



Crescent House Residents' Liaison Group (RLG) Meeting 22 August 2024

Date: Thursday 22 August 2024 from 6.00 pm – 7.00 pm

Venue: Community Centre at 6.00 pm.

Attendees:

| | |
|--------------------|--------------------------------|
| John Muldoon | Your Shout (Chair) |
| Charlie Drakesmith | Your Shout |
| Nick Condon | Project Manager |
| Jacqueline Swanson | Leaseholder/CoL Resident Comms |
| Two Leaseholders | |
| Three Tenants | |
| Cllr Dawn Frampton | Elected Member |

This is the nineteenth official meeting for the Crescent House Residents' Liaison Group. The meeting's agenda will be:

1. General introduction
2. Tender update
3. Project update
4. AOB

If you are unable to attend in person here is a Teams link.

[Click here to join the meeting](#)

Meeting ID: 358 608 386 824

Passcode: zH8FXn

If you are unable to attend at all, let us know and we will record your apologies.



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Summary Notes

Apologies: Rebecca Leathers and Gaby Robertshaw

1. General introduction. The objective for the Major Works Team (MWT) is to ensure that we get the right, quality design, a sensible cost and a sensible programme. We also need to minimise the amount of disruption that is caused to residents. These are our four key targets, and it's important that these are the same shared targets for everyone in the RLG.

At stages throughout the construction process there will inevitably be problems, and those problems will need to be shared. It's essential that there are open and honest discussions between the RLG and the MWT.

This project is challenging, and the Corporation is showing some flexibility to meet those challenges, for example with the two-stage tender process and a specialist JCT contract.

Discussions and feedback from the RLG members have provided the MWT with backing in making the case for some of the changes of approach required and broadening out the scope of work (e.g. the over-heating modelling that is currently underway). The RLG meetings are not just about the MWT passing on information, it is also about getting feedback from RLG members. This needs to continue for the project to be successful.

2. Tender Update. First stage tenders have been received and seven have passed the initial basic approval process. These tenders are now in the process of being evaluated by the evaluation team and the process completed within the next couple of weeks. The contractors are applying to be the main contractor for the project, managing the programme, costs and sub-contractors. The, the timber repair specialists and the aluminium window specialists who worked on the pilot project are named contractors in the tender documents (i.e. must be used by the main contractor). The main contractor will also have to appoint subcontractors for the roof, for the soffit insulation works, for the electrical works, heating, ventilation etc.

At stage one contractors answer questions about their previous experience – we want to know about their experience working on listed buildings, working around residents in situ how they have previously managed the process of temporary relocation (decanting) etc. There have been some good answers, answers you would expect competent contractors to give.

Qualifying contractors from stage 1 (no more than 5) are taken through to Stage 2, the pricing stage. The MWT need to make sure that only contractors of the required quality and competency go through to Stage 2.

As part of the process of Stage 2, there will be site visits and the contractors will be interviewed. It's only at this stage that the team will understand the contractors'

commitment and ability to be able to do and understand the job at hand. We envisage invitations to tender for Stage 2 being made in September.

3. Project update. Conditions are in the process of being discharged. With regard glazing, there was a meeting this week with Historic England and Planners to discuss the alternative for Georgian wired glass (no longer available) and the spandrel panels (the white panels visible from the outside of the building). Proposed materials have been submitted.

There is also continuing discussion about the insulation of the soffits. Proposed materials have also been submitted.

A photo from the 1970's shows that the columns between the party walls was grey rather than red/purple. However, resident consultation and further planning permission would be required to make any revisions.

4. AOB. On timelines, the MWT is still aiming for the January Community and Childrens' Services committee to get contract approval, but if there are any delays approval will need to be sought at the March committee (which meets every other month). This is a very tight schedule, and we don't want to rush the tender process (additional clarifications over pricing might be required etc). We also need to fit in the statutory Section 20 process (35 days) before final report can be submitted to Committee.

Once everyone has returned from their summer breaks the MWT will confirm a date for a specific meeting for Leaseholders with senior City Officers in attendance to answer their questions.

Voids / decant flats. The MWT have returned two of the original flats designated as decant flats (Stanley Cohen and a studio in Hatfield House). These have been replaced with two flats in Crescent House and the programme for renovation is underway.

Question: does the MWT have enough resource? In October we will have a new Head of Major Works for Housing. We also need to get different departments working together effectively. Last week the team had their first meeting with the Crescent House Project Board which brings together key officers in Housing, Allocations, Repairs, and the Estate Office. This first meeting was an introductory meeting to highlight and discuss the scope of the works, and the various roles of each department in the decanting process. The Project Board will meet monthly and the MWT will feed back to the RLG.

Potential items for next meeting: heating and issues with the plumbing. A member proposed getting rid of water tanks that are not needed to solve the issues with the plumbing.

Next meeting is scheduled for 26 September 6 pm in the Community Centre.