

Freephone: [REDACTED]

www.kctmo.org.uk



## Meeting Minutes

### **Fire Risk Assessment Works** Fire Door Programme

- Date of Meeting:** November 4<sup>th</sup> 2010 at 11.m. in Golborne Room, The Hub
- Present:** Janice Wray, Valerie Sharples, John Parsons and Abi Acosta
- Apologies:** Graham Sidaway
- Next Meeting:** To be confirmed
- Circulation:** All the above plus

#### **Discussion**

It is imminent that we get programme on site prior to Xmas and commence works on site first week in January 2011.

Specification is required and preliminary clauses pending on form of contract we decide to take. Specification to be taken from LHC website, now we are full members of LHC.

Tender list needs to be put together via LHC, this will be discussed further when we meet LHC on the 10<sup>th</sup> November

LHC have a framework with 3 door contractors.

We will give residents for colour choices to their doors, probably 4 choices. Doors will be standard doors due to tight budget.

We only have £300K to undertake works. This will probably be an 18mth programme

Leasehold Consultation is required. Daniel Wood to be part of meetings to discuss how we consult leaseholders.

Possibility of asking for further funding to RBKC if we identify that we do not have sufficient budget to undertake the whole programme.

There are two options:

#### **Option 1**

Freephone: [REDACTED]

www.kctmo.org.uk



Do we provide specification of door we are doing for tenanted residents and allow leaseholder to undertake the works themselves and then get our COW/PM involved to sign off that works have been undertaken in accordance to building regs and KCTMO standards.

### **Option 2**

Simon Throp preference is to enforce leasehold obligations involving LFB and enforce this via leaseholder's leases that fire doors are required to their dwellings.

We need to discuss what option we give to leaseholders once we identify if their flat doors are not fire rated

Letters have to be sent to leaseholders regarding this and LFB should be involved so we can provide leaseholders with as much information as possible.

Letters have to be sent to tenanted residents informing them of scope of works, timescales etc

List to be finalised by the beginning of week commencing 8<sup>th</sup> November.

### **Actions Summary**

	<b>ACTION</b>
RAM list and high priority list to be compared to identify which blocks do not meet Plug + 30 mins requirement	<b>AA</b>
High list priority to be forwarded onto AA	<b>JW</b>
FRA comments to be merged with our criteria, once revised to be emailed across to project team.	<b>JW/AB</b>
Need to identify blocks on high risk list with FRA criteria's	<b>JW/AB</b>
Once list finalised, high priority list to be revised further by priority	<b>JW/AB</b>
Ops committee to be updated on current status	<b>JW</b>
Some blocks from high priority list not on RAM list. To be looked into further	<b>JP</b>