

Graham Pollard

**From:** Abigail Acosta [aacosta@kctmo.org.uk]  
**Sent:** 08 November 2011 14:22  
**To:** Janice Wray; Lorna Cunningham; 'Andy Webster'; 'Natasha Brown'; 'Graham Pollard'  
**Cc:** 'Alex Fomin'  
**Attachments:** FRA MTG no 7.docx

Minutes from our previous meeting

Will send out minutes of meeting no 6 shortly

Thanks

☺

**Abigail Acosta**

Project Manager of Assets, Investment & Engineering



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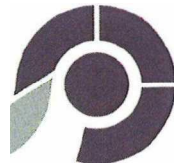
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08/11/2011

**MAS00000325/1**



Minutes of Meeting for  
Fire Flat Door Replacement 2011/12 Programme  
Project Progress Meeting No 7

**Date of Meeting:** 1<sup>st</sup> November 2011 at 10.00 am.  
EMB Offices,  
Lancaster West Estate

**Those Present:** Abigail Acosta (AA)  
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Project Manager  
Tel: [REDACTED]  
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Andy Webster (AW)  
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Natasha Brown (NB)  
Manse Masterdor  
Resident Liaison Officer  
Tel: [REDACTED]  
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Graham Pollard (GP)  
Manse Masterdor  
Director  
Email: [graham.pollard@masterdor.co.uk](mailto:graham.pollard@masterdor.co.uk)

**Apologies:** Janice Wray and Alex Fornin

**Next Meeting:** 15<sup>th</sup> December 2011 at 10:00am  
EMB Offices,  
Lancaster West Estate

**Distribution:** Those present plus Janice Wray and Alex Fornin

J

## 1, introductions and apologies

**ACTION**

1.1 Done, apologies from Janice Wray.

## 2. Matters Arising From Previous Meeting

2.1 All those present agreed the previous Minutes were an accurate representation of discussions held.

## 3. Contractor's Progress Report

3.1 AA requested for the report to be emailed prior to meeting taking place. This is to be done ahead of future meetings.

**AW**

3.2 Total number of doors overall programme identified for installation as part of the FRA undertaken are 1197, 644 have been fitted overall, 310 are in production, 18 have been surveyed and confirmed choices, 61 have been surveyed but still awaiting choices to be returned by residents, 4 have colour choices confirmed but require survey, 10 have been omitted, 77 have been put on hold, 13 to be surveyed.

3.3 There are still 72 outstanding choices for overall programme. LC to provide to Natasha by 11<sup>th</sup> November.

**LC**

3.4 Issues regarding parking at Finborough Road and Walnut Tree Hse. AA will raise with parking and advise urgently.

**AA**

3.5 Ms Cebreiro has stopped works taking place at 5 flats further to email to MA. AA to liaise with internal management.

**AA**

## 4. Resident Liaison Matters

4.1 NB updated the below:-

Need confirmation of how many master keys (No of barrels) to order.  
LC to advise shortly.

**LC**

## 5. Client Matters

5.1 LC would like Andy to look into snibs and a proposal as it is becoming an issue generally to most of the installations undertaken.

**AW**

5.2 A further meeting will take place on 03.11.11 to confirm if self closers/dormers are satisfactory prior to proceeding with others identified. LC to confirm if happy and AA to instruct once approval is sought. **LC/AA**

5.373 Markland House, AW to revisit with regards to gate. **AW**

5.443 Elm Park Gardens - AW to revisit with regards to operational issues **AW**

## 6. Technical Officer Reports

6.1 Awaiting further report to be submitted. **AF**

6.2 AW confirmed that hinges are being replaced and manufacturers are looking into fault and supplying replacement that will be fit for purpose.

6.3 Client will like for LHC to check a few once replaced to ensure suitable **AF**

## 7. Project Manager's Issues/Financial Matters

7.1 Masterdor have highlighted that we are getting close to current year's budget.

7.2 AA to liaise internally if funds become available. **AA**

7.3 AW to attend site to Flat 6 King Charles House to confirm items picked up by LFB and confirm what has been installed to revert back to LFB.

## 8 H&S Matters/Site Waste Management

8.1 None at present

8.2 Recycle waste collection for September 4670 kg. **AW**

## 9 Any other Business

9.1 None at present

## 10 Date of Next Meeting

10.1 To be held on 15<sup>th</sup> December 2011 at 10am at EMB Site Offices.

J