



# MEETING MINUTES

## Elleray Hall Community Engagement 10

|                       |  |                       |                           |
|-----------------------|--|-----------------------|---------------------------|
| <b>Meeting Title:</b> | Elleray Hall – Community Engagement – 10 | <b>Project:</b>       | Elleray Hall              |
| <b>Meeting Date:</b>  | Tuesday 26 <sup>th</sup> November 2024   | <b>Location:</b>      | Teddington Baptist Church |
| <b>Issue Date:</b>    | Tuesday 3 <sup>rd</sup> December 2024    | <b>Engagement No:</b> | 10                        |

Confidential
  For Information
  For Review
  For Action

|                   |                                   |            |  |
|-------------------|-----------------------------------|------------|--|
| <b>Attendees:</b> | <b>London Borough of Richmond</b> | <b>LBR</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>Simon Webster</b>              | <b>SW</b>  | Beard Construction - Contracts Manager                               |
|                   | <b>Nicky Forrest</b>              | <b>NF</b>  | Beard Construction – Resident Liaison Officer                        |
|                   | <b>Jennifer Mai</b>               | <b>JM</b>  | McBains – Assistant Project Manager                                  |
|                   | <b>Simon Hayes</b>                | <b>SH</b>  | McBains – Senior Project Manager                                     |
| <b>Apologies</b>  | <b>Alfred Akpo-Teye</b>           | <b>AA</b>  | <b>London Borough of Richmond - Project Manager – PMO</b>            |

**Distribution:** All the above



**MEETING  
MINUTES**

---

| <u>Item</u>       | <u>Description</u>  | <u>Action / Item</u> |
|-------------------|---|----------------------|
| <b>1.0</b>        | <b>Introductions</b>  |                      |
| 1.0.1             | Introductions were made.  |                      |
| 1.0.2             | Apologies to whom cannot attend today.  |                      |
| <b><u>2.0</u></b> | <b><u>Actions from the previous meeting was addressed</u></b>   |                      |
| 2.0.1             | LBR touched on the previous meeting minutes and discussed the following action.   |                      |
| 2.0.2             | Attendees or prior comments provided regarding the previous meeting minutes.  |                      |
| <b><u>3.0</u></b> | <b><u>Queries Regarding previous minutes</u></b>  |                      |
| <b>3.1</b>        | <b>Query 1 – Boundary wall discussion</b>   |                      |
| 3.1.0             | LBR informed the resident that the boundary wall samples are on-site and believes the affected neighbours have seen and selected their preferred choice. Following this selection, the party wall notices can be awarded. |                      |
| 3.1.1             | LBR asked if there were any additional questions regarding the boundary wall.   |                      |
| 3.1.2             | Another resident highlighted the complexity of work required on the residents' side of the fence. Concerns were raised about painting the boundary walls and ensuring access to the side panels of individual properties. |                      |
| 3.1.3             | LBR confirmed that each boundary is reviewed on an individual basis with their party wall surveyor. An agreement will be required for each individual property.   |                      |
| 3.1.4             | A resident raised a query regarding affected neighbours working together to remove their side panels from one garden to the next.   |                      |
| 3.1.5             | Another resident expressed concern that the boundary wall project is becoming increasingly complex, noting that nine properties are involved, including 21 and 24 North Lane.   |                      |
| 3.1.6             | The resident also raised concerns regarding the side fences. The side fences will be temporarily removed to allow a clear working area of 1 metre. A temporary fence will be erected along this section.                  |                      |

|            |   |  |
|------------|---|--|
| 3.1.7      | Residents raised additional concerns, including: <ul style="list-style-type: none"> <li>• Flower beds and tension wires needing to be addressed.</li> <li>• Coordination between all affected parties.</li> <li>• Electrics located within 1 metre of the work area.</li> <li>• Residents suggested coordinating these issues with the affected properties. A proposal from the residents' party wall surveyor included conducting a round-robin discussion.</li> </ul> |  |
| 3.1.8      | One resident mentioned liaising with affected neighbours to identify common items that can be coordinated.  |  |
| <b>4.0</b> | <b><u>Query 2 - Party Wall Surveyor Issues</u></b>  |  |
| 4.1.0      | The residents' party wall surveyor has indicated a change in their position due to the level of intrusion involved and expressed concerns about how the king post will interact with the existing foundations.  |  |
| 4.1.1      | LBR will consult with their party wall surveyor regarding the party/boundary wall concerns, as there are logistical challenges involving the affected properties.   |  |
| <b>5.0</b> | <b><u>Query 3 - Party Wall Agreements</u></b>   |  |
| 5.1.0      | To date, only one resident has received a draft party wall agreement. The drawings and schedule have not been issued.   |  |
| 5.1.1      | LBR confirmed that the neighbours have only recently has selected their finish for their side of the fence that forms part of the party wall agreement.   |  |
| 5.1.2      | Residents believe Beard is responsible for the method statement to be provided, while LBR is responsible for the drawings to be issued.   |  |
| 5.1.3      | LBR will consult with Andy (PW) regarding the drafts of the party wall notice and will follow up with their party wall surveyor to expedite progress.   |  |
| <b>6.0</b> | <b><u>Councillor Comments and Suggestions</u></b>   |  |
| 6.1.0      | A councillor raised concerns about the boundary wall and related resident issues.   |  |
| 6.1.1      | LBR stated that the boundary wall facing will need to be taken down.  |  |
| 6.1.2      | MCB provided rationale for solid structure is using the party wall agreement, if an agreement can be reached with the council to replace the timber fence. The intrusive nature would dramatically reduce and a lot easier and marry through  |  |

