

**Minutes of Ledbury Estate Residents Project Group Meeting
6th November 2018**

Attendance

RPG

Sue Slaughter	SS	Eileen Bassom	EB
Thomas Ennis	TE	Patrick Goode	PG
Shelene Byer	SB	Toby Bull	TB
Alex Hedge	AH	Glenn Holmes	GH
Nicole Bailey	NB		

Observers

Amy Zeigler AZ

LBS

Abigail Buckingham	AB	Ferenc Morath	FM
Sharon Shadbolt	SSh	Olive Green	OG

Others

Neal Purvis NP Open Communities – ITLA

Apologies for Absence: RPG Members: Jeanette Mason, Serife Dervish, Val Taylor
Mike Tyrrell
Danielle Gregory LAG

1. Introductions and update on membership

1.1 Those present introduced themselves

2. Minutes of the RPG Meeting 9th October

2.1 With the clarification in 4.16 that 'Arup would design the work, the contractor would carry out the work, before Arup test the work', the minutes of the meetingth September 2018 were agreed as accurate.

3. Cabinet Meeting and Decision 30th October

3.1 SB reported that the RPG had made a Deputation to the Councillors at the Cabinet Meeting and summarised the recommendations that Councillors had agreed to. NP had circulated the official record of the Cabinet Meeting and the Deputation to all RPG members.

3.2 NP added that BRE will be involved checking the work of Arup and the Contractors.

3.3 Cllr Cryan and Pollak were sympathetic to bringing forward the work to the low rise homes on Ledbury to minimise the disruption for low rise residents.

3.4 PG asked when there will be feedback to other residents on the estate. NP reported that there had been an article in the Ledbury newsletter last weekend and there will

be a public meeting on 22 November 2018 with Councillor Cryan and Councillor Pollak.

4.0 Next Steps Appointing Contractors and Consultants for Refurbishment and New Build

4.1 AB reported that LBS had met with Calford Seaden who will act as project managers for the refurbishment and new build. They expect to issue a formal appointment letter later in the week. Calford Seaden had worked on the central heating works and the costing of the refurbishment options on Ledbury. Calford Seaden will talk to Hunters to provide architectural service.

4.2 Arup continue their previous appointment as structural engineers. They will be independent of Calford Seaden and will report to Tony Hunter, Head of Engineering in LBS.

4.3 BRE will get involved once Arup has designed the pilot work as an external check.

4.4 There will be a Council Major Works team based at Ledbury. They will be Paul Thomas, Contract Manager, George Briggs, Clerk of Works and Kemi Baugh, the Customer Relationship Officer.

4.5 John Marengi and Jamie Anderson will deal with heating and electrical issues for the Council. Calford Seaden will set out the design, but LBS will have to maintain in the long term so standards will be set by LBS specifications.

4.6 LBS meet Arup 19 November, and they will then meet Calford Seaden.

4.7 AB recognised issues with refurbishment works carried out by Engie (formerly Keepmoat) on Ledbury. LBS to meet Engie Divisional Director. Engie will not be involved in design but will be involved in the delivery of the building works. When work on pilots start Engie will be carrying out work to strip out and carry out strengthening.

4.8 TE asked about relationship between LBS and BRE. AB replied that Arups are structural engineers and Calford Seaden will design the works, so BRE role must not conflict with that. One body must sign off the work and be contractually responsible for it. LBS to meet with BRE and find out what role they want to play.

4.9 PG asked if BRE will do stress tests. AB replied this is what LBS wanted, but the BRE role would be clearer when LBS had met with Arup and BRE. In response to a question from GH AB confirmed that BRE wanted to learn from it.

4.10 NP reported that Ledbury Action Group had voiced concerns on the checking of the work in the pilot flats to make sure the structure did not fail and had asked Councillor Cryan, after the Cabinet Meeting on 30 October, whether it was Southwark who asked the BRE to inspect Ledbury work or whether it was BRE, when the decision was made, and whether BRE will be inspecting the fire stopping as well as structural strengthening. **NP to circulate questions to RPG.**

4.11 FM replied that as the two issues are linked LBS would expect BRE to take an interest in the fire stopping works. The remit for the BRE would be clearer when LBS has met with BRE.

4.12 FM asked when RPG members had questions relating to the technical, structural and fire stopping issues, that it would be helpful if they sent them through NP who could make sure all RPG members are copied in to all information.

4.13 AB said there would be opportunities to be involved in daytime meetings with consultants as much of the design work would be through joint meetings LBS/Consultant/Residents meetings. There will be conversations about the type of materials and finishes used in the refurbished. Residents will have ideas on how best to design the communication and consultation.

