

MINUTES

Cartwright Gardens Community Liaison Meeting (CLG)

Tuesday 14th July 2015, 19:00hrs - 21:00hrs

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

Nigel Kemp	Business Representative
Paul Wilkinson	U o L Representative
David Stephens	U of L Representative
Duncan Palmer	UPP
Tony Tugnutt	BCAAC/ Local Resident
Gajan Raj	Hotel Representative

2.0 Review of the action from the meeting held on 21st April 2015

- 2.1. Item 2.1. This action was resolved

Action: Steve Cowan to email Andrew Richardson detailing which vibration report he would like to receive.

- 2.2. Item 2.2: – this action is outstanding, David Berry has not received wording on the history of the gardens. Debbie Radcliffe believe this has been provided.

Action: David Berry to check.

- 2.3. Item 2.4 – 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.

- 2.4. Item 2.6 – there was discussion as to whether details of the benches and bins have been circulated.

Action: David Berry agreed to recirculate details of the approved benches and bins.

- 2.6. Item 2.10 – David Berry agreed to request that the wording, on student behaviour within the gardens, be in the student licence agreements and noted this action will remain outstanding until the details of the licence agreements are agreed.

Action: David Berry to request include wording, on student behaviour within the gardens, in the student licence agreements

- 2.7. Item 2.15 – A lighting map had been issued just prior to the meeting.

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

- 2.8. Item 2.28.- all outstanding invoices have been settled and any future invoice should include 'payable by UPP Projects Limited'. David Berry confirmed that there is still a further £1100 still remaining in this fund and clarified the method of payment.

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

- 2.10 Item 3.6 - David Berry reported that his understanding was that the traffic flow in front of the main entrance of the accommodation would be two way. A question was raised regarding an issue about the possibility of traffic queuing during intake periods, from taxis etc.

Action: David Berry to check the transport management plan with regards to the direction which vehicles access and egress the site.

Action: David Berry to walk the site and look into options for raised traffic during intake periods.

- 2.11. Item 4.5.4. - Not yet received by Robert McIntire.

Action: David Stephens to send Bob McIntyre the link to the rules regarding noise at the other University of London halls.

- 2.12 Item 4.5.7. - Outstanding.

Action: David Berry to send Desmond Kilcoyne the demise plans.

- 2.13 Item 4.7.1. - Steve Cowan requested that the discussion had in Item 4.5.3 could be added into section 4.4 of the Student Management Plan. Duncan Palmer agreed to add a statement that the small gardens will be closed if there are persistent issues of noise and poor behaviour.

Action: David Berry to add wording to paragraph two of section 4.4 of the student management plan stating that the small gardens will be closed if there are persistent issues of noise and poor behaviour.

Action: David Berry will check which version was sent out and resend the current version if necessary.

- 2.14 Item 3.10.2. - Steve Cowan suggested that Section 5 generally references the licence agreement between the University and the student. David Berry agreed to include additional wording to the Student Management Plan stating that it is a joint UPP and University of London document.

Action: David Berry to include additional wording in the introduction of the Student Management Plan stating that it is a joint UPP and University of London document

Action: David Berry to amend document

2.15 Item 3.16.1. –

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...”

3.0 Construction Update

3.0.1 Works associated with the demolition of the old halls and the removal of the foundation have now been completed. This operation was the main source of noise and vibration during the last year. The re-construction works are of a less disruptive nature. It should be noted that the demolition works and reconstruction activities have and will be undertaken within the noise, dust and vibration levels as agreed with Camden Council. Any exceedances are recorded within the noise, dust and vibration report which is issued to the Community liaison Group on a weekly

3.0.2 The construction of the northern town house adjacent to Hughes Parry Halls on Sandwich Street is at its top level and will not be any higher

3.0.3 Cladding for the exterior of the new student accommodation building will be arriving between now and December. The number large vehicles associated with the delivery of the cladding panels which will utilise Leigh Street per day will increase from now till completion and will start with around 3 – 4 trucks per day and will be around 8 – 10 trucks per day at the busiest period.

3.0.4 Bathroom pods are due for delivery and installation during this period..

3.0.5 The delivery of a mobile crane was too large to turn around within Judd Street and required Police assistance to perform its manoeuvre.

