

Cartwright Gardens Community Liaison Group

Meeting minutes

19 July 2016

Chair:	Bob McIntyre	Judd street business
Committee:	Miriam Campbell	Church representative
	Steve Cowan	Sinclair Sandwich street
	Andrew Baster	Sandwich house resident
	Jo Wright	Patisserie des Deux Amis
	Debbie Radcliffe	BCAAC / Local resident
	Nigel Kemp	Business Representative
	David Stephens	UoL representative
Attendees:	Andrew Richardson	Brookfield Multiplex
	Claire Scrimgeour	Brookfield Multiplex
	Ben Sedgewick	UPP
	Sam Hollex	UPP Garden Halls
	Kayleigh Newton	UPP Garden Halls
Apologies:	David Berry	UPP
	Chris O'Driscoll	UPP
	Paul Cockle	Crescent hotel
	Tony Tugnett	BCAAC / Local resident
	Gareth Maeer	Marchmont Association
	Gajan Raaj	Hotel representative
	Elizabeth Paul	Sinclair Sandwich street
Distribution:	All of the above	

1. Introductions and apologies

- 1.1. Bob McIntyre assumed the role of Chair of the CLG.
- 1.2. Bob McIntyre invited all those present at the meeting to introduce themselves.
- 1.3. Apologies were received from:

David Berry	UPP
Chris O'Driscoll	UPP
Paul Cockle	Crescent hotel

Tony Tugnett
Gareth Maeer
Gajan Raaj
Elizabeth Paul

BCAAC / Local resident
Marchmont Association
Hotel representative
Sinclair Sandwich street

2. Review of the action from the meeting held on 19th January 2016

2.1. Item 2.1: Still outstanding.

Action: The CLG will discuss the catchment area for a 50% reduction on tennis fees and provide David Berry with a drawn red line around a map detailing the area

2.2. Item 2.2: Complete

2.3. Item 2.3: Complete

2.4. Item 2.5: Complete

2.5. Item 2.6: Complete

2.6. Item 2.7: Complete

2.7. Item 2.8: Complete.

2.8. Item 2.9: Complete

2.9. Item 3.3: Complete

2.10. Item 4.1.1: Complete

2.11. Item 4.1.2: Complete

2.12. Item 4.1.3: Complete

2.13. Item 4.2.1: Complete

2.14. Item 6.2: Complete

3. Construction Update

3.1. Construction update from Andrew Richardson

3.2. Action 3.2 complete

3.3. Action 3.3 complete

3.4. Action 3.4 complete

3.5. Action 3.5 complete

3.6. Progress is being made in the gardens, the tennis courts have been laid and the landscaping is progressing

3.7. Tennis courts will be opened when the site is operational

3.8. The construction of the internal areas is progressing as planned. The bathroom pods have all now been installed

3.9. Water works is currently progressing in Thanet Street. Discussed and confirmed this should read sandwich street not Thanet street

3.10. Work is currently being carried out

3.11. Work is currently being carried out on air handling units on the roof. Details can be found in planning permission number 26, A10417 RE 4026. Planning permission also contain details for the PV cells on the building

3.12. Temporary lighting at the construction site will not be removed till the summer

3.13. Confirmed that the lights in the internal stairwells will be activated via PIR's which means they will only illuminate when a resident passes a sensor

3.14. Some of the tree roots in the gardens are starting to affect the pavement and railing on the crescent side

Action: David Berry to look into the situation with the tree roots affecting the pavement and railing on the crescent side of the gardens. This will include looking into TPO's in the gardens and tree surgery options before occupation

3.15. Confirmed the wires on the outside of the building are for cameras for the CCTV system

3.16. It has been reconfirmed to the CGCLG that the windows have a tilt and turn system and will have restrictors. Now complete. Item 3.4 from the previous meeting gave an overview of restrictor and approx. window panel sizes. More detail on the window specification will be circulated to the CGCLG

Action: More detail on the window specification will be circulated to the CGCLG - COMPLETE

3.17. The pathway in the gardens will be returned to the original layout before PC in September 2016

3.18. The statue and plaque in the gardens will be cleaned before PC in September 2016

3.19. The plaque from the front of the building will be returned before PC in September 2016

The CGCLG gave thanks to the construction team.

4. Operations Update

4.1. The site mobilisation team have been in place for 8 months and progressing well

4.2. The staffing structure has been agreed, with the addition of a deputy general manager. Now complete

4.3. The management team will be in place from May 2016 and the rest of the site team will be recruited from summer 2016

4.4. Recruitment for non-management staff will be advertised locally first, via leaflets, recruitment fairs etc. This will take place in line with Aramark and their recruitment program

4.5. Recruitment is currently taking place for the warden team

4.6. The student response to the Halls is good and its expected that the residents will be made up of mainly 2nd year plus and postgraduate students

4.7. A draft intake plan will be produced in July 2016. Now complete

4.8. Garden Halls new General Manager will be in attendance at the next CGCLG meeting

4.9. The CGCLG student rep will start attending the meetings from September 2016 onwards

4.10. Promotion of local business will be tabled for discussion this summer

4.11. A delivery management plan has been developed for the Garden Halls site and will be distributed to the CGCLG when completed

Action: Distribute delivery management plan to CGCLG. Still awaiting sign off from Camden council

4.12. The travel plan has been submitted to Camden Council and no concerns have been expressed

4.13. All waste pick-ups will be via the Garden Halls service road so there will be no disruption to the traffic flow on Cartwright Gardens

4.14. UPP have no knowledge of any upcoming road layout changes to the local area

4.15. A date for the CGCLG to view the site will be arranged for after July 2016

Action: Arrange a date for site visit from the CGCLG

Action: Roles available for site to be advertised on CGCLG website

5. Date of next meeting

5.1. It was noted the date of the next meeting is Tuesday 18th October 2016 (Date to be confirmed with David Berry)

5.2. The next 2 meeting have been scheduled for 19/10/16 and 17/01/17

6. Any other business

6.1 A local residents association has been started called 'The Bloomsbury Residents Action Group'. It was mentioned that students are welcome to join.

Minutes Approved (Chair):

Date: