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Minutes of Meeting for
Fire Flat Door Replacement 2011/12 Programme
Project Progress Meeting No 5

Date of Meeting: 10th August 2011 at 10.00 am.
EMB Offices,
Lancaster West Estate

Those Present: Abigail Acosta (AA)
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Project Manager
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Janice Wray (JW)
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Verona Sang (VS)
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Andy Webster (AW)
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Alex Fornin (AF)
Technical Officer
LHC
Email: alex.fornin@lhc.gov.uk

Apologies: Lorna Cunningham and Steven Mocklow

Next Meeting: 15th September 2011 at 10:00am
EMB Offices,
Lancaster West Estate

Distribution: Those present plus Alex Fornin

1. Introductions and apologies

ACTION

1.1 Done, apologies from Steven Mocklow and Lorna Cunningham.

1.2 Verona Sang was welcomed to the meeting.

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 1172, 451 have been fitted overall, 792 are in production, 11 have been surveyed and confirmed choices, 111 have been surveyed but still awaiting choices to be returned by residents, 2 have colour choices confirmed but require survey, 3 have refused works to be undertaken, 239 have been put on hold, 148 to be surveyed.

Breakdown by Priority as per the below email: _

3.3 Priority 1 Update (Grenfell Tower, 9 Colville Sq, 11-12 Colville Sq, Lonsdale House, Milman House, Lacland House, Riley House and Gilray House)

Total of doors are 290 of which: _

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169 have been fitted
271 in production,
2 have surveyed and resident choice received
5 surveyed and awaiting resident choice received
2 to be surveyed and resident choice received
2 refusals
2 put on hold
4 to be surveyed

Priority 2 Update (King Charles House and Kensal House)

Total of doors 93 of which: _
25 have been fitted
29 in production
64 put on hold

Kensal House on hold as Grade II listed building and FD doors have been installed in the last 6 yrs. AA is seeking further clarity on this matter. If no clarity by September meeting we will omit until next financial year.

AA

Priority 3 Update (Winchester House, Dacre House, Burleigh House, Cadogan House, Kingsley House)

Total of doors 166 of which: _
No doors fitted to date
123 doors in production
31 have been surveyed and awaiting resident choice
166 doors put on hold
5 waiting to be surveyed

Evening Meeting with residents will take place, awaiting further instruction from Mike Hallimond once site visit takes place with regards to works at Sir Thomas Moore Estate, will inform at next meeting.

AA

Priority 4 Update (Dawson Place, Lexham Gdns, Hereford House, Hesketh Place, Runcorn Place, Flood Street, 361 Fulham Road, 172-174 Lancaster Rd, 65 + 67 Elgin Crescent, Cecil Court)

Total of doors 111 of which: _
No doors fitted to date
7 doors in production
8 have been surveyed and resident choice received
27 surveyed and waiting resident choices
62 waiting to be surveyed

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Priority 5 Update (Whitstable House, Frinstead House, Dixon House, Mulberry Close, Grove House, Markland House, Elm Park House, Morgan Road, 94 Ladbroke Grove, Longlands Court, 62 Finborough Road, Walnut Tree House)

Total doors 512 of which: _

257 have been fitted
362 in production
1 surveyed and resident choice received
48 surveyed and waiting on resident choices
1 refusal,
57 on hold
77 to be surveyed.

Priority 6 Update (Orpren House,)

Total doors 2 of which: _

2 waiting survey and resident choices

Further property list to be provided by Janice as a matter of urgency to maximise programme.

JW

3.4 NB to send details re 3 Mulberry Close (Patricia Shepherd) as resident has refused. NB to scan over information. **NB**

3.5 VS/LC to escalate to Housing Management as Flat D + F at 9 Colville Square have not responded to any of Masterdor or KCTMO correspondence, these properties are in Priority 1 and are imminent that installation takes place urgently. **VS/LC**

3.6 VS/LC to escalate to Housing Management as Flat 3 at 11-12 Colville Square have not responded to any of Masterdor or KCTMO correspondence, these properties are in Priority 1 and are imminent that installation takes place urgently. **VS/LC**

3.7 It was agreed that any additional properties identified via Janice will go on Priority List 6. **ONGOING**

3.8 LC / VS to write introductory letters to be sent. **ONGOING**

3.9 LC /NB to arrange a visit with 66 Frinstead House **LC/NB**

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4. Resident Liaison Matters

4.1 NB updated the below:-

NB/LC

LC needs to update spreadsheet email provided by NB as a matter of urgency as we are doubling up and some properties have been addressed to and some not. Urgent to be done on LC return from leave.

LC/VS

5. Client Matters

5.1 LC mentioned that Seamus (Grenfell Tower caretaker) would like to see an installation taking place for future maintenance issues. AW to arrange with Seamus

AW

5.2 JW to seek clarification to Cadogan House if works are required.

JW

5.3 Masterdor to send list of leaseholders that have made private arrangement for installation of doors for our records and Home Ownership.

ONGOING

5.4 AA has requested for Masterdor to look into an electric closer provision for the very elderly and frail as the legislation has changed with regards to allowing disclaimer to allow removing lock engager. AW to submit quote and specification as a matter of urgency.

AW

6. Technical Officer Reports

6.1 Awaiting fourth report to be submitted.

AF

6.2 AF highlighted that level of making good is higher at Cremorne due to steel frame to existing door frames. This has been factored in to Masterdor pricing/budget for works.

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. Valuation for August to be submitted by 15th August.

GP

7.2 GP to send across by 15.08.11 cashflow monthly valuation breakdown and updated programme, this is at critical path.

GP

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8 H&S Matters/Site Waste Management

8.1 None at present

8.2 Recycle waste collection to be sent shortly, once Masterdor has received information.

AW

9 Any other Business

9.1 None at present

9.2 Masterdor is finding progress slow due to putting programmes on hold pending further consultation. This may have a cascading effect with continuity of fitters on site. Apart from that works are ongoing well on site.

9.3 VS to keep a spreadsheet of elderly/frail identified for automatic self closer.
At present only 16 King Charles House and 9 Milman House

VS

10 Date of Next Meeting

10.1 To be held on 15th September 2011 at 10am at EMB Site Offices.