

Subject:	RIDGWAY: Windows Sub-Committee Meeting
Date / Venue:	Monday 21 June 2021, 8.00pm: Virtual / Zoom
Committee Members	Attendees: David Robson (chair), Rob Lilley, Roy Elliot, Kathy Cruddas, Tracey Fletcher, Peter Rowell, John Simister, Jonathan Campbell-Jones Apologies: Ffion Green

1	Minutes of Meeting held on 3 March	
	The minutes were accepted.	Info
2	Matters Arising	
	It was noted that the maintenance carried out by Richmond Windows had improved, if not wholly resolved, the opening and closing issues in each flat and that repeating this maintenance had now been included into Ridgway's regular maintenance regime.	Info
3	Consideration of Hamilton Glass's Quote	
	The Committee discussed the quote for replacement double-glazed units received from Hamilton Glass which was sought to potentially address the reported condensation, insulation and solar gain issues in flats. Its comments and conclusions were:	Info
	1/ It was useful to have a quote to help flat owners decide whether they wished to act themselves to resolve issues they may have. Should owners decide to take action they could use this quote when contacting Hamilton Glass or as a comparison with other quotes they may obtain. The Committee agreed that it was for owners to pay for any replacement units they may want;	Info
	2/ There was uncertainty whether replacement units would resolve condensation issues given the design of the window frames and that Hamilton Glass should be asked if they could guarantee that they would and also guarantee any work they carried out;	DR
	3/ It was agreed that if flat-owners decided to replace units in their flats, the appearance of replacement units should be consistent with Ridgway's existing units;	Info
	4/ It was noted that none of the communal units needed to be replaced;	Info
	5/ Although Hamilton Glass's quote to replace units in each flat was significantly less than the estimate to replace the window units themselves (i.e. around £21k per flat) and although feedback from both Richmond Glass and Hamilton Glass was that the current frames were in good order, there was recognition that the current frames would need to be replaced at some point.	Info
	Roy noted that Anglia Windows, who fitted the current frames thirty-one years ago, say on their website that their windows can be expected to have around a twenty-year life. Roy said that given a need to replace the frames at some future date, it may not be good value to change the double-glazed units now given uncertainty about their longevity.	Info
	The Committee discussed the benefit to be gained of developing a plan to change the frames to avoid being suddenly faced with both an operational and financial need to do so. Jonathan proposed that owners should be notified of an intention to change in ten years; Peter suggested the front and back could be replaced in separate stages with the first in five years' time and the second in ten; Roy suggested consideration be given to carrying out the work sooner and financing it with a loan to be repaid through higher service charges. While it was recognised that the meeting could not now set a timetable, the meeting did agree that owners should be aware of this future possibility and of the desire to develop a plan to replace the window frames: and that to provide time to prepare any replacement was unlikely to be for at least five years.	DR

	6/ David undertook to circulate Hamilton Glass's quote to owners along with the responses to the further questions to be asked of them, their contact details and the intention to develop a plan to replace the window frames no sooner than 2026. In doing so the Committee agreed that should owners decide to replace double-glazed units now, they would be responsible for ordering and managing the replacement of their own window units, with the information provided being to assist owners determine what action, if any, they wished to take. It was agreed Ridgway itself was not and would not act as an agent.	
4	Next Steps	
	To help owners visualise how Ridgway could appear with replacement windows to both inform planning for their replacement and future discussion on what they should be, the Committee discussed and agreed that an architect be asked to develop initial drawings. Jonathan undertook to develop a draft project brief and Peter and Roy undertook to contribute to it. Peter and Roy also undertook to recommend potential architects to contact. The Committee also discussed the idea, prompted by letters owners had received, of adding an additional floor to Ridgway, presuming funds received from this might cover the cost of replacing the windows. Roy advised against this being a realistic prospect however saying he had already looked into this and had carried out some preliminary work, concluding that the cost of preparing plans would be significant while the likelihood of getting planning permission, given Ridgway's location and the experience of a comparable block in Twickenham, was extremely low. He also noted that residents on the current top floor would probably have to move out of the block for the several months construction work would take, if another block he was aware of was any guide. It was agreed not to pursue this idea.	JCJ / PR / RE / DR Info
5	Date of Next Meeting	
	The next meeting will be held when initial drawings have been prepared. This is unlikely to be for several months. The meeting adjourned at 9:10pm.	DR