ted Reilly - Shakespeare Resident Renu Gupta - Willoughby Resident Craig Allen - Shakespeare Resident Garth Leder - Defoe Resident</p>		
Apologies	<p>Michael Bennett - Barbican Estate Manager Helen Davinson - Resident Services Manager Sarah Styles - House Officer Mike Saunders - Asset Manager, Barbican & Housing Lochlan McDonald - Asset Programme Manager, Barbican & Housing Paul Kennedy - CoL Corporate Energy Manager Anne Mason - Revenues Manager</p> <p>Kate Wood - Brandon Resident Sarah Bee - Shakespeare Resident Mary Hickman - Andrewes Resident</p>		
Item no.	SUBJECT/DISCUSSION	Action	
1.	<p>Introduction by Chair, Gareth Moore, thanking residents and officers present.</p> <p>The Working Party was quorate.</p> <p>Minutes of last meeting - RG queried whether the amendment to the wording for the Terms of Reference (item 2) had been applied. TM advised that this remained outstanding but he would ensure that this change was made. Otherwise agreed.</p>	TM	
2.	<p>EDF update regarding honouring of the tariff until the end of the heating system.</p> <ul style="list-style-type: none"> • Paul Kennedy was unable to attend through ill health but has provided an email update from his contact at EDF. The update states that the terms of the supply agreement were to be discussed internally with EDF legal advisors (Monday 9th December), ahead, all going well, of the release of the documents. • The Working Party commented that little seemed to have 		

	<p>changed from the last update at the prior meeting.</p> <ul style="list-style-type: none"> It was agreed that PK should inform the Working Party (via TM) as soon as any news on this agreement with EDF was received. 	PK
3.	<p>EDF Tariff Structures</p> <ul style="list-style-type: none"> TM reported that the Working Party had received indication from EDF that they should be able to provide an estimate on the Economy 7 tariff if sufficient load distribution data was supplied. MM confirmed that the necessary data was available but may need explanation and annotation. It was agreed that for a clearer idea on potential tariffs (assuming no changes to the control systems) after the termination of the existing agreement, MM would supply the requested data to PK for him to forward on to his contacts at EDF. MM and TR to provide support for EDF on interpreting data as required. TM and MB to be copied in to all correspondence. The Working Party queried at what stage of the process would the CoL start to talk to EDFs competitors. GM confirmed that the tender process should run through the BEO to PK but would require profiling data before going to tender. TR confirmed that profiles based on current load distribution are available now (which should be sufficient as no significant changes are likely to be in place to the control system ahead of the start of the 2014/15 heating system). It was agreed that when PK is provided with current profiles, he is to begin gathering indications as to what is potentially available with other electricity suppliers. PK should also set out milestones, targets and time scales for the procurement process to allow the Working Party to monitor progress through that process. GM to communicate via Michael Bennett the actions allocated to PK (in light of his absence) to ensure no undue delay in completing tasks. 	<p>MM/PK</p> <p>TR & PK</p> <p>PK</p> <p>GM</p>
4.	<p>Locations of monitoring equipment</p> <ul style="list-style-type: none"> TR confirmed that all internal monitoring equipment was now in place (in a representative sample covering each flat type across 9 floors) and that data collection had started which would be picked up on a monthly basis. External monitors will be in place shortly following the installation of scaffold bars on top of Cromwell Tower. TR also confirmed that all podium monitors have been signed off by CoL Planning Department. Preliminary analysis will be presented by TR to the Working 	TR

	<p>Party in the meeting scheduled for 27th January 2014.</p> <ul style="list-style-type: none"> • GM queried as to whether the appropriate method statements/risk assessments were in place regarding the installation of external monitors. TR to request copy from University of Reading and distribute for Working Party approval before they start working in these areas. 	TR
5.	<p>Scope for consultant</p> <ul style="list-style-type: none"> • TM confirmed that this was still a work in progress and will report back once complete. 	TM
6.	<p>AOB</p> <ul style="list-style-type: none"> • TR suggested that it may now be appropriate for the Working Party to start looking at different alternatives for upgrading the control systems for the UFH, with the system installed in the Girls School being a good place to start, and possible options for improving insulation in line with that recently carried out within Frobisher Crescent. • It was agreed that a Working Party sub-group would be formed (coordinated by GL and to include resident members of the Working Party plus MM) to investigate these issues. • MM to confirm with Mike Saunders the appropriate officer to advise the Working Party on insulation and to supply list of relevant terms to GL for familiarisation research. • TM provided an update on resident communications; a 300 word piece has gone out in Barbican News with a commitment to update further in January 2014. 	GL MM
11.	<p>Dates of next meetings:</p> <p>7 January and 27 January at 6.30pm All meetings to be held in Residents' Meeting Room, BEO</p>	ALL

Background Underfloor Heating Working Party

MEETING	Background Underfloor Heating Working Party	DATE	Tuesday 7th January @ 6.30 pm
OFFICERS ATTENDING	<p>Gareth Moore - CHAIR - Barbican Residential Committee Chair and Common Councillor for Cripplegate Ward Michael Bennett - Barbican Estate Manager Paul Kennedy - CoL, City Surveyor's Dept, Corporate Energy Manager Anne Mason - Revenues Manager Mick McGee - Senior Engineer, Barbican & Housing David Downing - Asset Monitoring Officer, Barbican & Housing</p>		
RESIDENTS ATTENDING	<p>Ted Reilly - Shakespeare Resident Renu Gupta - Willoughby Resident Craig Allen - Shakespeare Resident Garth Leder - Defoe Resident Kate Wood - Brandon Resident Sarah Bee - Shakespeare Resident Mary Hickman - Andrewes Resident</p>		
Apologies	<p>Helen Davinson - Resident Services Manager Sarah Styles - House Officer Mike Saunders - Asset Manager, Barbican & Housing Lochlan McDonald - Asset Programme Manager, Barbican & Housing Tim Macer - Willoughby Resident</p>		

Item no.	SUBJECT/DISCUSSION	Action
1.	<p>Introduction by Chair, Gareth Moore, thanking residents and officers present.</p> <p>The Working Party was quorate.</p> <p>Minutes of last meeting:</p> <p>TM, via email, had proposed an amendment to text under item 5 to read "TM confirmed that this was still under review, but had been deferred until the New Year, when some of the current investigations have provided more information". The Working Party approved the amendment, DD to action the change.</p> <p>TR queried whether the approval of University of Reading risk assessments (item 4, point 3) would be the responsibility of the BEO rather than the Working Party as stated. DD to action the change. GM advised that this would be discussed further under item 4 of current meeting agenda.</p>	<p>DD</p> <p>DD</p>

2.	<p>Update on agreement with EDF regarding the honouring of existing tariff until the end of current heating season.</p> <ul style="list-style-type: none"> • PK confirmed that a copy of the legal agreement regarding the honouring of the tariff was received by CoL from EDF on Friday 13/12/13. • This agreement extends the cover of the existing tariff until the end of May 2014, upon condition of replacing, by this date, the currently installed single rate meters with two rate (or multi-rate) meters to differentiate between day and night periods. • PK estimated the contract value for the period 19/01/14 - 31/05/14 at £1million. • GM confirmed that the agreement is to be signed off via urgent action, under existing standing orders, by the Chairman and Deputy Chairman of the BRC imminently. • PK advised that if no new contract was in place after the end of May 2014 then the supply would default to EDFs standard deemed rates. • He also highlighted the financial favourability of timing the renewal of energy supply contracts outside of the winter months. 	
3.	<p>Update on potential tariff structures for next heating season and timescales for the procurement process.</p> <p>Tariff Structures:</p> <ul style="list-style-type: none"> • PK has been working with LASER Energy Buying Group (used by CoL as procurement agent for all major energy contracts) to provide this information. • He presented a spreadsheet of projections of potential costs across deemed single rate, standard Economy 7, fixed term fixed price Economy 7 & flexible light Economy 7 tariffs based on the day/night usage split data provided to them (29% day/71% night). PK stressed that any change to this day/night split would significantly affect the projected cost. (Night period deemed to extend from midnight to 7am). • He confirmed that the existing Cyclo controls could be used with any of these tariffs if required. • PK will forward the data, with accompanying introduction, caveats and explanatory notes, to DD ahead of distribution to TM and the wider Working Party. • Projection of a full flexible E7 tariff would require data from half hourly meters. Two locations Thomas More House (two meters) and Bryer Court (one meter) currently have half hourly meters installed on the Estate (at EDFs expense) as check meters. • PK to look at these half hourly meters and extract data as required. MM to facilitate access for Paul. 	<p>PK & DD</p> <p>MM</p>

	<p>Timescales:</p> <ul style="list-style-type: none"> • Once the current agreement lapses the tariff would default to EDFs deemed two rate cost. PK is confident that this would have little immediate impact due to relative low predicted usage outside of the normal heating season. • PK advises that a new agreement would need to be in place by July/August at the latest ideally for a 1st September start. • The tender itself could go out at almost any time once decisions were made, as LASER have a rolling advertisement in OJEU with all applicable compliance issues already in place. • PK confirmed that the only required steps prior to tendering would be to improve the accuracy of the day/night split data and to determine whether or not there is any advantage to install half hourly meters to enter that tariff market. • Once these steps were complete, the exact timing of the tendering would be at the discretion of PK and the City's Procurement Service (CLPS) in discussion with Barbican estate Officers and utilising the expertise of LASER in judging the market. • Should approval be necessary through the committee process, the latest BRC meeting that would allow the agreement to be in place for the forthcoming heating season would be the 2nd June meeting, which would require the draft report to be finalised by the end of April. • It was agreed that a decision on the type of metering to be installed will be required by the end of March (to allow for a 2 month lead time for the installation to take place). • AM confirmed that a Section 20 consultation is not required as UFH was already included in a 1st Stage consultation on electricity in general which had already gone out. • TR & MM are to interrogate additional historical usage data with a view to increasing confidence in the quality of the day/night split figure. • PK (in conjunction with LASER) to investigate the advantages/disadvantages of half hourly meters, the comparative costs associated, and provide a general overview of how meters are paid for. 	<p>TR & MM</p> <p>PK</p>
4.	<p>Review of University of Reading risk assessments for external monitoring equipment.</p> <ul style="list-style-type: none"> • It was confirmed that the University of Reading's risk assessment had been approved by the BEO. No outstanding issues. 	

5.	<p>Update from Working Party sub-group on preliminary investigations into potential control systems and energy efficiency.</p> <ul style="list-style-type: none"> • GL confirmed that initial investigations had identified control systems that might be suitable for long leases and also identified the technical challenges for the off the shelf systems. • MM to arrange, via GL, a meeting of the Working Party sub-group with appropriate CoL technical staff to explore further potential control solutions and also address scope for improvements to energy efficiency. 	MM
6.	<p>Update on scope for consultant.</p> <ul style="list-style-type: none"> • As above, this is still under review pending current investigations. 	
7.	<p>AOB</p> <p>None raised.</p>	
8.	<p>Date of next meeting:</p> <p>27 January at 6.30pm</p> <p>All meetings to be held in Residents' Meeting Room, BEO.</p> <p>List of potential dates for further meetings to be drawn up by MB and DD.</p>	<p>ALL</p> <p>MB & DD</p>

Background Underfloor Heating Working Party

MEETING	Background Underfloor Heating Working Party	DATE	Monday 27th January @ 6.30 pm
OFFICERS ATTENDING	<p>Gareth Moore - CHAIR - Barbican Residential Committee Chair and Common Councilor for Cripplegate Ward Michael Bennett - Barbican Estate Manager Mike Saunders - Asset Manager, Barbican & Housing Paul Kennedy - Corporate Energy Manager, City Surveyor's Dept Anne Mason - Revenues Manager Mick McGee - Senior Engineer, Barbican & Housing David Downing - Asset Monitoring Officer, Barbican & Housing</p>		
RESIDENTS ATTENDING	<p>Tim Macer - Willoughby Resident Ted Reilly - Shakespeare Resident Renu Gupta - Willoughby Resident Craig Allen - Shakespeare Resident Garth Leder - Defoe Resident Kate Wood - Brandon Resident Sarah Bee - Shakespeare Resident</p>		
Apologies	<p>Helen Davinson - Resident Services Manager Sarah Styles - House Officer Lochlan McDonald - Asset Programme Manager, Barbican & Housing Mary Hickman - Andrewes Resident</p>		
Item no.	SUBJECT/DISCUSSION	Action	
1.	<p>Introduction by Chair, Gareth Moore, thanking residents and officers present.</p> <p>The Working Party was quorate.</p> <p>Minutes of last meeting: Agreed with no changes.</p>		
2.	<p>Update on historical day/night usage data.</p> <ul style="list-style-type: none"> • Usage data has been supplied to TR covering every day for the past three years. Analysis is ongoing. TR to report at next UFH Working Party meeting 	TR	
3.	<p>Overview of advantages/disadvantages of half hourly metering and meter supply arrangements.</p> <p>PK presented a commentary on half hourly metering (copy supplied). A definitive solution is not yet apparent with further review required.</p> <ul style="list-style-type: none"> • PK raised the possibility that should non-half hourly meters be installed and they subsequently record maximum demands in 		

	<p>excess of 100kW in any 30min period, the network may enforce a change to half hourly metering anyway.</p> <ul style="list-style-type: none"> • PK confirmed that EDF have indicated that half hourly meters would satisfy the pending requirement for two rate metering by the end of the current extended agreement. • CoL will need to appoint a meter operator (usually on a five yearly basis). Current operator is EDF. LASER have already gone out to (OJEU compliant) tender on behalf of CoL, Barbican Estate UFH meters could be added to this list if desired. • PK has meetings arranged with EDF (metering & customer liaison), LASER and BEO Officers to clarify metering requirements and with CLPS (City of London Procurement Service) on the procurement side. PK to report on outcomes of both meetings at next UFH Working Party meeting. • Recent changes to CoL procurement regulations should mean that the tender can be signed off under delegated authority rather than passing through the Committee process. • Any contract is likely to last for 1 or 2 years in duration. • PK to supply background data on make-up of energy pricing and volatility of energy market over past 10 years for information only. 	<p>PK</p> <p>PK</p>
4.	<p>Report on temperature monitoring exercise.</p> <p>TR presented preliminary data from the temperature monitoring exercise (corrected copy to be supplied).</p> <ul style="list-style-type: none"> • Solar and wind data are still pending and will be required for meaningful modelling. • Data collection is ongoing and is scheduled to conclude in May at which time full analysis (either via University of Reading or consultant) can start. This should nominally be ready in September. • TR confirmed that the external temperature monitors were now in place and that data collection from these would now commence. 	TR
5.	<p>Update from Working Party sub-group on preliminary investigations into potential control systems and energy efficiency.</p> <p>The sub-group has made progress with their investigations into potential control systems and are actively considering energy efficiency measures. In so doing they have identified a number of options and challenges (copy supplied from GL), the complexity of which highlights the need for a consultant. The following, however, were agreed as actions for the short term:</p> <ul style="list-style-type: none"> • MM to organise sub-group visit to CoL Girls School (open to all resident members of the Working Party). • BEO to prepare briefing note for residents highlighting potential draught proofing measures (as covered by service charge) and recommending best practice use of ventilation (window vent 	<p>MM</p> <p>MB</p>

	<p>operation, cleaning of kitchen & bathroom extraction). BEO to distribute to residents block by block to stagger impact on reactive repairs service.</p> <ul style="list-style-type: none"> • CA reported that many residents were refusing window vent works as the non-original replacement parts were not aesthetically pleasing (although offering improved performance). MM to investigate options for improving the aesthetic quality of replacement window vents. • Any surveying of the wider resident body would be the responsibility of the resident members of the Working Party. • MS to investigate and report on energy efficiency measures taking place in CoL VOID flats. Report to be sent to TM for wider distribution. <p>In addition, AM issued a reminder that the leasehold agreement specifies that communal ‘background heating’ would be supplied only. Any investigation of future control systems should bear in mind that a switch to individually controllable heating would almost certainly necessitate an unprecedented change in lease agreements. The support of a large majority of residents would be essential to have any chance of changes being ratified. The Working Party agreed that this was not desirable and would continue to investigate control systems that could operate within the provision of the current lease agreements.</p>	<p>MM</p> <p>MS</p>
6.	<p>Update on draft committee report.</p> <ul style="list-style-type: none"> • Work on a draft committee report is ongoing ahead of submission for March committee meeting. It will be an information report/position paper summarising works, activities and achievements to this point. MS & MB to finalise and distribute to TM for circulation and comment from resident members of the Working Party. • AM reported that the first stage consultation on lighting & power (including UFH) was now complete and an application will be sent to the First-tier Tribunal Property Chamber (formerly LVT) for consideration. Outcome is expected by the end of March. 	MS & MB
7.	<p>Update on scope for consultant.</p> <ul style="list-style-type: none"> • This is still under review pending current investigations. 	
8.	<p>AOB</p> <ul style="list-style-type: none"> • Any requests from residents for the UFH to remain on outside the normal heating season should be passed to the BEO through normal residents channels as per current established processes. 	

9.	<p>Dates of next meetings:</p> <p>Dates were agreed for the next three meetings of the Working Party:</p> <p>Monday, 24th February - 6:30pm Monday, 24th March - 6:00pm Monday, 28th April - 6:30pm</p> <p>All meetings to be held in Residents' Meeting Room, BEO.</p>	
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