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Minutes of Meeting for
Fire Flat Door Replacement 2011/12 Programme
Project Progress Meeting No 3

Date of Meeting: 9th June 2011 at 1.30 pm.
EMB Offices,
Lancaster West Estate

Those Present: Abigail Acosta (AA)
KCTMO
Project Manager
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Janice Wray (JW)
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Lorna Cunnigham (LC)
KCTMO
Resident Liaison Officer
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Andy Webster (AW)
Manse Masterdor
Project Manager
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Natasha Brown (NB)
Manse Masterdor
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Steven Mocklow (SM)
Manse Masterdor
Regional Sales Manager
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Apologies: Alex Fornin

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Next Meeting: 4th March 2011 at 11a.m.
EMB Offices,
Lancaster West Estate

Distribution: Those present plus Alex Fornin

1. Introductions

ACTION

1.1 Done.

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**

3.2 979 have been identified on current programme (Grenfell Tower, King Charles House, Markland House, Whistable House and Dixon House)

3.3 480 doors are currently in production. (Cremorne, Colville Square, Grenfell Tower, King Charles House, Whitstable House, Frinstead House, Dixon House, Winchester House, Dacre House, Mulberry House, Grove House, Markland House, Elm Park House and Hesketh Place)

3.4 NB to send across final list of three attempts, LC to write to residents and get Housing Management input. **NB/LC**

3.5 Survey and Choice (Dacre House, Burleigh House, Cadogan House and Kingsley House) 37 have choice but surveys to be undertaken. **AW**

3.6 Survey but no choices In total 187 (Lonsdale House, Gilray House, Riley House, Lacland House, Colville Square, Frinstead House, Winchester House, Dacre House, Mulberry House, Grove House, Markland House, Hesketh Place)

3.7 LC to write introductory letters to Elm Park House, Mulberry House and Grove House. LC to amend letter with regards to old locks being removed from old door frame (KCTMO/Masterdor will not be liable for any damage) **LC**

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3.862 dwellings are on hold due to listed building, Kensal House, awaiting further clarity from English Heritage. AA to chase. **AA**

3.98 dwellings to be omitted. NB to send across list **NB**

3.10 Awaiting surveys to be sent by residents from 68 dwellings. NB to chase **NB**

3.11 No refusals to date.

4. Resident Liaison Matters

4.1 LC updated the below:- **NB/AW**

18 King Charles House, entry phone damaged, Masterdor to go back to rectify.
77 Silchester House, Phone wire damaged as unforeseen behind external frame.
Masterdor to pay for works once resident receives bill by Talk Talk.
3 King Charles House, resident is deaf and non English speaker, Masterdor will revise his choice due to this as a good will gesture.
Flat 21 Whitstable House, elderly resident requires door to be eased and adjusted.
54 Dixon House, loose handle, Mastedor to revisit and rectify.

All parties agreed that residents should be issued an instruction sheet at handover of how to use the mechanism of the doors. LC to revise and confirm ok to send/hand out to all residents on programme. **LC**

5. Client Matters

5.1 Residents at 11 Gilray House, 14 Dixon House, 50 Lonsdale House have already had fire doors installed. Residents must send KCTMO documents/certificate of door warranty, specification of doors, door installer etc, so JW can run through our FRA to confirm it's meeting our current requirements. **AA/JW**

5.250 Lonsdale has provided the suffice information and it has been confirmed they can be omitted of programme. **NB**

5.3 LC to visit resident at 38 King Charles House. **LC**

5.4 NB confirmed that there are a large number of dwellings that have external gates, where possible Masterdor will endeavour to do their best to fit door where possible if not residents will have to arrange for gates to be removed temporarily prior to installation. NB to send across list. **NB**

5.56 Whitstable House has now become a void since making choice. AA to arrange for keys to be provided to Masterdor. **AA**

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5.6 Fobs are required for electric gates at Lonsdale House. LC to arrange. **LC**

5.7 9 Kingsley House, Mrs Thomas, opposing to works, await further information as no formal complaint as been made as yet. **NOTE**

5.8 48 Cadogan House – studios, if enclosed communal we will undertake works if not required. Masterdor to survey and confirm. **AW**

5.9 It was agreed by all parties if leaseholders wish to have same doors via Masterdor they will have to arrange a private arrangement directly with Masterdor, NB to keep note if this does happen for our records. **NB/AA**

6. Technical Officer Reports

6.1 Third report has been sent, awaiting amendments made by our FRA. **AF**

7. Project Manager's Issues/Financial Matters

7.1 AA has requested for a monthly updated cashflow forecast for remainder of project, to be updated prior to monthly meetings and sent electronically to enable AA to update internal financial systems. **AW**

8 H&S Matters/Site Waste Management

8.1 None at present

9 Any other Business

9.1 It was suggested by Director to do an open day demonstrating to residents how to use locks etc prior to installation. Installation to caretaker door has been postponed until LC arranges for date for this to take place. **LC**

9.2 Concerns have been raised by Community Safety Team at Worlds End Estate due to Previous door installation. AA to liaise directly with Officer in charge and send across relevant information required. **AA**

10 Date of Next Meeting

10.1 To be held on 7th July 2011 at 10am at EMB Site Offices.