|                    |   |  |
|--------------------|---|--|
| 6.1.3              | <p>with all the existing who retained their timber fence. Although a height is required to be agreed on the height and weather planning would be required if over 2.1m height. Drawings issued show the height differences for the individual properties.</p> <p>MCB informed the residences that a timber fence at 2.1m is more than adequate.</p> |  |
| <b><u>7.0</u></b>  | <b><u>Coordination and Communication</u></b>  |  |
| 7.1.0              | It was suggested to have a pre-discussion of key items to facilitate smoother collaboration.  |  |
| 7.1.1              | LBR noted that the process of finalizing the party wall agreements is taking significant time and expressed a desire to conclude it as soon as possible.  |  |
| <b><u>8.0</u></b>  | <b><u>Next steps for party / boundary walls</u></b>   |  |
| 8.1.0              | LBR will liaise with the party wall surveyor to determine the best approach for each property on an individual basis.   |  |
| 8.1.1              | LBR emphasised that the logistics are dependent on the method statement, which is crucial for progressing the project.  |  |
| <b><u>9.0</u></b>  | <b><u>Query 4 - Monitoring – Vibration, Dust and Noise</u></b>  |  |
| 9.1.0              | A resident raised concerns regarding the use of vibrating equipment and its potential impact on each property.  |  |
| 9.1.1              | BC clarified that only one monitoring unit will be used, and one wall will be removed at a time. The monitoring unit will move along as the work progresses.  |  |
| <b><u>10.0</u></b> | <b><u>Query 5 - Security of site during boundary wall works</u></b>   |  |
| 10.1.0             | LBR and BC reassured residents that security will be provided on-site during the boundary wall works.   |  |
| 10.1.1             | BC confirmed that CCTV cameras on the site camera are installed and monitored from a central database.  |  |
| 10.1.2             | LBR is yet to decide whether there will be two security guards on-site throughout the process of the erection of the boundary wall works.   |  |

|                    |  |   |
|--------------------|--|---|
| <b><u>11.0</u></b> | <b><u>Query 6 - Planning conditions in relation to noise management plan</u></b>   |   |
| 11.1.0             | The residents raised concerns regarding the noise management plan, which is related to planning conditions NS28 and NS22.  | . |
| 11.1.1             | The acoustic properties of the building were discussed, highlighting their ability to retain noise. A monitoring point for noise has been incorporated into the design. LBR confirmed that the design will meet the required acoustic and operational outputs to ensure compliance with the planning conditions.                       |   |
| 11.1.2             | BC confirmed that a noise limiter will be installed inside the hall, along with restrictions on outdoor garden use.  |   |
| 11.1.3             | LBR clarified that the noise management plan must be developed by the building's end users and will comply with the planning conditions when submitted to the planning officer, detailing how noise will be controlled.  |   |
| <b><u>12.0</u></b> | <b><u>Query 7 - No smoking facility</u></b>  |   |
| 12.1.0             | A resident raised a query regarding the previous minutes.  |   |
| 12.1.1             | LBR confirmed that they will respond to the resident's concern about smoking around the new hall.  |   |
| <b><u>13.0</u></b> | <b><u>Query 8 - Smells from the kitchen</u></b>  |   |
| 13.1.0             | A resident raised concerns regarding cooking smells from the existing hall.  |   |
| 13.1.1             | LBR confirmed that the new hall is equipped with modern kitchen ventilation.   |   |
| <b><u>14.0</u></b> | <b><u>BC construction update</u></b>   |   |
| 14.1.0             | 4-week progress on site<br><br>BC addressed the progress on site is going very well<br><br><ul style="list-style-type: none"> <li>• North slab has the glulam structure erected</li> <li>• Various timber work progressed on the roof</li> <li>• Southern steel frame structure</li> <li>• Block wall</li> <li>• Brick work</li> </ul> |   |

|                    |   |  |
|--------------------|---|--|
| 14.1.1             | <p>Next 4 weeks on site</p> <ul style="list-style-type: none"> <li>• All items above will be progressing on site</li> <li>• Roof forming on glulam frame</li> <li>• Zinc beam applied</li> </ul> <p>BC no further concerns with construction on site.</p>   |  |
| <b><u>15.0</u></b> | <b><u>Next Community Engagement Meeting</u></b>   |  |
| 15.1.0             | <p>Additional information/updates will be provided on the Elleray Hall website. Community engagement will take place monthly basis.</p> <p>The next meeting is scheduled for:</p> <p><b>Wednesday 29<sup>th</sup> January</b><br/> <b>12:30 – 14:30</b><br/> <b>Teddington Baptist Church</b></p> |  |