



MEETING MINUTES

Elleray Hall Community Engagement 09

Meeting Title: Elleray Hall – Community Engagement – 09 **Project:** Elleray Hall

Meeting Date: Wednesday 30th October 2024 **Location:** Teddington Baptist Church

Issue Date: Friday 1st November 2024 **Engagement No:** 09

Confidential For Information For Review For Action

Attendees:			
	London Borough of Richmond upon Thames	LBRuT	
	Beard Construction	BC	
	Charles Booth	CB	London Borough of Richmond - Head of Programme Management Office PMO
	Simon Webster	SW	Beard Construction - Contracts Manager
	Nicky Forrest	NF	Beard Construction – Resident Liaison Officer
	Jennifer Mai	JM	McBains – Assistant Project Manager
	Alfred Akpo-Teye	AA	London Borough of Richmond - Project Manager – PMO
Apologies	Simon Hayes	SH	McBains – Senior Project Manager



MEETING MINUTES

Distribution: All the above

<u>Item</u>	<u>Description</u>	<u>Action / Item</u>
1.0	Introductions	
1.0.1	Introductions were made.	
1.0.2	Apologies from SH (MCB).	
<u>2.0</u>	<u>Items from the previous meeting was addressed</u>	
2.0.1	LBR reviewed the previous set of minutes and invited residents to raise any queries they might have regarding them.	
<u>3.0</u>	<u>Query 1 from a resident – Previous Meeting Minutes</u> <u>Item 3.03 - Noise levels, dust and vibration monitoring</u>	
3.0.1	A resident raised a query regarding whether noise, dust, and vibrations continue to be monitored.	
3.0.2	BC responded that there were initially four monitors on site primarily for the groundworks; three have now been removed, leaving one monitor still on site. The groundworks are now complete.	
3.0.3	The resident also raised concerns on behalf of another resident at 18 Elleray Road, who has reported to the party wall surveyor that a window seal has fallen off and utility doors no longer close. This resident is awaiting a response from the party wall surveyor.	
3.0.4	BC and LBR responded that the neighbour would need to wait for the party wall surveyor's response.	
3.0.5	LBR agreed to follow up with the party wall surveyor to provide a response to the resident at 18 Elleray Road.	
3.0.6	A resident raised concerns about the noise from the generator.	
3.0.7	The contractor explained that the generator is being used for the onsite welfare unit.	
3.0.8	The resident suggested installing a noise curtain to reduce the generator noise, as it was even affecting their work calls. BC confirmed that the generator will be	



	removed in the coming weeks once the new site office’s electrical installation is complete.	
4.0	<u>Query 2 from a resident – Previous Meeting Minutes</u> <u>Item 4.0. – Party Wall</u>	
4.0.1	The resident raised that there was previously a section outlining plans for the coming month concerning party walls and the garden. The resident believes they were informed that any work to be completed would remain more than 3 meters from their property, meaning there would be no need to serve any party wall notices.	
4.0.2	The resident highlighted that party wall notices have now been served under sections 1, 3, and 6. They understand that the retaining wall to be built will sit directly along the boundary because it will serve as the foundation for the new king post system, with foundations extending to ground levels as low as 0.825m. Currently, the drawings do not reflect this, and the party wall surveyor has suggested they will return to LBR to request updated drawings.	
4.0.3	BC clarified that this is incorrect.	
4.0.4	The resident queried the current situation.	
4.0.5	BC explained that the king post system and retaining wall, in relation to the resident's property, will be outside of the 3-meter boundary. The king post system, specifically the steel beams that will support the aesthetic panels, will be cored into the existing foundation of the current wall. These beams will be set in concrete, and the panels will then slide down into place.	
4.0.6	BC clarified that, at this time, no new foundation is required. However, BC added that until the area is opened up, the condition of the foundations is unknown.	
4.0.7	The resident raised a second concern regarding the planned increase in ground level by 0.825 meters. According to the plans provided, the garden level immediately adjacent to the new boundary wall will be 0.825 meters lower than the current car park level. Where there is a 1-meter reduction, retaining walls have been installed. However, where the reduction is only 0.825 meters, there is no retaining wall, which the resident believes could increase the risk of burglary.	
4.0.8	BC clarified that the change in level will be backfilled with earth, and BC will coordinate this matter with the party wall surveyor, as the information had not been accurately communicated.	

4.0.9	The resident expressed concern about the stability of the new wall being built, particularly as it would rely on the existing foundations and involve a reduction of the new ground level by 0.825 meters, along with an earth embankment.	Action
4.0.10	BC confirmed that the king post system itself functions as a retaining wall.	
4.0.11	The resident responded with concerns that the foundations would rely on the old foundation.	
4.0.12	BC replied that the existing foundation would be retained.	
4.0.13	BC will follow up with Party Wall Surveyor understand what was previously communicated to the resident and to ensure this is clarified accurately.	
4.0.14	The resident suggested referring to the plans that were issued with the party wall notices.	
4.0.15	BC reassured the resident that, if it is found that the current approach is unsuitable, BC would perform due diligence and consult with the client to determine an alternative approach, including new foundations if necessary. BC emphasised that they would not proceed with anything deemed unsuitable.	
<u>5.0</u>	<u>Query 2 from a resident – Previous Meeting Minutes</u> <u>Item 5.0 Garden Shed</u>	
	<u>Garden Shed</u>	
5.0.1	A resident raised concerns regarding 14 and 16 Elleray Road, requesting consideration of a pitched roof option, as they believe the current flat roof poses a security risk related to burglary.	
5.0.2	BC responded that the shed currently has a green roof, which is integral to meeting the urban green factor required by planning conditions.	
5.0.3	BC and LBR agreed to review and look into this matter further.	

<u>6.0</u>	<u>Query 3 from a resident – Previous Meeting Minutes – Party Wall</u>	
6.0.1	The resident raised a question regarding the timing for the party wall work, mentioning they had been informed that completion was expected in the latter half of January.	
6.0.2	BC clarified that this timeline is contingent upon the party wall surveyor obtaining all necessary agreements. This step is essential for BC to proceed with ordering materials for the boundary installation. If agreements are in place, the work is anticipated to begin by mid to late January 2025.	
6.0.2	The resident expressed a desire to proactively work toward this timeframe to bring certainty to the party wall matters and help move the process forward.	
6.0.3	BC agreed, noting that a structured process is in place. Once all agreements are secured, BC is authorised to order materials. After materials are delivered, residents will receive a two-week notice before the work commences, along with information on some preliminary enabling work.	
<u>7.0</u>	<u>Query 4 from a resident – Previous Meeting Minutes Compensation for plants / gardens</u>	
7.0.1	A resident raised a query regarding the compensation for gardens and plants. They are concerned about the cost of lifting plants, storing them, and recognising that a percentage may not survive. The resident suggested that the Council should cover such expenses.	
7.0.2	LBRuT agrees that if work is needed to protect the plants, this will be taken into consideration. LBRuT noted that any costs involved should be fair and reasonable.	
7.0.3	The relevant Adjoining Owners will need to provide a schedule, which will be referenced in the party wall awards.	
7.0.4	LBRuT asked the resident whether they plan to hire a single landscape gardener or multiple individuals.	
7.0.5	The resident responded that having one landscape gardener would be preferable. LBR agreed, suggesting that this would improve coordination.	
7.0.6	Residents will discuss separately whether they will use the same landscape gardener or choose individual ones.	

7.0.7	The resident's understanding, as clarified by the party wall surveyor, is that a method will be provided detailing how the demolition will take place. BC stated that the work method will include setting up a temporary fence 1 meter within AOs' gardens to provide adequate area on either side of the wall.	
7.0.8	BC) confirmed that their team will not need to access the houses. However, the landscape gardener may need to go through properties to carry out reinstatement work.	
<u>8.0</u>	<u>Query 4 from a resident – Previous Meeting Minutes</u> <u>8.0 Footpath</u>	
8.0.1	A resident raised a query regarding the footpath mentioned in the previous minutes.	
8.0.2	LBR will follow up on this query and provide a response.	
<u>9.0</u>	<u>Beard (Contractor's Update)</u>	
9.0.1	<u>Beard's on-site progress in the last 4 -5 weeks</u> <ul style="list-style-type: none"> - Installed drainage to building footprint - CCTV footage of the drainage - Reduce level dig to the south wing - completed - King post along middle lane - 99% complete - Installation of drainage 80% completed - Excavation of lift pit - completed - Ground floor slab pour, and curing – completed - Front of the site works, base tarmac – completed - Steel frame column installed– completed - Glulam frame installed and finished – completed 	
9.0.2	<u>Beard's 4 week look ahead</u> <ul style="list-style-type: none"> - Block walls on the ground floor to 1.8m - First and second lift scaffolding will go in - Second lift of block work up to the joist height and second lift of scaffolding go in after that - Carpentry works aiming start of November. - Aiming to start on the North Roof in November. 	

<u>10.0</u>	<u>Query 5 from a resident – Garden Shed</u>	
10.0.1	A resident from No. 16 raised a concern regarding the slate finish. LBRuT confirmed the Elleray Hall side will have the slate finish and a different finish of Adjoining Owners’ choice on their individual sides.	
10.0.2	LBR explained that the planks across the king post have the same finish on both sides.	
10.0.3	The resident raised a query regarding the double insert.	
10.0.4	Another resident suggested that the retaining wall should have a plain finish on the side facing the soil.	
10.0.5	BC reiterated that residents have reviewed brochures showing two proposed finish options: <ul style="list-style-type: none"> - Option 1: Slate - Option 2: Timber 	
10.0.6	The resident requested a timber finish on their side to achieve a smoother look or, alternatively, a plain concrete finish.	
10.0.7	LBRuT enquired if this request had been conveyed to the party wall surveyor.	
10.0.8	BC will follow the client’s guidance regarding the choice of finishes and will investigate the type of concrete panel finishes available.	Action
10.0.9	LBRuT and BC will hold a meeting with the party wall surveyor to discuss finish options, and any additional information required to finalise the PW Awards.	
10.0.10	The resident also inquired if a sample of the slate finish would be available for review.	
10.0.11	BC confirmed that samples are due for delivery to site and will coordinate with Adjoining Owners to view it at a convenient time.	



<u>11.0</u>	<u>Query 6 from a resident – Timeframe of walls coming down and new fences installed & Security measures</u>	
11.0.1	The resident is concerned about the timeline for when their wall will be taken down and when the new one will be erected, as well as the security measures in place during this period.	
11.0.2	The resident believes there has been discussion about providing 24-hour on-site security during this timeframe.	
11.0.3	The party wall surveyor has the method statement, which will be communicated to the residents.	
<u>12.0</u>	<u>Query 7 from a resident – Reinstatement works – Pond / Wires</u>	
12.0.1	A resident has expensive wiring for garden lights and sockets installed in the walls. The resident suggests that the party wall surveyor had conveyed that the client would cover the cost of reinstating these items.	
12.0.2	LBRuT agrees that if any items are removed from the existing structure, they will be reinstated.	
12.0.3	The resident queried whether the contractor’s electrician would complete the reinstatement work.	
12.0.4	The party wall surveyor had advised that the water feature and pond would need to be disconnected, drained, covered, and later refilled, and that this should be included in the agreement.	
<u>13.0</u>	<u>Query 8 from a resident- No Enforcement Notice</u>	
13.0.1	The resident raised a query regarding an enforcement notice that was issued on October 25, 2024, and requested an update.	
13.0.2	BC and LBRuT confirmed that there was no enforcement process did not progress, as the matter was closed out via correspondence between BC, LBRuT, and the planners. BC confirmed that 2 associated conditions were discharged on Monday, and any further queries on the matter should be directed to the planning officer or enforcement officer.	
13.0.3	The resident noted that the latest date visible on the portal is 18 th September, while the case officer referred to matters raised in October.	

13.0.4	BC stated that this issue has now been resolved and that they will be progressing with construction.	
13.0.5	The resident also raised concerns about noise from the garden and the new site.	
13.0.6	This information has been provided to the planning team.	
14.0	<u>Query 9 from a resident – Level of Noise</u>	
14.0.1	Another resident raised concerns regarding noise levels. They have reviewed the acoustic report and noted that noise levels will be monitored, although there is limited information in the report.	
14.0.2	LBRuT mentioned that a Ward Councillor, had raised comments regarding noise concerns. LBRuT suggested that the resident review the case officer's report, where each item is addressed.	
14.0.3	LBRuT confirmed that Councillor had raised issues related to noise leakage from the building and noise arising from the garden area's use.	
14.0.4	LBRuT also confirmed that a comprehensive management plan focused on acoustics will be prepared and implemented before occupancy.	
14.0.5	The resident expressed concern about how the acoustic measures will be integrated, emphasising the need for a cohesive approach.	
14.0.6	BC confirmed that a noise inhibitor would be in place; for example, in the event of a birthday party in the new hall, the noise would automatically be reduced to 85 dB.	
14.0.7	LBRuT and BC noted that a management plan will be established and controlled by staff.	
14.0.8	The resident also raised concerns about the hall's opening hours, which are set until 10 p.m., and inquired about how to raise their concerns regarding these hours.	
14.0.9	LBRuT clarified that planning conditions have set the community centre's opening hours.	
14.0.10	A resident continued to ask whom they could address further concerns regarding the hall's hours.	

14.0.11	LBRuT reiterated that a noise management plan will be implemented prior to occupation and that the hall's operating hours are as contained in the planning conditions.	
14.0.12	Another resident raised concerns about the outdoor seating area for the café.	
14.0.13	LBRuT responded that noise could go both ways, potentially coming from neighbouring properties if they were hosting guests.	
14.0.14	A resident inquired about the current noise management plan in place for the existing hall.	
14.0.15	LBRuT confirmed that existing hall planning conditions are historical and may not clearly define hours. However, the new facility will have to comply with current planning conditions. LBRuT also confirmed that the Elleray Hall management will be required to produce a management plan to address noise control both internally and externally; and this will be completed prior to occupation.	
14.0.16	The resident expressed ongoing concern about noise from current hall activities, such as parties, dance classes, and live music. This concern has been escalated to the planning team and EHA.	
14.0.17	<p>The resident continued to express concern over extended hours and requested that the noise management plan be addressed.</p> <p>LBRuT noted that the new hall would provide better noise control.</p>	
14.0.18	Another resident raised a concern about enforcing effective control over users, specifically regarding the opening of doors and windows, and inquired about how this would be enforced.	
14.0.19	LBRuT explained that enforcement would occur only if it were determined that a condition has been breached. If a planning officer believes a breach has occurred, they will review the noise management plan.	
14.0.20	LBRuT added that the noise management plan would be submitted to the planning officer.	
14.0.21	Residents, directly affected by noise from the existing hall, raised this concern in advance of the noise management plan's submission.	

14.0.22	Residents requested that they be kept informed about the discharge application and consulted throughout the noise management plan's development process.	
14.0.23	LBRuT confirmed that the discharge of planning conditions can be viewed online.	
14.0.24	Residents requested to be notified when the planning condition has been submitted.	
14.0.24	<p>LBR emphasised the importance of allowing Elleray Hall management the opportunity to draft the management plan first.</p> <p>The councillor and LBRuT agreed to discuss these concerns outside of the engagement session.</p>	
<u>15.0</u>	<u>Query 10 from a resident – Resident concern regarding the limited choices from the Council.</u>	
15.0.1	Residents feel the council is offering very limited choices to residents.	
15.0.2	One resident cited examples, such as boundary wall treatment options	
15.0.3	The residents believe there is a lack of flexibility.	
15.0.4	LBR reiterated that they have provided options throughout the boundary wall process and continue to hold monthly community engagement sessions, with this being the ninth engagement meeting.	
<u>16.0</u>	<u>Query 11 from a resident – Lighting and Security</u>	
16.0.1	A resident requested to see the future lighting plan, including security and external lighting, due to concerns about security or overhead lighting affecting their property.	
16.0.2	BC will pass the lighting plan to the party wall surveyor, who will share it with the residents.	Action
<u>17.0</u>	<u>Query 12 from a resident – Smoking</u>	
17.0.1	A resident raised concerns about smoking and vaping in the café area.	
17.0.2	LBRuT responded that while smoking is not permitted in our close to Council properties, will provide clarification regarding smoking restrictions in the external areas surrounding the new building.	Action

<u>18.0</u>	<u>Query 13 from a resident – Trees</u>	
18.0.1	The resident raised concerns that the current elevation plans show trees twice the height of the wall. They are concerned about the potential height of the trees, property access over the trees, and the cleanup process for fallen leaves.	
18.0.2	BC noted that the landscape design plan is currently being developed and finalised.	
<u>19.0</u>	<u>Query 14 from a resident – Boundary wall Beams</u>	
19.0.1	A resident inquired whether the beams would be installed on top of the back of individual properties or span across multiple properties.	
19.0.2	BC responded that if the aesthetic panels are 1.8 meters long; it would be efficient to start at one corner and install the posts every 1.8 meters across the full length. Otherwise, they would install two steel posts between each section and cut all the infill panels to fit. The infill panels will have reinforced steel between them.	
<u>20.0</u>	<u>Query 15 from a resident – Christmas break</u>	
20.0.1	A resident raised a query regarding on-site working hours during Christmas.	
20.0.2	BC will conclude work on the 20 th of December 2024 and will return on the 2 nd of January 2025.	
<u>21.0</u>	<u>Query 16 from a resident – Treatment for boundary wall beams</u>	
21.0.1	A resident inquired about the need for treatment or maintenance of the beams over the years.	
21.0.2	BC stated that the beams will be powder coated.	
<u>22.0</u>	<u>Query 17 from a resident – Request for Party Wall surveyor to attend meetings</u>	
22.0.1	A resident suggested that the party wall surveyor should attend the community engagements.	

<u>23.0</u>	Statement	
23.0.1	A resident mentioned that the size of the building is horrendous after seeing the first section and comparing it to the images on the hoardings.	
23.0.2	LBRuT and BC explained that it can sometimes be difficult to appreciate what the final build will be like during construction. The planners have taking the height and massing into account to ensure the top of the ridgeline of the roof is in tune with the height of relevant surrounding residential properties.	
23.0.3	The resident believes the size of the building is 'obscene'.	
<u>24.0</u>	<u>Next Community Engagement Meeting</u>	
24.0.1	<p>Additional information/updates will be provided on the Elleray Hall website. Community engagement will take place monthly basis.</p> <p>The next meeting is scheduled for:</p> <p>Tuesday 26th November 2024 18:30 – 20:00 Teddington Baptist Church</p>	