



MEETING MINUTES

Elleray Hall Community Engagement 07

Meeting Title:	Elleray Hall – Early Community Engagement – 07	Project:	Elleray Hall
Meeting Date:	Wednesday 28 th August 2024	Location:	Elleray Hall
Issue Date:	Thursday 29 th August 2024	Engagement No:	07

Confidential
 For Information
 For Review
 For Action

Attendees:	London Borough of Richmond	LBR	
	Beard Construction	BC	
	Alfred Akpo-Teye	AA	London Borough of Richmond - Project Manager – PMO
	Simon Webster	SW	Beard Construction - Contracts Manager
	Nicky Forrest	NF	Beard Construction – Resident Liaison Officer
	Jennifer Mai	JM	McBains – Assistant Project Manager

Apologies	Charles Booth	CB	London Borough of Richmond – Asst. Director - Programme Management Office PMO
	Simon Hayes	SH	McBains – Senior Project Manager

Distribution: All the above

Item	Description	Action
1.0	<p>Introductions</p> <p>Introductions were made.</p> <p>Apologies from CB (LBR) and SH (McBains).</p>	
<u>1.1</u>	<u>Items / Actions from the previous meeting was addressed</u>	
1.1.0	<p>AA confirmed that the previous meeting minutes are available on the LBR Elleray Hall re-provision webpage.</p> <p>1.1.1 Previous meeting minutes were discussed.</p> <p>1.1.2 A resident queried the party wall/boundary matters and that the PW Surveyor had offered to meet affected owners collectively. AA stated that he was unaware of the 'collective' meeting and that he expected the PW Surveyor to address the matters with individual adjoining owners and their PW surveyors. AA stated that Party/boundary wall matters will be covered later in the meeting.</p> <p>1.1.3 LBR referenced the previous set of minutes, specifically Item 1.3: Resident query—adjoining owner's trellis and ivy plant damage. Affected resident confirmed that has been made regarding the trellis and ivy plant, as previously promised by BC/LBR, and BC has offered to replace her trellis.</p> <p>1.1.4 The resident would like the boundary wall installation progressed as soon as possible to ensure the ivy does not die off.</p> <p>1.1.5 AA stated that the team is working up a boundary wall solution for review by the PW Surveyor, following which the individual affected Adjoining Owners will be notified of the package, as soon as it is completed.</p>	
<u>2.0</u>	<u>Beard Update - Construction update</u>	
2.1.0	<p>BC highlighted the following works has been completed on site during this period.</p> <ul style="list-style-type: none"> - Live service disconnections carried out to a point that allows other works to continue. - Site temporary power installed. - Attenuation tank installed. 	

2.1.1	<ul style="list-style-type: none"> - Reduce level dig to south commenced. - Installation of King post wall to the Southern elevation commenced. - Permanent King post wall to 21 North Lane complete. <p>BC announced that works for the coming 4 weeks involves:</p> <ul style="list-style-type: none"> - Completing reduced level dig to south wing. - Install of kingpost wall along Middle Lane. - Excavate for slab foundation. - Start install of drainage. - Excavate lift pit. - Back fill. - Carpentry and steelwork for slab formation. 	
3.0	<u>Queries from the residents</u>	
3.1	Query 1	
3.1.0	A resident asked if the attenuation tank is connected to the main services.	
3.1.1	BC responded that it is not connected yet. There will be some additional work related to the S278 works which will determine what traffic measures that need to be implemented by the contractor.	
3.2	Query 2	
3.2.0	A resident raised a query regarding when the party wall surveyor will contact them to arrange a meeting. The resident has not heard anything from the surveyor and asked if the surveyor needs more plans or information.	
3.2.1	LBR confirmed that the party wall surveyor, is liaising with the team to obtain all relevant information and drawings to present a package addressing each Adjoining Owner's wall.	
3.3	Query 3	
3.3.0	A resident added that the Council needs to understand that the residents' position differs from the councils. The resident raised that there are other issues and requested the Council to speak to their party wall surveyor.	

3.3.1	<p>The resident expressed concerns about the discussions they have been having regarding the boundary wall. They would like to speak to the appointed party wall surveyor regarding party wall matters and believe the Council has not been having the right discussions with the surveyor. Additionally, the resident raised concerns about the timeframe for resolving the party wall issues and questioned how much longer this will take. The resident contended that AA's interruptions in the discussion was rude. AA gave the resident the floor to finish his statements.</p>	
3.3.2	<p>AA reiterated that the boundary/party wall package will be issued to each affected resident by the PW Surveyor as soon as all the information is available to him. The resident again asked for a timeframe, and AA reiterated that they cannot provide a definitive timeframe at the current time.</p>	
3.4	Query 4	
3.4.0	<p>A resident queried when this timeframe is and when they will receive this information.</p>	
3.4.1	<p>BC added that the plans are with the party wall surveyor and that all design information has been issued. The party wall surveyor is working with the architects (ECE) to ensure the design will be suitable for the individual parties before it is issued to the residents.</p>	
3.4.2	<p>AA asked BC to confirm what the status of the information required was. BC confirmed that there was one last drawing that was being prepared for the PW Surveyor.</p>	
3.4.3	<p>The resident made it clear that the Council appear not to be doing what the residents wanted, and that they would reject the proposals and take the matter up in adjudication.</p>	
3.4.4	<p>BC suggested that it would be useful for affected residents to consider the proposals when they receive them.</p>	
3.5	Query 5	
3.5.0	<p>A resident raised a query regarding the metal structure currently on site. BC confirmed that this is part of the king post system and is included in the design.</p>	

3.5.1	A resident questioned the area near number 20 and asked about the ground level, particularly where it drops down.	
3.5.2	BC responded that some earth may need to be removed from this area, and the timing will be subject to party/boundary wall considerations.	
3.6	Query 6	
3.6.1	A resident queried whether the proposed flooring would improve the energy efficiency of the hall. BC confirmed that they are adhering to the relevant requirements for the flooring.	
3.7	Query 7	
3.7.0	A resident requested that all future meetings be held in the evening.	
3.7.1	AA stated that the original arrangement was for meetings to alternate between lunchtime and evenings, to afford attendees the flexibility, and this is unlikely to change. LBR notes the request and take it up with the Elleray Hall Board.	
3.8	Next Community Engagement Meeting	
3.8.0	Additional information/updates will be provided on the Elleray Hall website. The next meeting is scheduled for: Tuesday 24th September 2024 From: 18:30pm Teddington Baptist Church	