

Cartwright Gardens Community Liaison Group

Meeting minutes

15th of January 2018

Attendees:

Debby Radcliffe	BCAAC / local resident
Steve Cowan	Sinclair Sandwich Street
Paul Cockle	Crescent Hotel
Fiona Cooper	Garden Halls General Manager
Kleo Kourmpi	Garden Halls Warden
Elizabeth Paul	Sinclair Sandwich Street
Bob McIntrye	Judd Street Business
Andrew Howarth	University of London
David Berry	UPP
Glen Fenemore-Jones	Sandwich Street Resident
Krzysztof Ignaszak	UPP
Terence Thomson	
Brian Cotsen	
Helen Masterson	Camden

Apologies:

Cllr Simpson
Kayleigh Tagliarini

Distribution: All of the above

1. Previous minutes and matters arising

Outstanding Actions:

50% fee reduction area proposal has been presented by UPP. Discussion around the inclusion of areas north of the Euston Road was held. CLG to consider and bring conclusions to next meeting

Action CLG

Fire safety was discussed and the CLG asked for some additional detail on HPT's insulation which UPP will provide

Action UPP – provide additional information

Delivery management plan was provided at the meeting. UPP were asked if a copy could be placed on the website which was agreed

Action UPP – Delivery plan put on the CLG website

UPP confirmed gate intercom was moved from security office into main reception to speed up the process of answering calls from drivers

Supervision of the service road allocated to Stefania Petcu FoH Supervisor (UPP)

The CLG asked for the window cleaning schedule which UPP are happy to share

Action UPP – to inform the CLG of the window cleaning schedule

EGM minutes

The minutes of the EGM were discussed and it was requested that the minutes are posted on the CLG website. The actions of the meeting were reviewed and completed

UPP confirmed that the front of house staff are given the option to train for SIA badges

UOL confirmed that due to Health & Safety reasons and the short distance to bedroom windows in the courtyards, it is impossible to have a smoking area within the premises of Garden Halls

CLG mentioned the idea of meeting up with some of the students at Garden Halls in order to form a better relationship between the students and the local residents

CLG website is to be updated to include the noise policy and complaints procedure for local residents. The council also suggested providing some scenarios of reporting noise complaints to include expectations of behaviour by all to ease the process for the local residents

Action UPP – Load EGM minutes to website

- upload the noise to website

2. Deliveries

Issue of trucks reversing in service road from Sandwich Street was brought up. The CLG felt that the trucks have made excessive amount of "beeping noise" in the morning hours

The issue of the entrance gate width was brought up by the CLG. It was mentioned that the size and location of the camber seems to be the main obstacle for the delivery drivers

UPP confirmed that their waste contractor has recently been changed. This means that some re-education still needs to be done in terms of following the delivery management plan. There is a particular issue with one company delivering catering supplies to site and

it was this company that damaged the gate post. UPP advised that the company were to attend site to reassess their risk assessment with the view of recommending the use of smaller vehicles

It was suggested that a swept path analysis was completed and the CLG may wish to obtain further details from Camden's Transport Team

Action UPP – re-education for waste provider and inform CLG of the outcome of the delivery companies review

Action UPP – to remind the front of house team of the time during which it is acceptable to let in any deliveries/rubbish pick ups

Action UPP – To relay back to the CLG the outcomes of the revised risk assessment and any subsequent changes to vehicle sizes.

3. Gardens

UPP confirmed that remaining snagging works left in the Gardens are being reviewed with a view to possible step in. Planting is likely to be done in the next planting season which will fall around Easter time

CLG to consider planting of the 200 blue bell flowers in the Gardens as offered by one of the local residents

Action CLG

It was reported by member of the CLG that residents from Studios 21 have been seen dropping rubbish in the garden bins causing them to overflow.

Action CLG - Chair to contact Studios 21 to discuss

The CLG asked if the gardening contractor could use of a quieter leaf blower for example electric blowers

Action UPP – discuss with grounds team

Consideration for tree succession was brought up the CLG for consideration

4. Liaison Role 2018

David Berry informed the CLG that the role needs to be transferred to somebody site-based and hence this role will be taken over by another individual in the coming few weeks. Once the decision is taken this will be advised to the CLG

5. AOB

Action UPP – To look into why fans on roofs of Town Houses are making noise around 5am in the morning

Light pollution from the meeting rooms was brought up. UPP to look into turning those off at night when meeting rooms are not in use

CLG brought up the issue with bins being stored outside of TH1. UPP to look into this

It was requested that a meeting room for 20 people be used for future meetings

6. Date for next meeting

17th of April 2018

Minutes Approved (Chair):

Date: