

MINUTES

Cartwright Gardens Community Liaison Meeting (CLG)

Tuesday 19th January 2016, 19:00hrs - 21:00hrs

| | | |
|----------------------|------------------------|-------------------------------|
| Chair: | Bob McIntyre | Judd Street/Business |
| Committee: | Gareth Maer | Marchmont Association |
| | Paul Cockle | Crescent Hotel Representative |
| | Steve Cowan | Sinclair Sandwich Thanet |
| | Gajan Raj | Hotel Representative |
| | Nigel Kemp | Business Representative |
| | David Berry | CLG Liaison Officer/UPP |
| | David Stephens | U of L Representative |
| Attendees: | Andrew Richardson | Brookfield Multiplex |
| | Claire Scrimgeour | Brookfield Multiplex |
| | Christopher O'Driscoll | UPP |
| | Ben Sedgewick | UPP |
| Observers: | Glen Fenemore-Jones | Local Resident |
| | Elizabeth Paul | Sinclair Sandwich Thanet |
| Apologies: | Miriam Campbell | Church Representative |
| | Debbie Radcliffe | BCAAC/ Local Resident |
| | Andrew Baster | Sandwich House Resident |
| | Tony Tugnutt | BCAAC/ Local Resident |
| 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:

| | |
|------------------|-------------------------|
| Miriam Campbell | Church Representative |
| Debbie Radcliffe | BCAAC/ Local Resident |
| Andrew Baster | Sandwich House Resident |
| Tony Tugnutt | BCAAC/ Local Resident |

2. Review of the action from the meeting held on 13th October 2015

- 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 2.3: Drawings observed by CLG and were approved with no amendments required.

- 2.3. Item 2.4: Still outstanding.

Action: David Stephens to include wording in the new licence agreements once this is drawn up.

- 2.4. Item 2.5: Complete

- 2.5. Window cleaning invoices are up to date and paid. There is still money remaining in for additional cleaning invoices, which could include Sandwich House.

Action: CLG to provide David Berry with any additional requests for window cleaning.

- 2.6. Item 2.12: Still outstanding Action: David Stephens to amend wording in section 9.3 of the Student Handbook so it reads "It is expected that every resident should be able to..."

- 2.7. Item 3.5: It was confirmed that the Sandwich Street doors to the townhouses are for emergency exit only and will only have a single step.

- 2.8. Item 3.6: It was confirm that frosted glass will be used in the windows of the townhouses facing Sandwich Street.

2.9. Item 3.7: Still outstanding. Action: David Berry to confirm the respective levels of the garden and tennis court

2.10. Item 4.1: Complete

2.11. Item 4.5: Complete

3. Construction Update

3.1. Construction update from Andrew Richardson.

3.2. Some of the stored cladding had visible signs of mould and/or stains during the recent period of bad weather. A question was raised from the CLG about the look of the building and cladding during the life of the building and whether this would mould issue could happen going forward. This was addressed by Andrew Richardson, with assurances that this will not be an issue going forward.

3.3. The colour of the tennis court surface was asked from the CLG. **Action: Find out the colour of the tennis court surface and report back to the CLG**

3.4. The angle that the window at Garden Halls can be opened to was queried. Andrew Richardson confirmed that this is an unknown as each window will open to a slightly different angle, but all window panels are 450 mm wide and each restrictor is 100 mm length.

4. Summer Use Management Plan & Open Space Management Plan

4.1. Review of the summer management plan

4.1.1. The flow chart in section 3 and repeated in section 5.2 requires a word changed in the box on the bottom at the far right. This should reflect that there will be summer guests as well as students that could potentially be asked to leave the hall.

Action: Change wording in flow chart to “resident” from “Student”

4.1.2. Confirmation of the types of booking that will be taken during the summer period was asked for by CLG.

Action: Confirm the figures for booking types in section 2.1 and amend if necessary.

4.1.3. Once the final amendments have been made the summer use management plan will be submitted to Camden Council for approval.

Action: David Berry to submit final summer use management plan to Camden Council

4.2. Review of the open space management plan

- 4.2.1. Page 6 states that the application is for the retention of just 2 tennis courts. It has been confirmed that there will defiantly be 4 tennis courts.

Actions: Change the wording on page 6, from “two” to “four” tennis courts

- 4.2.2. The railing in the Gardens will be the original railing and not replaced for new ones.

- 4.2.3. Page 2 Background, has a statement about the agreement and states that this is for the lifetime of the building, which was queried by the CLG. It has been confirmed that this wording is from the planning agency and cannot be amended.

- 4.3. Photographs of the final designs for the bins and benches for the Gardens were shown to the CLG for review and approval. There was no objection to the proposed designs. This item has now been approved.

5. AOB

- 5.1. The code lock on the fence of the gardens will be removed before the gardens are reopened and the opening times will be dawn till dusk with no access from anyone other than UPP staff.
- 5.2. UPP will be recruiting for a general manager for Garden Halls in February.
- 5.3. Recruitment for the remaining site staff will take place during the summer. A recruitment fare will be held at Garden Halls and all CLG members will be informed and encourage to put forward any candidates they are aware of.
- 5.4. Local Camden council tennis courts are priced at £10 per hour.
- 5.5. Queries were raised about the email distribution list and possible errors with messaged being duplicated or additional people added to messages.

Action: David Berry will look into the distribution list for the CLG.

6. Date of next meeting

- 6.1. It was noted the date of the next meeting is Tuesday 19th April 2016.
- 6.2. This is the last date scheduled for CLG meetings and additional meeting will be scheduled and distributed.

Action: David Berry will schedule and distribute the dates for CLG meetings going forward.

Minutes Approved (Chair):

Date: