



## MEETING MINUTES

### Elleray Hall Early Community Engagement 1

<b>Meeting Title:</b>	Elleray Hall – Early Community Engagement – 1	<b>Project:</b>	Elleray Hall
<b>Meeting Date:</b>	29 <sup>th</sup> November 2023	<b>Location:</b>	Teddington Baptist Church
<b>Issue Date:</b>	15 <sup>th</sup> December 2023	<b>Engagement No:</b>	1

Confidential
  For Information
  For Review
  For Action

#### Attendees:

<b>London Borough of Richmond</b>	<b>LRB</b>	
<b>Beard Construction</b>	<b>BC</b>	
<b>Charles Booth</b>	<b>CB</b>	London Borough of Richmond - Head of Programme Management Office PMO
<b>Alfred Akpo-Teye</b>	<b>AA</b>	London Borough of Richmond - Project Manager – PMO
<b>Councillor Phil Giesler</b>	<b>PG</b>	London Borough of Richmond– Business and Growth Lead Member
<b>Simon Webster</b>	<b>SW</b>	Beard Construction - Contracts Manager
<b>Matt Siddall</b>	<b>MS</b>	Beard Construction - Construction Project Manager
<b>Catherine Edwards</b>	<b>CE</b>	AOC Archaeology - Operations Manager
<b>Nick James</b>	<b>NJ</b>	McBains – Director
<b>Jennifer Mai</b>	<b>JM</b>	McBains – Assistant Project Manager



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**Distribution:** All the above; Ellera  
Hall website

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ITEM	DESCRIPTION	ACTION
1.	<b>INTRODUCTIONS</b>	
	<p>Introductions were made.</p>	
2.	<b>EARLY STAKEHOLDER ENGAGEMENT</b>	
	<p>London Borough of Richmond (LBR) announced that the previous contractor withdrew from the project and have retendered the project for the new Elleray Hall provision and demolition of the existing hall.</p>	
	<p>In April 2022, LBR commenced a new procurement exercise to find a new contractor. Following a competitive process, Beard Construction (BC) was selected and has now been awarded the contract by LRB.</p>	
	<p>LRB was pleased to introduce Beard Construction (BC) to the meeting as the newly appointed contractor.</p>	
2.1	<p>Contract terms are agreed by both parties and the Contract is engrossed. The final step involves the contract being signed and execution by the Council.</p>	
2.2	<b>The next community engagement time / location</b>	
	<p>LBR has confirmed that the next meeting will be held in the evening, accommodating those who may not be able to attend the day sessions.</p>	Note
	<p>LBR acknowledges and has taken into consideration concerns regarding the timing of community engagement meetings.</p>	
	<p>LBR will explore the possibility of alternating community engagement meeting times to better accommodate the entire community.</p>	
3.0	<b>PLANNING UPDATE</b>	
	<p><b>LBR discussed the next steps of the project:</b></p>	
	<ul style="list-style-type: none"> <li>• LBR has engaged BC through a JCT Design &amp; Build contractual agreement.</li> <li>• BC is actively developing the design as part of the pre-construction design stage, further site investigations, and preparation to submit and discharge planning pre-commencement conditions.</li> <li>• Site Construction work will only start on the discharge of all planning pre-commencement conditions.</li> </ul>	

ITEM	DESCRIPTION	ACTION
4.0	<p><b>BEARD CONSTRUCTION</b></p> <p>Various activities must be in place before BC can commence work on-site. To progress toward construction, BC is required to engage various consultants to formalize reports for the discharge of conditions and design development, including:</p> <ul style="list-style-type: none"> <li>• Ecologist</li> <li>• Arborists</li> <li>• Transport Consultant</li> <li>• Ground Remediation / Contamination Consultants</li> </ul> <p>BC will only commence construction following discharge of pre-commencement conditions.</p> <p>BC acknowledges concerns about logistics and potential disruption in the proposed location of the new Ellera Hall. BC confirms that a transport consultant will be appointed to review the scheme and advise on strategies, taking into consideration residents and traffic congestion in the area.</p> <p>BC has confirmed that deliveries will not occur between the hours of 8:30 am – 9:30 am and from 3:00 pm - 4:00 pm to alleviate local congestion during school drop-off.</p>	
4.1	<p><b>CONSTRUCTION PHASES</b></p> <p>Construction will be divided into two distinct phases:</p> <p><b>Phase 1:</b> Construction of the new community centre, decant and handover.</p> <p><b>Phase 2:</b> Demolition of the existing Ellera Hall.</p> <p>BC is not involved in the Phase 3 construction of the new residential development.</p>	
4.2	<p><b>CONSTRUCTION PROGRAMME</b></p> <p>Phase 1: BC aim to commence work at the end of April 2024, with an anticipated completion date in April 2025.</p> <p>Phase 2: The demolition of the old building is scheduled to commence in April 2025, following completion and handover of the Phase 1 new build, and is expected to be completed by June 2025.</p> <p>BC will be operating a 5-day working week, from Monday to Friday.</p>	

