

CHALCOTS WORKS GROUP (CWG) NOTES AND ACTIONS 19.02.2020

Attendees

Matt Jenkins (MJ), Paul Urquhart (PU), Nigel Rumble (NR), Cllr Steve Adams (SA), Cllr Tom Simon (TS), Cllr Meric Apak (MA)

LBC: Astrid Kjellberg-Obst (AKO), Abdul Khalique (AK)

Guest: Oonah Lacey (OL), Gavin Haynes (GH)

Apologies

Hasan Shah (HS), Mandy Ryan (MR), Paula Schofield (PS), Lawrence Nicholson (LN), Cllr Luisa Porritt (LP)

Works Up-dates

- AKO up-dated that the fire brigade site visit went well and that the main feedback was to remind residents not to leave items in the communal areas.
- AKO confirmed that the communal power shut down now takes place in the morning for both blocks (Burnham and Dorney) as suggested by the CWG members.
- AKO fed back that the site walk abouts at Bray and Dorney was positive and that we are monitoring the resulting action log to make sure everything gets completed as expected.
- AKO up-dated that we are working on improving communication to make sure the information is conveyed to residents through various channels in different ways. The key is to make sure that communication is aligned, clear and timely.
- AKO confirmed that each tower block will have three drop in sessions from April to share with residents all relevant information in terms of final designs, approach to works, detailed works programme with dates, etc.

Survey Discussion Notes

- We discussed the results of the survey to help finalise the key principles for the Chalcots Works Group as estate wide resident representative group to help shape and feedback on the major works. Two representatives as elected by their TRA for each tower block were invited to participate and 9 out of 10 TRA representatives returned a completed survey. Breakdown of survey results can be summarised as follows and the briefing note is attached:
 - Unanimous votes for fortnightly meetings.
 - Majority voted for Wednesday morning meeting.
 - Morning meeting received the most votes.
 - Bray workspace was voted as preferred venue.
 - On the role of the Chair, the top 3 choices chosen are the key priorities and the role description will be developed by the group.
 - Representatives voted for an Independent Chair.
 - Representatives voted to recruit externally for an Independent Chair.
 - The show of hands was the preferred option for voting on decisions.
 - The Chair will not get deciding vote.
 - Representatives voted for an option to invite guests as required.
 - There will be an annual work plan in relation to forward planning.
 - LBC to continue producing notes and actions.
 - The agreed format of notes and actions to be published in full.
- The next steps is to appoint Independent Chair and decide on the role and specification. CWG looking for a Chair that can bring a breadth of knowledge and possibly recruit based on construction background. A decision will need to be taken on whether the Chair will require expertise of public housing.
- Agree a summary of survey results, include key points in the Terms of Reference and share on website.
- Suggestion of circulating standard job profile and creating recruitment panel and timeline.

- Discussion of position being a voluntary post with expenses paid although concern raised whether 25 meetings, travel time and length of meeting is a lot to ask for a voluntary position.

Project Delivery Team

- LBC recruiting Construction Site Project Manager and Commercial Contracts Manager and Community and Resident Engagement Manager. The role description has been developed and will go out end of February with positions being filled by end of March.
- The roles will be shared in the next TRA meetings so representatives can decide if they would like to be in the advisory panel.
- Suggestion raised for Arcadis to more proactively take a part in the CWG (suggested at a 2 monthly interval) to share information and monitor feedback from the CWG as to how the project delivery directly affects residents.
- Overview of roles and responsibilities in next meeting. Roles change depending on delivery so worthwhile CWG have overview.

BRE Report

- Comment made in a letter raised 'window selected for design has been validated by BRE'. In response, LBC stated this is in principle and BRE happy with what LBC have put forward.
- Initial draft of BRE report was released 20/12/19. Points of clarification with supporting documents were returned to the BRE in January 2020. Arup and Arcadis were included in this process and further alteration came from the draft. Aiming to have confirmation first week of March and the group will be up-dated and a paper copy of the final report will be provided to the group prior to making it available on line to all residents.
- Group members shared that there is a perception/impression of a report rewriting process and a repetition of promise with no delivery. LBC explain that the timelines are not controlled by LBC and that it is important that the resulting report is factually correct and complete.
- The BRE report is very technical and GH will look if draft can be shared. If not, CWG will have to wait for final version.

Major Works up-dates

- *Transoms* (lower horizontal frame of larger tilt and turn windows) will be taken out where possible, i.e. in bedroom window, transoms will be taken out on both fixed glass pane (under the opening window and next to the opening window). Transom is likely to remain in the living room only for the large fixed window pane (next to the opening window) as the glass pane is too large in case it requires replacing. LBC will share the assessment.
- *Nightlatch* – LBC confirmed that the new windows will have a ventilation system and the details will be provided.
- *Heating* - Every boiler will be inspected when the flue is being replaced. Some have already been replaced in voids and LBC will look to replace where needed.
- *Flue* – The new stainless steel flue will be longer however it won't come out further than the current one due to the wider cladding system.
- *Air vent systems* - LBC would like to replace these where possible with agreement of the leaseholders.
- Concerns were raised that the *deeper cladding system* will take away light. LBC confirmed that the cladding system will be arranged around the sample window. Moreover, the larger window size for the main windows will more than compensate for any such impact.
- LBC's approach to *asbestos removal* will be not to remove in areas where it is not disturbed.
- *Kitchen window* - To optimise ventilation and not lower the window sill, the solution found is a tilt only window with two opening settings, at 10 and at 45 degrees, giving a ventilation improvement for the kitchen space of over 50% on existing windows.

Feedback by tower block

- Could door closures be arranged to start after the school run?
- The lights on the scaffolding near the stairs are very bright and require switch off or dimming at night time.
- A GDPR concern was raised, which is being investigated. The findings will be fed back at the next meeting.
- Site walk abouts by tower block with QI, Wates and estates services is still outstanding for Blashford, Burnham and Taplow.

Any Other business

- Wates are committed to work with residents to replant around scaffolding.
- There will be recycling bins in Bray workspace.
- Suggestion made that it would be helpful if questions/requests were provided before meetings so answers/responses from LBC can be prepared beforehand.
- The group agreed that until an external independent chair is recruited, the group is self sufficient and asked Oonah to circulate agendas, minutes and any other documents as relevant.

Action Summary

	Owner	Date Raised	Completed
Request for cost analysis of non-transom window and copy of pros and cons. Action: GH to provide copies.	GH/AKO	19/02/20	
New windows will have night latch. Action: AKO will provide details with description and ventilation.	AKO	19/02/20	
Air ducts. LBC looking to decommission and will come back on how far we are along in the process. Action: LBC to provide up-dates	LBC	19/02/20	
Concern raised that a 'Getting to know you and your home' survey was marked completed but it was for another property. Action: AKO to follow up and Lynne Mitchell (Wates RLO Manager) to be invited to next meeting and address concerns from representatives	AKO / AK	19/02/20	Yes
Site Walk abouts to be confirmed for Blashford, Burnham and Taplow Action: AK to re-contact TRA chairs to find out who is best placed to represent the block and to confirm date and time with the representative.	AK/TRA chairs	19/02/20	
Specific site concerns to be picked up with Wates. Action: AKO to share solutions and up-dates.	AKO	19/02/20	Yes

Next CWG Meeting on 19/02/20:

- Rob Vigar, Jim Atanasov, Niall Tierney and Lynne Mitchell from Wates will be invited to attend.