

**Asset Maintenance Working Party Meeting**  
**20<sup>th</sup> Feb 2017 630pm Lilac Room, Barbican Estate**

**Attendee**

Mike Saunders  
 David Downing  
 Shaunna McFarlane  
 Sheila Delaney

**Organisation**

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

Randall Anderson	Resident
Robert Barker	Resident
Ted Reilly	Resident
Fiona Lean	Resident
Richard Godber	Resident
Graham Wallace	Resident
Mike Greensmith	Resident

Apologies from Henry Irwig & Michael Bennett

**Minutes**

<b>Item</b>	<b>Key discussion &amp; action points</b>	<b>Who</b>
<b>1</b>	<b>Review Of Minutes From Preceding Meeting</b>  Minutes agreed with no changes.	
<b>2</b>	<b>Conditions Survey Update</b>  MS confirms the condition survey on the windows of Barbican & HRA being done by Savilles started on the 8 <sup>th</sup> of Feb and has been completed.  Savilles have submitted a quote which has been reviewed and queried; we are now waiting for Savilles response.  MS confirms Langleys are currently inspecting x6 roofs, once done they will advise as to whether they can do the remaining roofs free of charge.  RB queries as to whether the report due to be given to RCC in June is still likely to go ahead.  MS confirms it will.  MS makes mention of comments from HI on this item and agrees it is in best interest to come up with milestones, however this won't be able to be done until the Langleys report comes back.	

Item	Key discussion & action points	Who
3	<p><b>Common Part Definition Explained</b></p> <p>MS advises that he will get the service charge team to review the lease and then provide a list of what is service chargeable and what are common parts.</p> <p>SD advises that the confusion may be down to the wording used and that using 'communal parts' may help residents understand it better.</p> <p><b>MS to speak to Anne Mason and provide list before/by next meeting.</b></p>	MS
4	<p><b>Fire Risk Assessment Update</b></p> <p>MS confirms all Fire Risk Assessments have been carried out to the blocks and are now being reviewed by House Officer, Helen Davidson, internal Health and safety and Corporate Health and Safety.</p> <p>Timescale to do the above is approx. 1month.</p> <p>MS makes mention to comments from HI milestones will become clear once review has been done.</p>	
5	<p><b>Garchey Review</b></p> <p>MS advises that Fleur McNeil (Customer &amp; Support Services Manager) and Paul Gough (Garchey Engineer Manager) are working together to try and establish the properties that have had the Garcheys removed.</p> <p>A letter will go out to the properties that are noted to still have Garcheys to ask if they wish to remove it.</p> <p>MS advises that the letter will include a picture of the Garchey and will go out to the properties and to the long lessee's correspondence addresses.</p> <p>A date for this letter has not been confirmed.</p> <p>SD advises that they occasionally get retrospective landlord requests in regards to the Garcheys when a person is trying to sell their property, which is why it is hard to establish who has removed the Garchey without landlord's permission.</p> <p>MS again makes reference to comments from HI; milestones will again become clear once Fleur &amp; Paul gather the information needed.</p>	
6	<p><b>Summary of Estate Wide Top 4 Expense types</b></p> <p>DD presents party with graph that makes data sent out previously easier</p>	



Item	Key discussion & action points	Who
	<p>MS advises that we will pick 1 category of the 4 given and will break it down further to give a better understanding on what repairs come under the category.</p> <p><b>Breakdown of 1 chosen category to be supplied at next meeting</b></p>	<p>MS/DD</p>
<p><b>7</b></p>	<p><b>Updated Asset Maintenance Plan</b></p> <p>DD advises that the Gateway 4 report for the Barbican Concrete Costs were successfully accepted at BRC &amp; RCC, we now have estimated costs per block added onto the plan.</p> <p><b>RB requests that all data imputed into the graph should be of the same format and rounded up to the nearest thousand.</b></p>	<p>DD</p>
<p><b>8</b></p>	<p><b>AOB:</b></p> <p>None.</p> <p><b>Next meeting:</b></p> <p>Tuesday 9<sup>th</sup> May 2017</p>	