Asset Maintenance Working Party Meeting 20th Feb 2017 630pm Lilac Room, Barbican Estate

Attendee Organisation

Mike Saunders Chair, CoL Housing Property Services

David Downing CoL Housing Property Services
Shaunna McFarlane CoL Housing Property Services

Sheila Delaney 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

Item	Key discussion & action points	Who
1	Review Of Minutes From Preceding Meeting	
	Minutes agreed with no changes.	
2	Conditions Survey Update	
	MS confirms the condition survey on the windows of Barbican & HRA being done by Savilles started on the 8 th 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.	

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3	Common Part Definition Explained	
	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.	
	SD advises that the confusion may be down to the wording used and that using 'communal parts' may help residents understand it better.	
	MS to speak to Anne Mason and provide list before/by next meeting.	MS
4	Fire Risk Assessment Update	
	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.	
	Timescale to do the above is approx. 1month.	
	MS makes mention to comments from HI milestones will become clear once review has been done.	
5	Garchey Review	
	MS advises that Fleur McNeil (Customer & Support Services Manager) and Paul Gough (Garchey Engineer Manager) are working together to try and establish the properties that have had the Garcheys removed.	
	A letter will go out to the properties that are noted to still have Garcheys to ask if they wish to remove it.	
	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.	
	A date for this letter has not been confirmed.	
	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.	
	MS again makes reference to comments from HI; milestones will again become clear once Fleur & Paul gather the information needed.	
6	Summary of Estate Wide Top 4 Expense types	
	DD presents party with graph that makes data sent out previously easier	

Item	Key discussion & action points	Who
	to read. The graphs show correlation between the times when WP orders are at their highest and the amount of rainfall that has fallen that month.	
	DD advises that every instance of a Water Pen into a flat would come under this category.	
	GW enquires as to whether all costs associated with Water Penetration can be recovered on the buildings insurance.	
	MS confirms no, this is not the case, and it can only be covered by buildings insurance if the cause of the water pen is found to be from the landlords supply.	
	DD confirms that Water Pen that has been caused from general wear and tear would not be covered on the buildings insurance.	
	MS confirms that most of the investigations and repair works are done by our day to day contractors Metwin who may then pass it on to a specialist contractor if necessary.	
	MG presents pictures of a fire door at Ben Jonson House 5 th floor, where works do not look to have been done satisfactory.	
	MS confirms he will review pictures and liaise with Customer & Support Services Manager Fleur to find a resolve.	
	MS confirms that 15% of all orders are post inspected and that this percentage may be reviewed depending on the amount of complaints we receive when a job is done.	
	Electronic copies of graphs are to be sent with the minutes.	SM
	RB advises that when there are instances of stacks being blocked that this information needs to be passed onto the house group.	
	As per comments from HI, MS advises that the top 4 expense types can be broken down to the following percentages.	
	Carpentry 10% Metal works 17% Plumbing 9% Water Penetration 23%	
	These total 59% of the total repair orders that have been raised.	
	RB wishes it to be noted that carpet repairs come under Carpentry.	

Key discussion & action points	Who
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.	
Breakdown of 1 chosen category to be supplied at next meeting	MS/DD
Updated Asset Maintenance Plan	
DD advises that the Gateway 4 report for the Barbican Concrete Costs were successfully accepted at BRC & RCC, we now have estimated costs per block added onto the plan.	
RB requests that all data imputed into the graph should be of the same format and rounded up to the nearest thousand.	DD
AOB:	
None.	
Next meeting:	
Tuesday 9 th May 2017	
	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. Breakdown of 1 chosen category to be supplied at next meeting Updated Asset Maintenance Plan DD advises that the Gateway 4 report for the Barbican Concrete Costs were successfully accepted at BRC & RCC, we now have estimated costs per block added onto the plan. RB requests that all data imputed into the graph should be of the same format and rounded up to the nearest thousand. AOB: None. Next meeting: