



MEETING
MINUTES

Elleray Hall
Community Engagement - Meeting 13

Meeting Title: Elleray Hall - Community Engagement - Meeting 13

Date: Wednesday 26 March 2025

Time: 12:30 - 13:30

Location: Teddington Baptist Church

Meeting No. 13

Attendees:	Alfred Akpo - Teye (AAT)	LBR - Project Manager - Housing & Regeneration
	Cllr. Phillip Giesler (PG)	LBR - Local Ward Councillor
	Simon Hayes (SH)	McBains - Employers Agent - Snr. Project Manager
	Matt Siddall (MS)	Beard Construction - Contracts Manager
	Russell Smith (RS)	Beard Construction - Snr. Site Manager
	Nicky Forrest (NF)	Beard – Resident liaison officer
	Joan Barrett (JB)	Elleray Hall Association - Chairman
	David Faichney (DF)	Elleray Hall Association - Volunteer - Architect

Apologies Charles Booth (CB) LBR – Ast. Director - Programme Management Office PMO

Description		Action/Item
1.0	<u>Introductions and Apologies</u>	
1.1	AAT introduced the members of the project team to the residents, informed that this was the thirteenth community engagement meeting, and he was standing in on this occasion for CB.	
1.2	AAT informed all these and the previous minutes would continue to be made available on the Council portal.	

Description	Action/Item
<u>2.0 Beard Elleray Hall - Project Update.</u>	
2.1 MS - Provided an update to the project, from the previous 4- weeks: <ul style="list-style-type: none"> • Zinc Roof works progressing • Masonry Gable End to south Wing Complete • Internal Mechanical & Electrical works commenced. 	
<u>3.0 Boundary Wall Works - Security</u>	
3.1 A Resident raised a question - Once the Boundary Wall works have commenced and the site is left empty each day / weekend, how will the adjoining residents be able to contact the on-site security guard.	
3.2 RS - Confirmed a security guard will be present from 17:00 - 07:00 every evening and all weekend, alongside the existing Robo Watch CCTV system.	
3.3 Post Meeting Note. Beard (RS) - Has agreed to provide a direct contact number to the adjoining owners and an overall company contact number would be provided within the site noticeboard for any other noted out of hours calls to the security company.	
<u>4.0 Boundary Wall Works - Resident Enabling Works</u>	
4.1 A Resident expressed and explained the intrusive nature of the boundary wall works and how professional the Beard team have engaged with the residents to establish and agree the works.	
4.2 The resident requested a defined finishing date to be confirmed to each resident to rebook the tradesmen to reinstate gardens and fencing, so they didn't get booked in advance.	
4.3 RS / AAT advised that updates will be provided to ensure the gardeners / tradesmen will have time to be rebooked. However, the works will take a minimum of 6-weeks to the rear gardens, and it was unlikely that this this will be improved.	
4.4 AAT further advised that a technical adviser will also be visiting the project on weekly basis to update on the progress and review the interfacing of the works. This would provide an opportunity to engage and update on progress / timeframe expectations.	
<u>5.0 Boundary Wall Works - Setting Out</u>	
5.1 A Resident confirmed they was ready for the Boundary Wall Works to be starting on Monday, but wished to enquire on the checks that will be undertaken prior to ensure the line of the new wall will be going back in the same position.	



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5.2	RS- confirmed that distance checks would be undertaken prior to the removal and again at reinstatement and calculated to enable the existing fencing removed to slot back against.	
6.0	<u>Boundary Wall Works - Demolition Contractor</u>	
6.1	A Resident enquired - If the demolition contractor was working under Beard or would they be separate.	
6.2	RS - Confirmed that the demolition contractor was a known sub-contractor, who would be working under the established Beard health & safety protocols. Also, confirming that the current site team would also be around throughout the process.	
7.0	<u>Boundary Wall Works - Monitoring</u>	
7.1	A Resident enquired - On recent knowledge obtained from when the works commenced, and the impact noted on noise, dust and vibration monitoring. When would this monitoring commence.	
7.2	RS - Noted that the noise, dust and vibration data was being continually monitored and is available for review by the party wall surveyors or should there be any reason to checkback on the data. This will also commence this week with the mobile monitoring units to establish some localised background levels prior to the boundary wall works commencing. This monitoring would then continue throughout the works.	
8.0	<u>Boundary Wall Works - Enabling Works Payments</u>	
8.1	A Resident - Advised that their gardening pre-works quote provided, has now been exceeded as the scope has had to increase. Also, requesting if the first payments have been raised.	
8.2	AAT informed that the invoice for works undertaken should reflect the quotation as this could only be paid against, further works would require an additional payment, advising the resident to send over the costs to LBR.	
8.3	AAT, also advised that the first round of payments to gardeners had been raised today.	
9.0	<u>Planning Conditions - EHA - Noise Management Plan</u>	
9.1	A Resident - Requested an update on - Noise Management Plan. Suggesting that residents should be involved with the structure of the plan.	



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9.2	ATT & Cllr. PG - Advised that as with all the other planning conditions, the noise management plan will be submitted with the opportunity for the residents to make comments via the portal during the consultation period and that the new plan will be supported by the current Acoustic Consultant involved in the project.	
9.3	Another Resident - Advised that the plan should be incorporated alongside the residents enabling the comments to be formulated, and that these concerns had been raised previously during these community engagement meetings.	
9.4	Another Resident - Raised the point that LPA process doesn't allow face-to-face discussions. Residents should be allowed to review, and specify all the noise concerns that should be considered, from their knowledge of past use of the existing hall.	
9.5	Meeting Note: It was reminded and agreed that the purpose of this specific community engagement were set-up to be a contractor / resident focussed forum; and not therefore not recorded. The onward residential operational concerns raised for the future use of Elleray Hall, could and should be taken offline and at an alternative meeting.	
9.6	ATT & Cllr. PG Advised that the face-to-face involvement in the noise planning condition would have to be considered by a senior manager within the LBR, who would be advised on the expressed continued nature of the residents' concerns raised on the completion of the noise management plan.	
10.0	<u>Planning Conditions - Noise Management Plan</u>	
10.1	A Resident - Raised a question on the low frequency sound impact for the plant on the roof.	
10.2	MS advised the plant would be on anti-vibration mountings and had louvres surrounding the plant which the LPA is currently reviewing the design information provided to assess and confirm if there would be a requirement for this to be enhanced with an alternative acoustic provision.	
10.3	Cllr. PG advised the resident to make initial comments for potential consideration to the LPA.	
11.0	<u>Planning Conditions - Odour Control</u>	
11.1	A Resident - Raised how addressing of the future cooking smells was going to be dealt with.	
11.2	MS - Confirmed that as part of the comments Beard had already received from the LPA, it had already been confirmed that the ventilation would necessitate the requirement for odour control to be added to the kitchen extract ventilation system.	



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This had already been costed and instructed to proceed as part of the on-going design and installation.

12.0 Resident Question - Loss of Privacy

- 12.1 A Resident - Requested a tour of the building to review how windows would look out over on the adjoining residents.
- 12.2 Cllr. PG - supported this request.
- 12.3 MS - Agreed that this could be investigated once the scaffolding was removed, as this would currently pose an additional health & safety concern. (NF) Community Liaison Officer from Beard agreed to contact residents with some possible future dates.

13.0 Resident Question - Side Access Security

- 13.1 A Resident - Raised how the final access to the side of 21 NL will be managed and how the side will now be used, as the boundary walkway seemed to be closed off.
- 13.2 MS - Advised that access would be closed from the front (North Lane) and only now accessed via the rear of the new building.

14.0 Resident Question - New Car Park Management

- 14.1 A Resident - Raised a question on the use of the new car park entrance and the level / gradient, as well as how the centre would manage car parking.
- 14.2 MS - Confirmed that there was a slight gradient to the entrance, which was as per the designed and levels submitted. Similarly, It was envisaged that the EHA would manage the car park as they did now. Advising that there was no gate to enclose the entrance off.

15.0 Date / Location Next Meeting

- 15.1 Tuesday 29th April 2025 -
18:30 - 20:30
Teddington Baptist Church