ITEM	DESCRIPTION	ACTION
<b>5.0</b>	<b>AOC ARCHEALOGY OVERVIEW</b>	
<b>5.1</b>	<p>AOC's archaeological work encompasses various phases, divided between the north and south sites, constituting the Stage 1 evaluation report.</p> <p>North Site: New Elleray Hall provision            South Site: Existing Elleray Hall</p> <p>AOC's initial priority is the investigation and evaluation of the north site, in the week commencing 4<sup>th</sup> December 2023.</p>	
<b>5.2</b>	<p>AOC plans to excavate 2-3 trenches to investigate into the site's history and utilisation, and record and assess any potential archaeological significance.</p> <p>4-Day Programme of AOC Works: 4<sup>th</sup> December 2023 – 7<sup>th</sup> December 2023</p> <p>On the third day, Wednesday 6<sup>th</sup> December 2023, there will be an opportunity for a site visit open to the community from 8:00 am to 4:00 pm. The local community and residents are invited to visit the site to observe and inquire about the archaeological activities.</p>	
<b>5.3</b>	<p>Access to the site will be closed while AOC is working on-site. The report detailing archaeological findings will be issued 4-6 weeks after the survey's completion. Once the report is finalized, it will be submitted to the client and Planning Department for the discharge of the relevant planning condition.</p> <p>A second planning condition relating to archaeology and community involvement involves the Historic Building Recording (HBR) of the existing Elleray Hall and is scheduled for January/ February 2024.</p> <p>This two-phase process involves:</p> <p>Level 1 - Photographic documentation of the community hall.            Level 3 - Historic Building Survey.</p>	
<b>5.4</b>	<p>Over 4-5 days, a historic building specialist will facilitate community participation, allowing as many community members as possible to attend and take part in recording the hall, under the guidance and supervision of AOC Archaeology.</p> <p>The exact date for the second phase of archaeology work will be confirmed in the new year, expected to occur in January/ February 2024.</p> <p>AOC confirms that a report is required to satisfy the planning condition. Community members are encouraged to bring or email photos of the old Elleray Hall area to AOC Archaeology.</p>	

ITEM	DESCRIPTION	ACTION
<b>6.0</b>	<b>BEARD CONSTRUCTION</b>	
<b>6.1</b>	<p><b>SOIL REMEDIATION PROCESS</b></p> <p>BC will engage a soil remediation and contamination consultant to assess the site and prepare a detailed report. This report will include a strategy for the safe removal of any contaminated soil, with a focus on minimizing the amount of soil that needs to be transported off-site.</p>	
<b>7.0</b>	<b>BEARD COMMUNITY ENGAGEMENT OFFICER</b>	
<b>7.1</b>	<p>Nicky Forrest, a member of BC's team, will be the primary point of contact for engaging with the community. For any inquiries or questions directly related to BC's construction activities, please contact Nicky Forrest using the contact details provided below:</p> <p>Email: <a href="mailto:resident.liaison@beardconstruction.co.uk">resident.liaison@beardconstruction.co.uk</a> Phone: 07823 750788</p>	
<b>7.2</b>	<p>For any queries directed to the council, kindly contact Alfred or Charles.</p> <p>A proposal to form a construction working party will be considered by LBR, for relevant areas that need to be discussed with residents/local community.</p>	
<b>8.0</b>	<b>ELLERAY HALL – DISCHARGE OF PLANNING CONDITIONS</b>	
<b>8.1</b>	<p>Any local community/residents' concerns about the planning decision and associated conditions are outside the scope of these public engagement meetings. The construction of the new Elleray Hall will comply with the planning conditions set out by the planning committee.</p> <p>BC's design team is committed to ensuring that all necessary requirements for discharging the planning conditions are met.</p>	

ITEM	DESCRIPTION	ACTION
9.0	<b>ASEBESTOS – EXISTING ELLERAY HALL</b>	
9.1	BC will be conducting an intrusive survey, involving refurbishment and demolition, on the existing Elleray Hall building. Resultant report will inform the asbestos removal methodology.	
10.0	<p>The next community engagement date and time are to be confirmed.</p> <p>Additional information/updates will be provided on the Elleray Hall website.</p> <p>Community engagement sessions will take place on a bi-monthly basis.</p> <p>The next meeting is scheduled for:</p> <p><b>Friday 26<sup>th</sup> January 2024</b>  <b>Elleray Community Hall</b>  <b>At 6:30pm</b></p>	