



MEETING MINUTES

Elleray Hall
Community Engagement 02

Meeting Title: Elleray Hall – Early Community Engagement – 02 **Project:** Elleray Hall

Meeting Date: 26th January 2024 **Location:** Elleray Hall

Issue Date: 12th February 2024 **Engagement No:** 02

Confidential For Information For Review For Action

Attendees:

London Borough of Richmond	LBR	
Beard Construction	BC	
Charles Booth	CB	London Borough of Richmond - Head of Programme Management Office PMO
Alfred Akpo-Teye	AA	London Borough of Richmond - Project Manager – PMO
Councillor Phil Giesler	PG	London Borough of Richmond– Business and Growth Lead Member
Simon Webster	SW	Beard Construction - Contracts Manager
Nicky Forrest	NF	Beard Construction – Resident Liaison Officer
Simon Hayes	SH	McBains – Senior Project Manager
Jennifer Mai	JM	McBains – Assistant Project Manager



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Distribution: All the above
Elleray Hall Web site

Item	Description	Action
1.0	<p>Introductions</p> <p>Introductions were made.</p>	
1.1	<p>Community Engagement</p>	
	<p>The London Borough of Richmond (LBR) updated the residents/community who were unable to attend the first engagement meeting in November 2023. LBR reiterated that the previous contractor had withdrawn from the project, and Beard Construction has been awarded the contract to build the new Elleray Hall and demolish the existing hall.</p>	
1.3	<p>Previous minutes</p>	
	<p>LBR stated that the previous set of minutes had been published on the Elleray Hall website and welcome any feedback.</p> <p>The Secretary of TRANEH residents' association stated that the previous set of minutes were not accurate, and additional information not discussed during the meeting had been added to minutes at the end of the notes. This was in relation to the information regarding the planning conditions.</p> <p>The Secretary also stated that he had made a query to LBR about party wall matters and received a response which did not clarify the PW issues. LBR stated that the response clarified the Party Wall process which is being carried out by an independent PW surveyor dealing with each affected property owner.</p> <p>LBR noted that the members of the residents' association did not accept the set of meeting minutes from the community engagement 1.</p> <p>Suggestions were made about recording future meetings to ensure accuracy, but it was explained by LBR that this approach would require the prior consent of all attendees and not practical or necessary.</p> <p>Planning process:</p> <p>LBR explained that the Planning department operates independently off Council developments, and further explained the process that will be followed to discharge the planning conditions.</p>	

	<ul style="list-style-type: none"> • BC develops all the information necessary to discharge planning conditions. • BC submits this information to the planning website, outlining their approach to discharging the conditions. • The planning officer reviews their submission and consults with all relevant Council departments and incorporates their comments in the response back to the BC. • Each Department consulted by the case officer offers input to minimise construction impact with the key purpose of protecting residents. • Once agreed with the case officer, the planning conditions is approved. BC can then liaise with residents. <p>LBR and BC confirmed they aim to undertake the construction works with minimal impact and disturbance to the local community. The construction of the new Elleray Hall will proceed in compliance with the planning conditions as set out in the planning decision.</p> <p>A member of the public raised questions about the cost and viability of the new hall. LBR reiterated that this was outside the scope of the contractor engagement meeting and referred the resident to the Council committee reports.</p>	
<p>2.0</p>	<p>Beard Introduction</p>	
<p>2.1</p>	<p>Introduction to Beard for new attendees and overview</p>	
	<p>BC provided a brief introduction about BC and discussed the planning conditions. They also provided information about the two phases of construction that they are contracted to deliver:</p> <ul style="list-style-type: none"> • Phase 1 – Construction of the new community hall - end April 2024 to beginning April 2025 • Phase 2 – Removal of the current hall and removal of the concrete slab, scheduled after the hall is handed over, is expected to occur from April 2025 to June 2025 <p>On completion of Phase 2 by BC, Phase 3 - the residential development, which BC is not involved in, will be delivered by a private housing developer.</p> <p>BC confirmed earlier comments made by LBR regarding the planning process in the engagement. BC also confirmed that, as part of the requirements to discharge specific conditions, various specialist consultants have been engaged to assist in developing reports for discharge. These consultants include, but are not limited to the following:</p>	

	<ul style="list-style-type: none"> • Ecologist • Arborist • Transport • Ground remediation consultants • Dust management specialist <p>BC confirmed that the planning process involves the submission of conditions to the online planning portal by their planning consultant when they are ready. This is followed by a validation period and an 8-week discharge and statutory consultation period with various stakeholders. Once approved, the details related to the planning conditions will be made public on the planning portal.</p> <p>BC informed the community that they will only commence work on the site once all pre-commencement conditions are discharged.</p>	
2.2	Beard – general progress update.	
	<p>BC confirmed that the archaeology work has been completed, and no significant findings were discovered. The report will be uploaded to the planning portal as part of the discharge*. BC also stated the requirement to engage with the community to gather and record historical survey information about the existing Elleray Hall, with the specific dates to be confirmed later in the programme.</p> <p>BC expressed their commitment to keeping the community informed and providing updates through various channels, including newsletters, letter drops, and the site Notice Board. LBR confirmed that meeting minutes and general updates will be posted on the council's Elleray Hall website.</p> <p>BC also stated that the engagement meeting schedule was available for residents to take copies.</p> <p>* Post note: the archaeology report will be uploaded onto the Council Elleray Hall web page</p>	
2.4	Beard update - party wall matters.	
	<p>LBR confirmed that the party wall surveyor is managing the PW Notice process and has contacted individual affected properties to arrange this, in addition to arranging the Schedule of Condition surveys for all properties abutting the North Lane (East) car park, which is the site for the construction of the new Elleray Hall provision. A similar process will be followed for the Phase 2 development – demolition of the existing Elleray Hall.</p>	

BC reiterated their responsibility for constructing the new Elleray Hall, demolishing the existing hall and removing the concrete slab. The residential development will be delivered by a housing developer.

A resident living adjacent to the existing hall expressed concern about the condition in which the demolished site would be left. BC clarified that the existing hall would remain as a cleared site in readiness for the commencement of the residential development by others.

The resident expressed concerns regarding the removal of the existing hall's structure and fears that the demolition and adverse weather could jeopardise the stability of their property. They believe that the slab removal/demolition work may adversely impact their property's wall and foundations and risk the safety of the occupants and structural integrity of their building.

BC assured that the concerns related to the concrete slab would be addressed in collaboration with the party wall surveyor and civil and structural engineering team before the demolition of the existing hall. A report would be generated to outline the methodology for proceeding with the demolition safely.

LBR clarified that the Party Wall matters are being addressed. The PW surveyor is managing the process and dealing directly with individual affected properties, each on its merit. Such arrangements/notices are specific to the affected property, and not for discussion in a public engagement forum.

LBR provided assurance that the resident who had expressed concerns about the Phase 2 demolition of the existing hall would be contacted closer to the demolition phase. LBR confirmed that the PW surveyor would contact and manage the PW process with the resident. LBR confirmed that there is a 2-week period to agree the appointment of the party wall surveyor; and that affected adjoining owners have the option to appoint their own PW surveyor, with fair and reasonable costs to be agreed and covered by the council.

LBR confirmed that they have collected contact details from the attendees of this community engagement who have specific Party Wall concerns that may arise from the potential impact of the demolition of the existing hall.

<p>3.0</p>	<p>Public query – construction challenges</p>	
	<p>A resident raised concerns about the impact of the construction process and understands that the site presents many challenges as it is bounded by residential properties, and attendant challenges with access and heavy traffic movement.</p> <p>In addition, a resident raised the question of whether a construction working group would be established to meet every two weeks, allowing for discussions on construction progress and addressing community concerns. LBR and Beard acknowledged the need for frequent updates during the construction phase to ensure residents were kept up to date with forward plans, movement schedules etc. LBR will revert with a proposal for the format of these regular updates and meetings.</p> <p>LBR stated that this project is not unique in terms of the proximity to adjoining properties and party wall matters and is like many other projects in London. LBR and BC are experienced in managing construction in densely populated residential areas, understanding site access and materials transportation etc. The Highways department is already reviewing this as part of BC's submission. BC expressed their commitment to minimising construction impact as much as possible.</p> <p>A resident raised concerned about the noise disruption and working hours. LBR confirmed construction work can only go ahead within the hours stipulated in the planning decision.</p> <p>BC confirmed that they do not anticipate construction work taking place over weekends, and any on-site works would follow the planning guidelines.</p>	
<p>3.1</p>	<p>Resident Queries – vibrations from archaeological investigation, & project viability</p>	
	<p>A resident expressed concerns about vibrations caused during the recent archaeology investigations. They believed these vibrations had affected houses on Ellera Road, which were situated further than the 6 meters away from the proposed construction site.</p> <p>The resident emphasised that they had gained valuable insights from the recent archaeological activities, where the geology in this area has issues due to the foundations and walls of surrounding old properties shifting during the archaeologists' excavation work.</p>	

	<p>LBR confirmed that vibrations during the construction phase will be monitored and construction methods reviewed to minimise or eliminate the impact. LBR and BC are committed to minimising vibrations that may damage surrounding properties. The Schedule of Condition surveys will record the condition of individual properties, and as a tool for establishing subsequent damage to adjoining properties attributable to relevant construction activities.</p> <p>A resident raised the cost of the new Elleray Hall project. It was confirmed that the development budget for the project is circa £5.3 million.</p> <p>Some members of the public queried the actual need for the construction of the new hall and its value and objected to the scheme progressing. LBR stated that such queries fell outside the meeting agenda and would not be discussed. The member was referred to the Committee reports.</p>	
3.2	Elleray Hall trustee statement.	
	<p>The trustee acknowledged the concerns raised by residents regarding property protection. The trustee emphasised that the community, currently utilises the existing building, which is nearing the end of its operational life.</p> <p>The trustee further highlighted that the heating costs for maintaining the current metal structure are expensive.</p> <p>Additionally, he confirmed that the membership of the community hall currently stands at over 300 individuals.</p>	
3.3	Resident query – existing sewage	
	<p>A resident raised a query about occasional blockages to the existing sewage system and potential impact of a new connection into the drain from the new facility. He has contacted Thames Water to report the issue. LBR will discuss this with the individual property owner after the meeting to facilitate resolution through appropriate channels.</p>	



4.0	Additional information/updates will be provided on the Elleray Hall website. Community engagement will continue to take place on a bi-monthly basis. The next meeting is scheduled for: Wednesday 27th March 2024 12:30 noon Teddington Baptist Church	
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