

Asset Maintenance Working Party Meeting
13th June 2016 at 6:30pm

Attendee

Mike Saunders
 David Downing
 Michael Bennett
 Sheila Delaney

Organisation

Chair, CoL Housing Property Services
 CoL Housing Property Services
 Barbican Estate Office
 Barbican Estate Office

Randall Anderson	Resident
Robert Barker	Resident
Ted Reilly	Resident
Robin Gough	Resident
Fiona Lean	Resident
Graham Wallace	Resident

Apologies from Henry Irwig & Mike Greensmith

Minutes

Item	Key discussion & action points	Who
1	<p>Introductions & welcome to new members.</p> <p>MS welcomed Graham Wallace to the Asset Maintenance Working Party. Henry Irwig and Mike Greensmith will also be joining the Working Party for future meetings but have had to send their apologies this time. HI's written comments on this meeting's agenda were received with thanks by all attendees.</p>	
2	<p>Review of Minutes from preceding meeting.</p> <p>The previous Minutes were approved with no changes; it was noted that all Actions were complete.</p>	
3	<p>Updated Terms of Reference</p> <p>The Working Party agreed that the Terms of Reference would remain as stated. Consideration was given as to how to benchmark "very good"; it was determined that it was sufficient to set the tone rather than present a refined definition.</p> <p>It was agreed that the Working Party's Minutes would be entered onto the formal RCC record when appropriate; the wider circulation of draft minutes was not deemed appropriate at this time.</p>	

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4	<p>Keystone Asset Management Software</p> <p>It was agreed that it would be useful for the Working Party to gain a greater understanding of the level of detail recorded within the Orchard Housing Management software reactive repairs module and to demonstrate how this could interface with the Keystone Asset Management software.</p> <p>Action 1: MS/DD to arrange demonstration of Orchard and Keystone at the next AM Working Part meeting.</p> <p>Action 2: MS/DD to draft written summaries of the two software packages for inclusion with the next meetings minutes.</p> <p>Action 3: Confirm with Keystone that all standard components/building elements are included within the CoL build of the software.</p>	<p></p> <p>MS/DD</p> <p>MS/DD</p> <p>MS</p>
5	<p>Updated Asset Maintenance Plan</p> <p>It was confirmed to the Working Party that the Asset Maintenance Plan was a working document; the programming of major repair items is provisional only at this stage and subject to change as priorities evolve throughout the Working Party process.</p> <p>It was agreed that clarification was required as to the extent of repair obligations for the landlord, leaseholders and other interested parties.</p> <p>Action 4: MS to provide definitive statement on repair obligations.</p> <p>It was also agreed that should forthcoming major works to a component potentially involve a significant change to current provision, then the Asset Maintenance Working Party would report to RCC, recommending the formation of new Working Party to provide the appropriate degree of oversight and resident input to the works.</p> <p>Prioritisation of Major Works</p> <p>(i) Door Entry: The Working Party noted that works to the door entry system were programmed in the short term in the Asset Maintenance Plan, but queried as to whether these works were required in this time frame and should be re-prioritised.</p> <p>Action 5: MS to consult with Barbican Engineers and re-programme works to Door Entry system as appropriate.</p> <p>(ii) Window Replacement: It was agreed that commissioning a window condition survey was appropriate at this time. MS confirmed that such a</p>	<p></p> <p>MS</p> <p></p> <p>MS</p>

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	<p>sample survey would identify problem areas to allow for a targeted rather than blanket approach to window replacement.</p> <p>Action 6: MS to commission window condition survey and bring results to the Asset Maintenance Working Party to review. It would be determined at this stage whether to recommend the formation of a specific window renewal Working Party to RCC.</p> <p>(iii) Roof Replacement: The Working Party also agreed that commissioning a condition survey of roofs and communal balconies should be the other short term priority.</p> <p>Action 7: MS to commission a roof & balcony condition survey and bring results to the Asset Maintenance Working Party to review. It would be determined at this stage whether to recommend the formation of a specific roof & balcony renewal Working Party to RCC.</p>	<p>MS</p> <p>MS</p>
6	<p>AOB</p> <p>None raised.</p>	
	<p>Next Meeting: 3rd October 2016</p>	