

# ANNUAL WORKING PARTY REVIEW – UNDERFLOOR HEATING WORKING PARTY 2016/17

## Barbican Underfloor Heating Working Party Meeting 26<sup>st</sup> January 2016 at 6:30pm

### Attendee

Gareth Moore

Michael Bennett  
Mike Saunders  
Mick McGee  
Danielle Baker-Wilson  
Mary Hickman  
Tim Macer  
Sarah Bee  
Ted Reilly  
Garth Leder

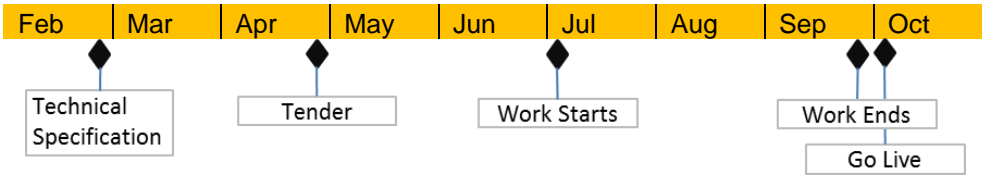
### Organisation

Chair - Barbican Residential Committee  
Chair & Common Councillor For Cripplegate  
Ward  
Barbican Estate Office  
CoL Housing Property Services  
CoL Housing Property Services  
CoL Housing Property Services  
Resident  
Resident  
Resident  
Resident  
Resident

### Minutes

Item	Key discussion & action points	Who
1	<b>Review of preceding minutes</b>  Welcome from Chair, Gareth Moore.  The Working party was quorate.  Minutes of last Working party Meeting were agreed with no changes.	
2	<b>Update from Concero on questions raised following meeting with Westminster Council</b>  It was noted that Concero are still awaiting feedback from David Wickersham from Westminster council.  Clarification of the V-Charge proposal was received and acknowledged by members of the party. It was agreed that they are now better informed for when V-Charge eventually submit a tender.	
3	<b>Update on the status of communications with National Grid.</b>  It was explained that contact has been made with the Senior Account Manager from National Grid, Rebecca Yang. (Neil Rowley has moved on to another role). She has expressed an interest in discussing the opportunity at the Barbican and has offered to meet the City to discuss potentialities	

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	<p>further at their Warwick or Wokingham offices.</p> <p>It was agreed that this meeting should ideally take place in Mid / Late February at their Wokingham Offices.</p> <p><b>Possible dates:</b> Week beginning 15/02 or week beginning 22/02.</p> <p><b>Attendees:</b> Mick McGee, Mike Saunders, Concerro, Garth Leder, Tim Macer / Ted Reilly (date depending).</p> <p><b>Deadline of 8/9 February for:</b></p> <ul style="list-style-type: none"> <li>– Finding out availability of both Rebecca yang and Barbican/City Attendees for proposed dates (above).</li> <li>– Deciding on and collating necessary supporting documentation to take to the meeting.</li> </ul> <p><b>Action 1: DBW to confirm availability of Rebecca Yang from National Grid and attendees to set date for future meeting. Also to collate necessary supporting documentation to take to the meeting.</b></p>	DBW
4	<p><b>Update on the feasibility of hiring a consultant independently from the city.</b></p> <p>It was noted that Concerro have expressed an interest in negotiating this contract on the Barbicans behalf. However it was questioned by the party whether it's efficient to pay a consultant to speak to a broker rather than speaking to the broker directly.</p> <p>It was decided that it is necessary to talk to Paul Kennedy's replacement (Corporate Energy Manager). Mick McGee will open up a line of communication about the upcoming renegotiations taking place at the end of the next heating season. The aim is to explain the status of the WP meetings and the direction the party would like to go with these renegotiations. Ideally the new Corporate Energy Manager should attend the upcoming UFH WP meeting to get a better feel first-hand of the situation in order to jointly come up with a way forward.</p> <p><b>Action 2: MM to contact Paul Kennedy's replacement to open up a dialogue.</b></p>	MM
5	<p><b>Next Steps</b></p> <p>MM/MS to talk to Concerro about the status of the technical solution / tender document for the control side.</p> <p><b>Action 3: MM and Concerro to liaise to produce the Technical Specification by the end of February.</b></p> <p>Concerns were expressed regarding the timeline of the proposed solution (due for October Go-Live).</p> <p>Agreed that the project timeline should be included in these minutes, working backward from the go-live date.</p>	MM/ MS

Item	Key discussion & action points	Who
	<b>Action 4: Create project timeline for the Cyclo control installation, taking into account the go live date at the start of the next heating season (October 2016).</b>	MS/ MM/ DBW
6	<p><b>AOB</b></p> <p><b>Timeline / Project Plan:</b></p>  <pre> graph LR     subgraph Timeline [Timeline / Project Plan]         direction LR         Feb[Feb] --- Mar[Mar] --- Apr[Apr] --- May[May] --- Jun[Jun] --- Jul[Jul] --- Aug[Aug] --- Sep[Sep] --- Oct[Oct]     end     Feb --&gt; TS[Technical Specification]     Apr --&gt; Tender[Tender]     Jul --&gt; WS[Work Starts]     Sep --&gt; WE[Work Ends]     Oct --&gt; GL[Go Live] </pre>	
7	<p><b>Next Meeting</b></p> <p>Dates for the next four meetings:</p> <p>12/04/16 at 18:30  14/06/16 at 18:30  13/09/16 at 18:30  06/12/16 at 18:30</p>	