3.0.6 Hughes Parry Tower external brickwork cladding has been removed and then reconstructed to look the same as before.

3.0.7 Andrew Richardson has confirmed that the project is on schedule and is due for completion on 14th September 2016.

3.1. Gardens Works Programme

3.1.1 Garden work to commence from 14th September and will continue for a year from the start date.

3.1.2 Footpaths will be maintained during this period by Brookfield Multiplex.

3.1.3 All trees will remain in the gardens and cannot be removed

3.1.4 The type of surface planned for the Tennis Courts is currently unknown.

Action: David Berry will confirm the type of surface

3.15 Andrew Richardson and Claire Scrimgeour left the meeting at 19:50

4.0 Summer Use Management Plan

4.1 Section 1: Executive Summary: Steve Cowan raised a query on the following paragraph

- The continued involvement of a community liaison group established at the start of term who meet quarterly, to review operations and address issues of common concern to
- local stakeholders

Action: David Berry will remove this

4.2 Section 2: About this summer use management plan: The figures in section 2.1 were questioned, as to whether they are relevant to the market for the proposed site at Cartwright Gardens. No further comments were made in this section.

4.3 Section 3: Partnership approach to summer use management & community liaison: Additional comment to be added to this section are that the flow chart from the student management plan on acceptable behaviour will be updated to reflect the slight change in procedure during the summer. The additional staff required and the staff structure during the summer period will be included when this has been established by the project board.

4.4 Section 3.1 will be update to fall in line with the student management plan.

4.5 Section 4: Operational management: Details of local hotel will be added to this section under the first paragraph in the site team section.

4.6 The site manager will; be recruited around May 2016 and the rest of staff August 2016 via a jobs fair which will take place in June 2016. Details will be distributed to this group closer to the date.

4.7 Section 4.2 requires additional text stating that all summer guests will hold an access card during their stay at Garden Halls.

4.8 Section 4.3 requires the removal of the text about cleaning staff monitoring behaviour.

4.9 Section 4.3 David Berry will add the section with a statement about behaviour in the garden area relating to the summer guests.

4.10 There is no section 4.4 in the document and the remainder of section 4 will need to be renumbered.

4.11 Section 4.5 Building Design: Opening time will be copied over from the student management plan into this section.

- 4.12 Section 4.5 Building Design: The issue of smoking in rooms and out of windows was brought up. David Berry address this issue by stating that the windows will have restrictors and the fire system will cover each so, making it difficult for residents to smoke in the building without detection.
- 4.13 Section 4.5 Building Design: The roofs on the building will not be accessible at any time by the students and will have a mansafe system for anyone that need access for work related tasks.
- 4.14 Section 5 During Occupation: The code of conduct will be added to section 5.2, acceptable behaviour.
- 4.15 Section 5.2 the flow chart will be updated to mirror the one in the student management plan.
- 4.17 Section 7 Operational processes: section 7.2 need to be updated to say that there will be no coffee bars in the halls.
- 4.18 There is no section 7.3 and 7.4 in the document and the remainder of section 7 will need to be renumbered
- 4.19 Section 7.5 and 7.6 will need statements about pest control and the waste management plan to be included.
- 4.20 Section 7.6 David Berry will walk the site to consider coach movements for summer bookings.
- 4.21 Section 8 Health & Safety: David Berry will make the PPM schedule to the group, when they have been prepared by the project mobilisation team.
- 4.22 Appendix 1: Clarify the structure and role of the RA, who they report to and whether they are postgrad students etc.
- 4.23 Occupancy terms and conditions: Cross reference this document and add the section on behaviour into this document

5.0 AOB

- 5.1 Elizabeth Paul asked about smoking points and David Berry responded by saying that this was under consideration by the mobilisation team but it was likely to be an internal courtyard in the new build and this will be used as a smoking area.
- 5.2 Debbie Radcliffe asked about the potential for false fire alarms, especially from cooking facilities in student room, like toasters. David Berry explained the fire alarm system that will be installed will be a 'double knock' system and this will reduce the likelihood of unnecessary evacuations. This system will use a stage evacuation, so the entire population of the site will not be evacuated at the same time.

5.3 The strategy for traffic flow, bike lanes, two and one way systems are still unclear and there is also a concern about the bike lane being installed in Tavistock Place and the impact that this will cause to Cartwright Gardens.
Action: David Berry to find out about traffic flow and will ask Marcus Adam (UPP) to send an email to confirm his understanding of the situation.

6.0 Date of next meeting

6.1 It was noted the date of the next meeting is Tuesday 13th October 2015

Minutes Approved (Chair):

Date: