

MINUTES

Cartwright Gardens Community Liaison Meeting (CLG)

Tuesday 13th October 2015, 19:00hrs - 21:00hrs

Chair:	Bob McIntyre	Judd Street/Business
Committee:	Nigel Kemp	Business Representative
	Gareth Maer	Marchmont Association
	Paul Cockle	Crescent Hotel Rep
	Debbie Radcliffe	BCAAC/ Local Resident
	Steve Cowan	Sinclair Sandwich Thanet
	David Berry	CLG Liaison Officer/UPP
	David Stephens	U of L Representative
Attendees:	Claire Scrimgeour	Brookfield Multiplex
	Harriet Harold	University of London
Observers:		
	Glen Fenemore-Jones	Local Resident
	Janet Goodricke	Local Resident
Apologies:	Miriam Campbell	Church Representative
	Andrew Richardson	Brookfield Multiplex
	Paul Wilkinson	U o L Representative
	Tony Tugnutt	BCAAC/ Local Resident
	Gajan Raj	Hotel Representative
	Elizabeth Paul	Sinclair Sandwich Thanet
Distribution:	All of the above	

1.0 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
Andrew Richardson	Brookfield Multiplex
Paul Wilkinson	U o L Representative
Tony Tugnutt	BCAAC/ Local Resident
Gajan Raj	Hotel Representative
Elizabeth Paul	Sinclair Sandwich Thanet

2.0 Review of the action from the meeting held on 14th July 2015

- 2.1. Item 2.3 – this action is 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.

- 2.3. Item 2.4 – Benches and bins under discussion. It was suggested the Edinburgh benches are re-visited. This decision is with the project team Bins and benches should be the same colour. This colour is under discussion. David Berry to bring a full set of designs and colours to the next meeting.

David Stephens suggested Gordon Square benches should be looked to see if they are in line with the Georgian era.

Action: David Berry agreed to bring the designs to next meeting.

- 2.4. Item 2.6 – Licence Agreement has not yet been drawn up, but the agreed wording will be included.

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

- 2.5. Item 2.7 – This action had not been completed.

Action: David Berry to provide Paul Cockle with details of the levels of lighting being used.

- 2.6. Item 2.8.- One invoice for window cleaning has been received up to now. David Berry reiterated that he is happy to help anyone else that needs it.

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

- 2.7 Item 2.10 - David Berry stated that the Transport Plan suggests that the service road will be two way.
- 2.8. Item 2.11. - Not yet received by Bob McIntyre. David Stephens emailed link there and then.
- 2.9 Item 2.13. – David Berry confirmed that the small garden at the foot of Hughes Parry Tower would no longer be made available to students.
- 2.11 Item 2.14. – David Berry has amended the document.
- 2.12 Item 2.15. – The handbook has not yet been written but will include the requested wording.

Action: David Stephens to amend the wording in section 9.3 of the Student Handbook so it reads “It is expected that every resident should be able to...”

- 2.13 Item 3.1.4 – David Berry confirmed that the surface of the tennis courts will be tarmac. The CLG stated their preference for it to be coloured red with green surrounds. This was noted.
- 2.14 Item 4.1 – David Berry confirmed that this paragraph had been removed, and that the entirety of section 3 could be removed if appropriate. The CLG agreed to this omission.

3.0 Construction Update

- 3.1 Claire Scrimgeour stated that there will now be fewer concrete vehicles.
- 3.2 The CLG were reminded that the ISG building site to the north of Cartwright Gardens will have works over the weekend of 16th-18th October, starting at 6pm Friday evening. These are nothing to do with this project, however it was felt that a reminder would be appreciated in case the news had not come through from ISG.
- 3.3 Debbie Radcliffe commented that at 3.30 pm 13th October a truck was allowed to drive through Leigh Street by the Banksman (Don). Bob McIntyre will look at the CCTV as will Claire Scrimgeour and make sure this doesn't happen again. Bob McIntyre commented that vehicles are often turning off Judd Street and often a Banksman isn't present to re-direct. Claire Scrimgeour stated that the Banksmen should be taking details of vehicles so she can check logs. Claire Scrimgeour asked that any more incidents are emailed to her.

3.4 Paul Cockle expressed disappointment that the front door of the new building is not aligned to Burton Place and the central gates of the gardens themselves. This was noted.

3.5 Glen Fenemore-Jones asked about the number of steps leading to the townhouse doors on Sandwich Street. David Berry reconfirmed that these were only emergency exits, and believed there not to be any steps, but will ask the question and confirm

Action: David Berry to confirm if there are steps leading to the townhouse doors.

