

MINUTES

Cartwright Gardens Community Liaison Meeting (CLG)

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

Chair:	Bob McIntyre	Judd Street/Business
Committee:	Miriam Campbell	Church Representative
	Paul Cockle	Crescent Hotel Representative
	Steve Cowan	Sinclair Sandwich Thanet
	Andrew Baster	Sandwich House Resident
	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
Apologies:	Debbie Radcliffe	BCAAC/ Local Resident
	Tony Tugnutt	BCAAC/ Local Resident
	Gareth Maeer	Marchmont Association
	Gajan Raj	Hotel Representative
	Nigel Kemp	Business Representative
	Elizabeth Paul	Sinclair Sandwich Thanet
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:

Debbie Radcliffe	BCAAC/ Local Resident
Tony Tugnutt	BCAAC/ Local Resident
Gareth Maeer	Marchmont Association
Gajan Raj	Hotel Representative
Nigel Kemp	Business Representative
Elizabeth Paul	Sinclair Sandwich Thanet

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. Community cycle safety event held at Cartwright Gardens by BMCE

3.3. BMCE have created employment opportunities for 3 of the site apprentices

3.4. 2 out of the 3 tower cranes have now been removed from the Hughes Parry tower

3.5. Scaffolding is in the process of being removed from the Hughes Parry Tower

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 on 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

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. 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

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

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

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

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

- 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

5. Date of next meeting

- 5.1. It was noted the date of the next meeting is Tuesday 19th July 2016
- 5.2. The next 2 meeting have been scheduled for 19/10/16 and 17/01/17

Minutes Approved (Chair):

Date: