



MEETING MINUTES

Elleray Hall Community Engagement 12

Engagement Title:	Elleray Hall – Community Engagement 12	
Date:	25 th February 2025	
Time:	17:30 – 18:30	
Location:	Teddington Baptist Church	
Engagement No.	12	
Attendees:	Charles Booth Alfred Akpo-Teye Simon Hayes Jennifer Mai Matt Siddall Russell Smith Jack Mitchell Nicky Forrest BC LBR	LBR – Head of Programme Management Office PMO LBR – Project Manager – Housing and Regeneration MCB – Client Side - Senior Project Manager MCB – Client Side - Assistant Project Manager Beard – Contracts Manager / Project Manager Beard – Senior Site Manager Beard – Assistant Site Manager Beard – Resident liaison officer Beard Construction London Borough of Richmond
Apologies:		

No.	Description	Action / Item
<u>1.0</u>	<u>London Borough of Richmond Introduction</u>	Item
1.1	Welcome and Introduction were made by LBR.	
1.2	Acknowledgement of previous community engagements.	
<u>2.0</u>	<u>Beard's presentation on boundary wall works</u>	Item
2.1	Matt Siddal (MS) Beard's Project & Contracts Manager for Elleray Hall introduced the project site team.	

2.2	Beard Construction Russell Smith (RS) – Senior Site Manager Jack Mitchell (JM) – Assistant Site Manager	
2.3	Beard (RS) provided a construction update on the last 4 weeks on site. <ul style="list-style-type: none"> o Brickwork completion this week (both the gable ends that look on to north lane. o Close to completing the timber work on the roof o Zinc work on the north wing roof 	
2.4	The next 4 weeks Beard will be commencing: <ul style="list-style-type: none"> o Completing works on the south wing roof / zinc works o Mechanical & Electrical installation o Internal walls o 31st of March 2025 the commencing on the boundary wall works. 	
<u>3.0</u>	<u>Boundary wall presentation provided by Beard Construction (MS & RS).</u>	Item
3.1	BC informed the residences that they should have received this information from their party wall surveyor only for residences that are directly affected.	
3.2	Presentation attached to the meeting minutes – Appendix A	
3.3	The presentation shows all the relevant property address that are affected by the boundary wall works.	
3.4	BC explained the green line on the perennation indicated the Heras fencings (temporary fencing). BC will take the 1m back from and which will be on first things that will be done for the tops of the walls to come down.	
3.5	BC explained the top of the walls and the fences will come down and create access into the properties and erect the temporary fencing with a beard logo. BC confirmed this will be secure all the way through and the temporary fencing can be moved forwards / backwards whilst completing works.	
3.6	BC confirmed that if the move the temporary fencing forward and backwards they have ensured residences that this will be secure and the boundary between two adjoining owners will be secure.	
<u>4.0</u>	<u>Query 1 – Resident found the demolition boundary wall works sequencing in the method statement to be unclear.</u>	Item
4.1	The resident understands from their party wall agreement that the demolition will be completed on the Beard Construction (BC) site side and carried out by hand. The resident believes this is not clearly stated in the method statement.	
4.2	The resident is concerned about demolition rubble falling into the gardens of the affected property.	

4.3	BC confirmed that the method statement indicates BC will remove enough of the boundary wall to allow access to the properties. The "curves" the neighbour referred to are the netting that will be installed on the Heras fencing.	
4.4	BC confirmed the Heras fencing will have two blocks placed on the feet as kentledge, ensuring the temporary fencing will not fall over.	
4.5	The resident requested that BC exercise caution to prevent demolition rubble from falling into the gardens.	
5.0	<u>BC continued the presentation – Methodology of Boundary wall explained alongside the presentation.</u>	Item
5.1	Vibration Monitoring:	
5.1.1	BC confirmed with the party wall surveyor (AA) that personal vibration monitoring units will be placed on the properties of every other adjoining owner, with the intention of recording vibration levels at the fence line during the works.	
5.2	Dust and Noise Monitoring:	
5.2.1	BC addressed dust and noise monitoring. The site's existing monitoring units will record these levels. BC offered to share the noise and dust monitoring results with any residents who wish to review them.	
5.3	Demolition Methodology:	Item
5.3.1	○ BC explained the demolition methodology. Once the demolition is complete, BC will clear the debris through the north wing of the building. BC will then proceed with core drilling through the existing foundations.	
5.3.2	○ BC shared an image from the presentation of the machine that will be used to set up posts on the boundaries, ensuring accurate boundary placement while working away from the property lines.	
5.3.3	○ BC confirmed they will begin at boundary 24 and work backwards, ensuring all panels are correctly positioned.	
5.3.4	○ Vibration, dust, and noise monitoring will continue throughout the duration of the works.	
5.3.5	○ BC confirmed that two silent rigs, powered by a silent generator, will be used to expedite the completion of the work.	
5.3.6	○ Once BC completes drilling through the foundations, they will drill further to install the king post system. This will be performed using a similar machine to the one used for the type 3 wall installation, albeit slightly smaller.	

5.3.7	<ul style="list-style-type: none"> ○ The machine will access the site via the ramp and proceed backward through the area, then descend the ramp. 	
5.4	Sequence of properties:	Item
5.4.1	<ul style="list-style-type: none"> ○ BC confirmed they will begin at boundary 24 and work backwards, ensuring all panels are correctly positioned. 	
5.4.2	<ul style="list-style-type: none"> ○ Vibration, dust, and noise monitoring will continue throughout the duration of the works. 	
5.4.3	<ul style="list-style-type: none"> ○ BC confirmed that two silent rigs, powered by a silent generator, will be used to expedite the completion of the work. 	
5.5	King Post system Foundation:	Item
5.5.1	<ul style="list-style-type: none"> ○ Once BC completes drilling through the foundations, they will drill further to install the king post system. This will be performed using a similar machine to the one used for the type 3 wall installation, albeit slightly smaller. 	
5.5.2	<ul style="list-style-type: none"> ○ The machine will access the site via the ramp and proceed backward through the area, then descend the ramp. 	
5.6	Panels / Fence:	Item
5.6.1	<ul style="list-style-type: none"> ○ Following concrete installation, panel installation will commence. Approximately 500 pounds of panels will be installed, and a crane will be used in the rear to transport them through the new Elleray Hall. 	
5.7	Reinstatement of neighbouring gardens:	Item
5.7.1	<ul style="list-style-type: none"> ○ BC confirmed that upon completion of panel installation, the neighbouring gardens will be restored to their original condition. The Heras fencing will then be removed, and boundary wall works will be complete. 	
<u>6.0</u>	<u>Query 2 –Resident raised concerns regarding rubble removal after the boundary wall demolition</u>	Item
6.1	Counsellor queried BC regarding the previous meeting where BC mentioned they were planning to take the rubble around the side of the hall instead of through the new hall.	
6.2	BC confirmed that this plan has been revised because the boundary wall works have been rescheduled to an earlier date, ensuring the residents regain access to their gardens early as possible.	
6.3	BC confirmed that the adjoining owners' works/boundary wall works have been prioritised over the current site works.	

<u>7.0</u>	<u>Query 3 – Resident raised concerns regarding the logistics of the boundary wall works.</u>	Item
7.1	A resident understands that the boundary wall works will affect seven neighbouring properties and questioned the expectation for the owners to have all preparations completed prior to 31 st March 2025.	
7.2	The resident expressed concerns regarding their own garden, stating they will need to hire gardeners to pot and relocate plants and flowers. They also have electrical disconnections required for wall lighting and a water feature, raising concerns about the extensive coordination involved.	
7.3	The resident understands that all affected properties currently share the same party wall surveyor, Richard, who will assist with coordination between the neighbours.	
7.4	The resident inquired how BC will manage the overall process.	
7.5	The resident will be away during this period and will provide Richard with a set of keys to facilitate access to their property.	
7.6	BC understands that the party wall surveyors will coordinate with contractors to complete all necessary works after BC's work is finished.	
7.7	BC confirmed they will remove the boundary wall and reinstate it as swiftly as possible, ensuring a clean and tidy finish. They will only reinstate the wall to its original condition.	
<u>8.0</u>	<u>Gardening Contractors Quotation / Package</u>	Item
8.1	LBR (AA) raised that a separate package exists for the adjoining owners, who have obtained quotations for removing and reinstating individual garden features after BC completes the works. LBR (AA) has received all the quotes for each adjoining owner's gardening and specialist contractor works.	
8.2	LBR (AA) confirmed that this has been addressed. LBR (CB) stated that he believes two different gardening organisations are involved in completing all the boundary fencing work. LBR (CB) expressed gratitude that the work is not being handled by numerous different contractors.	
<u>9.0</u>	<u>Query 4 – Resident enquired about property number 19.</u>	Item
9.1	A resident believes number 19 is a landlord-owned property.	
9.2	LBR (AA) confirmed that the party wall notice for number 19 has been served and resolved. LBR (AA) noted that all properties have their own unique requirements and circumstances.	

<u>10.0</u>	<u>Query 5 – Plan day</u>	Item
10.1	A resident queried the presentation slide showing the plan, asking if the dots on the slide indicated the intended post locations.	
10.2	BC confirmed that the dots roughly indicate where the posts will be placed. The precise post locations will be determined according to the elevation drawings issued to the party wall surveyor.	
10.3	BC explained that two steel beams will be used at the corner, interlocking to change direction.	
10.4	The resident from number 14 raised concerns that the corner is less than one meter from their back door, making the space very tight, especially with the addition of a brick wall. The resident enquired whether they need to undertake any work on their brick wall (numbers 14 and 16). The resident mentioned that their party wall surveyor, Richard, will be visiting to assess the situation, as they require detailed information to understand what measures need to be taken.	
10.5	The resident from number 16 mentioned that they have a bespoke fence that needs to be carefully dismantled. BC acknowledged that this information clarifies the conditions on the other side of the fence.	
<u>11.0</u>	<u>Beard Construction Senior Site Manager – Garden Audit of Affected Properties.</u>	Item
11.1	BC (MS) stated that BC Senior Site Manager (RS) suggests visiting the adjoining owners' gardens.	
11.2	BC (RS) confirmed he will introduce himself and properly assess the affected gardens, emphasising that his role is to minimise disruption during the process.	
11.3	BC (RS) invited the neighbouring property owners to visit the site office for a discussion about the works, noting that he will be on-site all-day Monday through Friday.	
11.4	BC (RS) plans to review all affected gardens two weeks prior to the commencement of the boundary wall works to understand the associated tasks for the 31 st March 2025, deadline.	Action BC (RS)
11.5	BC confirmed the use of screening with the Beard logo on the temporary fence and suggested that the screening be green.	
11.6	The neighbours indicated that green screening would be preferable.	

12.0	<u>Query 6 – Boundary wall works timeframe: approximately 6 weeks</u>	Item
12.1	A resident enquired about the timeframe for the boundary wall works, specifically asking if it would be six weeks. The resident requested a weekly agenda, as the period extends over school holidays.	
12.2	BC confirmed that they will set the bottom panels with the posts as the posts are installed and then pour concrete around each post individually.	
12.3	Another resident stated that they will be absent during this period but that their party wall surveyor, Richard, will monitor the situation to ensure minimal disruption for residents who are away on holiday.	
12.4	LBR (AA) confirmed that a technical advisor has been appointed to conduct weekly inspections, take photographs of the boundary wall works, and provide the results to LBR, the contractor, and the technical advisor's team to ensure quality throughout this process.	
13.0	<u>Query 7 – Resident query about the smaller crane</u>	Item
13.1	BC confirmed that a spider crane will be used on-site, which can operate in confined spaces and lift up to four tons. BC confirmed they have sufficient space to carry out the boundary wall installation works.	
13.2	BC confirmed that the spider crane will be moved through the new building.	
13.3	BC confirmed that they will temporarily extend their site into the adjoining owners' gardens by up to one meter, effectively making that area part of the Beard site.	
14.0	<u>Query 10 – Resident expressed concern regarding minor details</u>	Item
14.1	BC (RS) reassured the resident that he is available to advise them on the tasks they need to coordinate with their contractors, providing a clear understanding of the required preparations.	
14.2	BC (Nicky) will circulate the email addresses and contact numbers of all affected boundary wall neighbours to schedule a day for BC (RS) to visit individual properties and provide feedback on the necessary preparatory work for 31 st March 2025 deadline.	
14.3	BC (Nicky) will liaise with the resident of number 16 to coordinate a day for RS to review the existing gardens.	Action BC (NF)
14.4	LBR confirmed that this includes the properties on North Lane.	
14.5	BC confirmed they maintain a positive relationship and open communication with 21 North Lane.	

<u>15.0</u>	<u>Query 11 – Resident enquired about the disbursement of funds for boundary wall works</u>	Item
15.1	LBR (CB) understands these matters typically involve small businesses and will inform their finance team to ensure the refund process is efficient.	
<u>16.0</u>	<u>Query 12 – Resident concerned about a ticking noise</u>	Item
16.1	BC suggested the noise may be from nail guns, occurring during site hours throughout the day.	
16.2	BC confirmed that on-site works only take place from 8:00 AM to 5:00 PM, and on Saturday mornings.	
<u>17.0</u>	<u>Query 13 – Resident query regarding lighting and lighting pollution</u>	Item
17.1	The resident is concerned about light pollution after the building's construction and whether there will be reinstated lighting that floods the fence line.	
17.2	The resident is also concerned about lights that have previously flooded their garden.	
17.2	BC confirmed that there are four wall lights mounted around the perimeter of the hall; however, they should not illuminate beyond the fence line.	
17.3	LBR (CB) confirmed that the external lights will be on a control system.	
<u>18.0</u>	<u>Query 14 – Resident enquired about the placement of the slabs.</u>	Item
18.1	The resident inquired about the installed slabs. BC confirmed the slabs were placed in a straight line. BC confirmed that several options have been discussed.	
<u>19.0</u>	<u>Query 15 – Resident raised concerns regarding site security.</u>	Item
19.1	The resident expressed concern regarding the alleyway behind her property, believing it poses a potential security risk. The resident requested information on the security measures implemented for properties number 24 and 26.	
19.2	BC confirmed that controlled gates are in place and will always remain locked.	
19.3	The resident expressed appreciation for Beard's team and congratulated Beard's team on being a good team.	
<u>20.0</u>	<u>Query 16 – Neighbour raised questions regarding the demolition process of the existing Elleray Hall.</u>	Item
20.1	LBR confirmed that once the building is finished, completed, and handed over, there will be a decant from the old building to the new building. After that, demolition will commence.	

20.2	An asbestos removal survey and subsequent removal works will take place at the existing Elleray Hall site.	
20.3	LBR mentioned that this will occur towards the end of the year.	
20.4	Another resident asked if Beard will be completing the demolition works of the existing hall.	
20.5	BC confirmed that their team will be demolishing the existing hall.	
<u>21.0</u>	<u>AOB (Any Other Business)</u>	Item
21.1	The resident questioned if BC are the contractors for the new residential scheme.	
21.2	LBR confirmed that the contract for building the new residential homes has not yet been agreed upon and that the work will be managed by RHP (Richmond Housing Planners). LBR stated they are in the early stages of tendering for a new contractor for the residential works.	
21.3	Another resident asked if Beard will be tendering for the residential works.	
21.4	LBR stated they have not seen the tender list, as this work is being carried out by RHP.	
21.5	The resident echoed LBR's sentiment that Beard should be included on the tender list for the residential scheme, as they believe it would be difficult to find a contractor that works to such a high standard as Beard.	
21.6	Another resident asked if it is the same design.	
21.7	LBR responded that the design has been agreed upon as part of the planning consent and that this scheme will be developed and taken forward.	
<u>22.0</u>	<u>Date of next meeting.</u>	Item
22.1	Wednesday 26 th March 2025 Teddington Baptist Church 12:30 – 14:30	