

Asset Maintenance Working Party Meeting

15th August 2017 630pm Lilac Room, Barbican Estate

Attendee

Paul Murtagh

Mike Saunders

David Downing

Michael Bennett

Shaunna McFarlane

Randall Anderson

Robert Barker

Ted Reilly

Fiona Lean

Graham Wallace

Organisation

CoL Assistant Director Housing Property Services & Barbican Estate Office

Chair - CoL Housing Property Services

CoL Housing Property Services

Barbican Estate Office

CoL Housing Property Services

Resident

Resident

Resident

Resident

Resident

Apologies from Henry Irwig, Richard Godber & Mike Greensmith

Minutes

Item	Key discussion & action points	Who
1	<p>Review Of Minutes From Preceding Meeting</p> <p><u>Garchey Review</u> MS confirms the letters have now been finalised and approved, the letter will be going to properties that are believed to have had their Garcheys removed without landlord's permission and properties that have had their Garcheys removed with permission. Letters to go out before end of the month.</p> <p><u>Service Charge queries</u> MS still to speak with Anne Mason in regards to the service chargeable items stated in the lease & report back to WP.</p> <p><u>Possible Stop Valve Replacement Programme</u> MS confirms that if we were to change stop valves in properties as part of a programme work schedule it would cost approx. £190, as a reactive repair it currently costs approx. £228.</p> <p>MS advises that there is also a risk, where residents who have functioning stop valves may not allow easy access for contractors carrying out the programmed works.</p> <p>RA raises concerns in regards to stop valve leaks that have an effect on other properties and queries whether the cost of decorative works is factored into the above.</p>	MS

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	<p>MS advises that we will have a look to identify how many of the stop valve orders raised did cause damage to another property and whether these were claimed through insurance.</p> <p>All other arising matters were covered under this meeting's agenda items.</p>	
2	<p>Conditions Survey Update</p> <p>MS advises that the surveys are now to be done under a framework agreement, the specification has been drawn up and stock condition surveys are to be done.</p> <p>Results from the above will be able to help identify the areas where regular planned works could be beneficial.</p> <p>PM confirms that a brief will be confirmed with the contractor and the brief can be shared with the party once drafted.</p> <p>MS confirms the above is hoped to be done this financial year.</p> <p>RB queries the draft minutes from the RCC as it suggests that cleaning of the drainage, gutters and rain water pipes should be done every 4-5 years.</p> <p>PM confirms that we have an annual schedule and he will raise the concerns in getting the minutes rectified.</p>	
3	<p>Repairs & Maintenance Contract Tender</p> <p>PM confirms that COL does not have a formal Contract with the Barbican contractors Metwin, we have been advised by City Procurement that the contract will go out to tender so this is changed.</p> <p>It has been suggested that the BEO & HRA contract be combined.</p> <p>PM confirms that the same standards will apply; the BEO repair time frames and standards of work will not be affected.</p> <p>RB makes reference to the COL standard of 60% quality & 40% price.</p> <p>A business case is to be drawn up and reviewed by the working party, once agreed it will be reviewed by the RCC, if agreed by the RCC it will then go to the BRC.</p> <p>Next AMWP is to be brought forward to October (before RCC) and a draft paper will be circulated to the party.</p>	PM/MS

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4	<p>Fire Risk Assessment Plan</p> <p>The fire risk assessments have been published on the website and sent out to the various housing groups.</p> <p>A lot of queries and questions have come through and Frankums and the COL fire officer have responded the FAQ's are to be published on the website and circulated via the email broadcast soon.</p> <p>It has been identified in the assessments that all doors and its surrounding areas are to be tested to check all areas are fire resistant.</p> <p>TR advises that it may be worth looking at a more intrusive Fire Risk Management assessment and identifying systems within the barbican. These concerns will be raised with Andrew Carter.</p>	
5	<p>Review of Asset Maintenance Plan</p> <p>No changes have been made since the last meeting.</p>	
6	<p>AOB:</p> <p>New meeting is to be bought forward, proposed new date below.</p> <p>Richard Godber has left the Barbican and so can no longer be a member of this working party, he has asked the Defoe House group to identify a replacement.</p> <p>Next meeting:</p> <p>Wednesday 11th October 2017</p>	