



Lisgar Terrace Steering Group Minutes

6pm on 10 February 2021 via Zoom

Attending

Name	Title
Adriana Peixoto	Resident
Graham Nolan	Resident
Sherry Lawson	Resident
Frances O'Mahony	Home Services Manager
Ian Pattinson	Senior Regeneration Manager
Graham Littlewood (minutes)	Area Services Manager
Alison White (chair)	Community Engagement Manager
Alvys Grublys	Estate Care Manager
Rikesh Kerai	Durkan – Quantity Surveyor
Anna Vachou	Estate Care Operations Manager
Chris Wright	Project Landscape Architect – Levitt Bernstein
John Mathew	Business Development Manager - NACD

Apologies

Name	Title
Hilde Rodriguez	Resident
Jo Philpot	Resident
John Blake	Resident
Lauren Howard	Resident
Lisa Baker	Resident
Tony Hughes	Head of Home Management

Meeting Minutes

Minute	Detail	Action
1.	Welcome, apologies and introductions Introductions were made and a welcome to our new resident member, Sherry.	
2.	Actions from previous meeting 10 March 2021 FoM has confirmed that soil has been added to smooth out the sharp edges of the drain covers. Rikesh to chase & find out whether sensor in bike store has been moved & update. Time capsule has received Board sign off. Ian will seek resident input and bring forward to next meeting.	Durkan IP



	<p>Virtual tour of buildings carried forward until restrictions lifted further.</p> <p>Alison to catch up with Adriana prior to next meeting to look over photos of site progress throughout the project. Discuss ideas for their use and select some for website.</p> <p>Suggestion box does not need to be replaced as it was little used previously</p> <p>Rikesh agreed to ask Sonia (Resident Liaison Officer) to produce monthly update newsletters as project nears the finish.</p> <p>Lifts can't be disconnected from AOV due to fire regulations. Ian will follow up to ensure further investigations of the detector are carried out on site.</p> <p>Tony has requested repair record for lifts in each block, but staff changes in relevant team have delayed this information. Carry forward to next meeting.</p> <p>Ian measured the parking bays onsite and confirmed that they are meeting the 2.4 x 4.8. To increase the size would mean reducing the number of spaces, which are dependent on resident demand & planning conditions.</p> <p>Rikesh confirmed that Durkan will carry out the rendering to the unfinished archway.</p>	<p>IP/AW</p> <p>AW</p> <p>Durkan</p> <p>Durkan/IP</p> <p>TH</p> <p>Durkan</p>
<p>3.</p>	<p>6.15pm - Gates, access and intercom</p> <p>John Mathew of NACD joined the meeting and gave an overview of the way the new access system will work. NACD are providing the electronics to the gate. The calling system will be supported by a 3rd party company.</p> <p>Each building currently has its own access and intercom system which enables each resident to allow access to visitors (phase 1 residents have blue fobs, everyone else green fobs. The phase 1 system will be upgraded & new sensors installed). The new system will work in a similar way, except calls will be received on a smart phone app which allows residents to take a video call from the visitor at the gate and residents will be able to open the gate via the app. If there is no 4G signal, then a normal audio call will be made to the resident's mobile (up to 3 numbers can be added). The system will be able to trace fob usage.</p> <p>Residents driving into the estate will have a radio fob to open the gates. Visitors in cars will have to get out of their vehicle and dial a resident via the pedestrian gate call panel.</p> <p>When new residents move in they can contact the management company who can update the details.</p>	



	<p>Frances will shortly send out a letter to let residents know how the fob system will work, requesting fob details and explaining that Phase 1 fobs will need upgrading and how this will work.</p> <p>NACD will carry out the initial registration of fobs in one go as they are issued, as long as they are provided with all the relevant contact details.</p> <p>We will host drop-in sessions for residents explaining how the fobs will work.</p> <p>An induction loop will be sunk into the ground to allow vehicles to exit the estate.</p> <p>A covered 'press to exit button' will be included for the pedestrian gate. This needs to be within 1 metre of the gate due to legislation but will be made as tamper proof as possible.</p> <p>A Gerda box will be installed to allow emergency access.</p> <p>Ian advised that we will survey residents for preferred opening/closed times for the gates. We can trial different options to discover what works best.</p> <p>John left the meeting</p>	<p>FoM</p> <p>FoM</p> <p>IP/AW</p>
<p>4.</p>	<p>7pm - Landscaping phases 1-4 and phase 5</p> <p>Chris Wright of Levitt Bernstein, Alvys Grublys and Anna Vachou from Estate Care joined the meeting.</p> <p>Chris presented his Landscaping design proposals, based on the walkabout 23 April.</p> <p>Anna confirmed that Estate Care have reviewed the proposals and are able to support all the recommendations and are happy to work with the proposals.</p> <p>Chris will work with Estate Care team to handover the care and maintenance schedules. The plants have been selected to ensure they are robust enough to survive with minimal care and support.</p> <p>We have had interest from residents in Briar & Autumn to help maintain that courtyard.</p> <p>What will happen to the mulch by the gas metres? Mulch will be removed and replaced with a sand base and then slabs leading up to the gas metres. There was a suggestion of pebbles similar to Georgiana Court.</p> <p>Concerns were raised about residents causing ASB in the communal gardens, particularly large parties which cause damage to the flowers & grass. Ian suggested the community centre (once finished) would be an ideal area to rent out for these type of activities</p>	<p>AV/AG/ IP/AW</p>



	<p>Ian will look into the possibility of outdoor gym equipment.</p> <p>Ian advised that the small archway will revert to fob access due to safety concerns.</p> <p>Ian confirmed there will be no segregated areas.</p> <p>Chris, Anna and Alvys left the meeting</p>	IP
5.	<p>Contractor/Development project update</p> <p>Rikesh provided a progress update.</p> <p>Community Centre design and discussions ongoing.</p> <p>Rikesh confirmed the large holes near to the archway are drainage for waste onsite.</p> <p>Durkan are currently getting prices for window cleaning which will start to take place from June. Access is too restricted for cherry picker and will have to be carried out by pole and broom. The quality of the last clean was poor and this will be flagged up to the contractor to ensure the next clean is of a better quality.</p> <p>Rikesh left the meeting</p>	<p>IP/Durkan</p> <p>Durkan</p>
6.	<p>Operations update</p> <p>Durkan are clearing out the community centre & equipment stored in the portacabin. While the community centre work is taking place, Frances will be working from offices at Vanston Place & Ixworth Place. Works are scheduled to start at the end of June & take 3 months to complete.</p> <p>The AOVs at Briar Court have been open for a number of months. Repairs were finally completed by a specialist contractor. Repairs contractors will attend to carry out 'make good' works to damage caused by water ingress resulting from the AOVs being open.</p> <p>Interserve are going to investigate the sensitivity of the AOVs on the estate as there is a concern that they are opening too easily. Ian has asked to be included on the site inspection of the AOVs.</p> <p>Frances will write to resident about the gates next week & also send a general newsletter shortly.</p> <p>Frances will carry out an Estate Inspection in the next fortnight & update the forms in the block. Due to current COVID restrictions this will be without residents, but any issues can be raised with Frances prior to the inspection. The Group will continue to review its position regarding residents' attendance in line with the Government's road map.</p>	<p>IP</p> <p>FoM</p> <p>FoM</p>
7.	<p>AOB</p>	