4.14 NP to organise a RPG Resident only meeting on Procurement, Standards and Processes for new build and refurbishment.

4.15 NP asked what will happen by RPG meeting in December. AB will give an update on conversations with Arup and BRE and Calford Seaden staff will attend.

5.0 Update Report from LBS

5.1 Olive Green presented an update report. There are 31 leaseholders remaining with two close to completion on selling to the Council.

5.2 MT has written to Bromyard residents, three tenants and three leaseholders, and three have come into the office.

5.2 There have been no Fire Brigade visits in the last 5 weeks.

5.3 OG made clear in response to a question from TE whether all Bromyard residents would have to move out during the works. OG replied that they would have to work for the works to the block to happen.

6.0 Resident Issue

6.1 Alex asked on progress on the Deep Clean. SSh reported that RSO has written to Pencraig Way residents about disposing of oil. There remains one blocked drain on Pencraig Way.

6.2 Dave Granger, Cleaning Supervisor has inspected and has instructed a high level clean and repaint white edges to staircase and underside of ceiling. PT will re – inspect with Cleaning Supervisor and RSO and RPG members. There will be more trials and prices for cleaning of the asphalt. EB explained that is not oil but due to the asphalt not being applied properly in the first place.

6.3 PT will attend future meetings of the RPG.

- 6.4 SB reported a problem with HIU due to low pressure. It had taken a long time and several calls to get someone from LBS repairs to fix it. It took from Friday to Sunday afternoon, at which point there was no solution. Engie, Smith and Byford and OCO were all involved. SSh was aware of the case and apologised for the poor response. Until 22 November Engie is responsible for defects. Low pressure was not an Engie issue. Residents should report any problems to the Ledbury Team in the TRA Hall.
- 6.5 SSh had chased up the Defects Liability letters for the HIU which will be sent out to all residents. She will respond to the RPG on what will happen in void flats.
- 6.6 SS reported a problem with a leak in the system. This needs to be reported to Engie as part of the Defects Liability Works.
- 6.7 **LBS to include an article in the newsletter setting out who is responsible for what in the heating system.**
- 6.8 AB advised that after 22 November the only thing Engie will be responsible for is the scaffold at the bottom on the blocks.
- 6.9 SB asked whether blocks are due for a pest control inspection. **OG to check and respond.**
- 6.10 AH raised problems with 13 communal lights that had been reported to the RSO with no response so far.

7.0 Council Decision Making

- 7.2 Update on actions for Audit of Ledbury Report – previously heard at Overview and Scrutiny. **FM to inform RPG when Committee date is agreed.**

8.0 Matters Arising Minutes 9 October

- 8.1 (4.5) Cabinet report wording – completed.
- 8.2 (4.8) RPG had attended Cabinet Meeting with Deputation.
- 8.3 (4.16) BRE involvement in checking work to be clarified at next meeting.
- 8.4 (4.18) **Outline of tasks to be produced for January RPG meeting.** FM explained timeline was not possible until it was clear what works were needed following testing on the pilot flats. TE asked for tasks and a sequence to be outlined for the public meeting on 22 October. FM explained that the contracts needed would affect the timeline. **AB suggested LBS could produce a process map.**
- 8.5 **NP to send likely questions at the public meeting to the Council.**
- 8.6 (5.7) SSh to update on HIU by 10.11.18.
- 8.7 (6.1) SB reported lights out in between Peterchurch and the School. They are still not working. **OG to get an update from Modupe.** There are also lights out where

the astroturf is. AB suggested regular inspections should pick these up. The repairs have been reported but the contractor has not attended. **NP to check who the Communal Repairs Officer is.**

- 8.8 (7.2) Awaiting Committee Date.
- 8.9 (8.6) Skenfrith nameplate has been fixed.
- 8.10 (8.7) There are 105 car parking permits issued on the estate.
- 8.11 (8.8) LBS have received Hunters report and will issue.
- 8.12 **(8.9) Hunters voucher for Peace Party not yet received. MT is chasing.**
- 8.13 (10.1) TE queries on Calford Seaden report to be picked up when Calford Seaden are appointed and attend RPG.
- 8.14 (11.2) NP had sent through proposed dates for future meetings.

9. Any Other Business

- 10.1 GH asked that at a public meeting the circumstances of individuals are not referred to.
- 10.2 PG asked for someone from LBS Press Office to attend public meeting on 22 November. **AB agreed to raise this.**
- 10.3 PG asked that the local councilors and MP to be invited to the public meeting.
- 10.4 AB paid tribute to the work of the RPG and the progress made in working with LBS.

11. Date of next Meeting

- 11.1 Proposed dates for future meetings
 - a. 4 December
 - b. 8 January
 - c. 5 February
 - d. 5 March
 - e. 2 April
 - f. 7 May
 - g. 4 June
 - h. 2 July

N. Purvis 7.11.18.