3.6 Steve Cowan asked if there was to be frosted glass on the Sandwich Street facing windows. David Berry will look into it and confirm.

Action: David Berry to confirm if there is frosted glass on the windows facing Sandwich Street.

3.7 Paul Cockle asked if there will be a step up to the tennis court playing surface or whether the garden surface will be raised to meet it. David Berry will check and confirm.

Action: David Berry to confirm the respective levels of the garden and tennis courts.

3.8 Glen Fenemore-Jones asked how long the shrouding will remain around the tower and how long the site offices will remain. Claire Scrimgeour confirmed that both will remain until near the very end of the project. Notice will be given before the cabins get taken away.

3.9 David Berry confirmed that once the building was open, any office space required for outstanding snagging will be provided within the building itself, not in a cabin.

3.10 Debbie Radcliffe asked if an archaeological survey was performed on the garden. David Berry said that he was not certain, but has not heard it mentioned, so believed it not to be the case.

3.11 Glen Fenemore-Jones expressed concern over the amount of cycle storage in the Hall, due to a worry over pedestrian safety. David Berry assured her that the number of spaces was a planning requirement, but it is very unlikely that all will be used.

3.12 David Berry stated that the decision over the pathway opposite the new Hall is outside of the project's remit and a matter for Camden.

The general feeling of the CLG is that the road width is maintained but this was not unanimous.

4.0 Summer Use Management Plan

- 4.1 Paul Cockle identified some confusion with two of the flow charts. David Berry agreed and would remove the out of date flow charts.

Action: David Berry to review flow charts and remove those out of date.

- 4.2 Paul Cockle asked for clarification between the hierarchy of the UPP manager and the University Of London Warden in case of complaint. David Berry stated if there was an issue both parties would deal. The nature of the complaint would determine who would deal with it. David Stephens will be the last resort for complaints as he is the official route according to the student's complaint procedure.

David Berry explained that within the UPP SLA for complaints there is a financial penalty for not dealing with complaints appropriately.

Debbie Radcliffe asked if a phone number for complaints can be added to the summer plan. David Berry to add this once it is available.

- 4.3 Steve Cowan asked about the location of the music practice rooms. David Stephens responded that they are on the lower ground floor towards the Cartwright Gardens side of the building. David Berry also confirmed that they contained sound proofing.

Debbie Radcliffe asked what would be done if students played loud instruments in their bedrooms and David Berry confirmed that it would be investigated and dealt with like all noise complaints and students will be directed to the practice rooms.

- 4.4 A concern was expressed over coaches bringing summer guests in. David Stephens responded that this has not been a historical problem and that all groups are encouraged to use public transport. David Berry stated that if there were any coaches they would be asked to go to a designated coach park.

- 4.5 It was requested that the words 'and garden' be added to anywhere in the document that mentions premises. David Berry agreed to make this change.

Action: David Berry to add the words 'and garden' to the relevant passages in the Summer Use Management Plan.

- 4.6 Debbie Radcliffe asked what would happen if there was unruly behaviour on the street outside the Hall. David Stephens stated that it would be dealt with as we would within the building or garden. Badly behaved students are dealt with by the Warden under the disciplinary procedures, and summer guests can be asked to leave if need be. Those in groups have designated group leaders to control discipline.

5.0 Garden Layout

- 5.1 Paul Cockle identified an issue with the drawing over whether there were double or single gates. David Berry will obtain more clarity and confirm at the next meeting.

Paul Cockle also asked if the gate opposite the George Hotel will remain. Again David Berry will confirm at the next meeting. It was noted that the CLG would prefer there to be no gate at all, replacing it with railings if it is to remain locked.

- 5.2 The CLG queried the plan for planting the new garden. David Stephens suggested that most plants will require planting around March time. David Berry said that the intention was to install mature plants, to ensure that the garden would be looking its best on reopening. Janet Goodricke stated that some of the plants on the list preferred being planted in the dormant season, and this was noted.

6.0 AOB

- 6.1 Glen Fenemore-Jones questioned the supervision of refrigerated lorries. David Berry responded that this forms part of the Transport Plan. Deliveries will be scheduled and minimised, and will take place on the service road within the site, without the use of lifts. David Stephens stated that the design of the service road and the location of the kitchens in relation to it, makes delivery much easier than in the previous buildings.

7.0 Date of next meeting

- 7.1 The next meeting will be held on Tuesday 19th January 2016

Minutes Approved (Chair):

Date: