



MEETING MINUTES

Elleray Hall
Community Engagement 05

Meeting Title:	Elleray Hall – Early Community Engagement – 05	Project:	Elleray Hall
Meeting Date:	26 th June 2024	Location:	Elleray Hall
Issue Date:	8 th July 2024	Engagement No:	05

Confidential
 For Information
 For Review
 For Action

Attendees:

London Borough of Richmond	LBR	
Beard Construction	BC	
Charles Booth	CB	London Borough of Richmond – Asst. Director Programme Management Office PMO
Alfred Akpo-Teye	AA	London Borough of Richmond - Project Manager – PMO
Simon Webster	SW	Beard Construction - Contracts Manager
Nicky Forrest	NF	Beard Construction – Resident Liaison Officer
Simon Hayes	SH	McBains – Senior Project Manager

Distribution: All the above



MEETING MINUTES

Item	Description	Action
1.0	Introductions Introductions were made.	
1.1	Actions from the previous meeting was addressed.	
	Actions <ol style="list-style-type: none"> 1. <i>LBR confirmed that they will review the structural report and provide solutions for the boundary wall concerns. This will require input from the party wall surveyor, structural engineer, and BC design team.</i> LBR confirms that this has been progressed and the structural engineer's report taken into consideration. The party wall surveyor will review the contractor's alternative garden/boundary fence proposals to ensure it is mutually acceptable by the Council and affected adjoining owners. 2. <i>Drainage calculations: LBR to check that calculations for the SUDs etc were provided and checked.</i> LBR confirmed that the drainage calculations were submitted, checked by LLFA and recommended for acceptance to the LPA. 3. <i>BC will check how the attenuation crates are protected during construction and confirm the information that has been issued.</i> BC confirmed that there are two types of reinforced crates that have been specified. BC confirmed the infill composition as well, and that the design has developed from RIBA Stage 4 into construction drawings which has factored in construction phase activity. The construction drawings are developed and may differ from the planning drawings that the resident may have had sight of. 4. <i>LBR review of insulation.</i> LBR confirmed this has been reviewed by the technical team and the specifications meet requirements. 5. <i>LBR to check if the planning conditions are separate or integrated.</i> LBR clarified that the planning conditions are split into three phases: 	

	<ul style="list-style-type: none"> - Phase 1 – Construction of the new Elleray Hall - Phase 2 – Demolition of existing hall - Phase 3 – New residential building, completed by others. <p>LBR confirmed that each phase will be completed in sequence before moving on to the next phase. There are pre-commencement planning conditions for the existing Elleray hall which will be submitted for discharge before the Phase 2 demolition begins.</p> <p>A resident raised concerns about asbestos and pollution in the area during the Phase 2 demolition. BC confirmed that they will commission an Asbestos Refurbishment and Demolition Survey to identify the asbestos in the existing hall before establishing the methodology for safely removing the asbestos, and subsequent demolition of the hall.</p> <p>A resident raised the concerns regarding the trees on the existing Elleray Hall site and if the protection statement will cover this.</p> <p>BC confirmed that they will put measures in place to protect relevant trees on the existing site.</p>	
<p>1.2</p>	<p>Beards Update</p>	
	<p>BC clarified the three phases:</p> <ul style="list-style-type: none"> - Phase 1 – Construction of the new hall - Phase 2 – Demolition of existing hall - Phase 3 – New residential building, to be delivered by others. <p>BC updated how the communication is made to the residents:</p> <ul style="list-style-type: none"> - Site hoarding/entrance gates. - Elleray Hall Re-provision website that is regularly updated. - Notice board. - Letter Drops <p>BC confirmed that there are ongoing works on site. The start on site date was 10th June 2024. The works that have started the reduced level dig, identified and in progressing the removal of contaminated soil; discovery of previously unidentified underground obstructions and utility services. BC confirmed that all obstructions are being removed by least disruptive methods, and the utilities disconnected/capped off by relevant utility companies.</p>	

	<p>A resident raised a query about what has been found in the ground.</p> <p>BC confirmed that there had been existing depot/maintenance buildings on-site, and obstructions remaining from their demolition included concrete tanks, foundations, and brick foundations.</p> <p>BC activity in the next few weeks: they will continue with the groundworks, involve statutory authorities in disconnection/capping off services, and carry on with the reduced level digs once the services and obstacles are out of the way. Once this is complete, the retaining walls will be installed. The party wall surveyor will keep in contact with affected adjoining owners regarding party wall related matters.</p>	
1.3	Residents query - why the archaeologist did not find part of the building in the ground?	
	<p>BC's response was that it is located on the far-right corner of the car park outside of the area where the below ground obstructions were located.</p> <p>LBR confirmed that the archaeologists focus on areas of 'soft' ground/least disrupted ground and avoid the footprint of where structures had previously been located.</p>	
1.4	Resident query – Council ownership of the land.	
	LBR stated that this question is not related to Beard's construction activities and consider it to be outside the scope of this meeting.	
1.5	Resident query - vibration monitoring and how the information is fed through.	
	BC confirmed that information from the monitoring company is passed on to the party wall surveyor. Affected neighbours are to report concerns through their PW Surveyor or the Council-appointed surveyor. Currently there have been no excessive vibration levels recorded on the monitoring system to cause concern.	
1.6	Resident query - contact with the party wall surveyor.	
	BC confirmed party wall surveyor has been in contact with BC regarding report made by resident and PW Surveyor will liaise with the resident directly. BC confirmed they are working in a 3m exclusion zone away from the boundary/garden fence walls.	

1.7	Resident concern about construction noise at 8am.	
	BC has noted this and will stress to the site team that noisy work is to take place only within prescribed hours.	
1.8	Resident query - fuel / sewerage smell.	
	BC suggested that this could be some of the contaminated material that is being dug up and taken away from the site. BC confirmed that the smell is inevitable but is working hard to ensure the contamination is removed from the site as quickly as possible.	
1.9	Resident query – level of contaminated waste identified and removed from site.	
	<p>BC confirmed they have taken two loads of contaminated material away from the site so far. A resident raised concerns that the geotechnical report mentioned there is a lot of contaminated soil on site. BC confirmed that they have conducted lab testing and boreholes across the site to identify the extent of the contaminated soil.</p> <p>BC confirmed that testing has been completed and they are ensuring the contaminated soil is safely removed and sent to licensed facilities.</p>	
1.10	A resident concern - garden fence and planting has been damaged.	
	<p>An Elleray Road property owner reported that her garden fence and planting was damaged on the third day of construction. There is now a breach in her fence, causing her anxiety about her security. The garden was designed to provide aesthetics and security. She reported the damage to the party surveyor, who passed this on to the building contractor. An image was taken of the fence from the outside, revealing the extent of the damage: the ivy and its roots upwards have been affected, and the green wall has been destroyed, compromising her security. Even though a solution was proposed by the contractor to replace the trellis, the resident was asked to remove the remaining ivy.</p> <p>BC apologised for the damaged trellis, and the likely cause of damage is that it may have been intertwined with the ivy. BC confirmed they will replace the trellis, and that technically anything that comes over from the boundary fence to the site can be removed to progress with construction works.</p> <p>The resident considers that this is unfair, not just because of the aesthetics, but also due to security challenges. She believes the contractors should be more careful with</p>	

	<p>the roots and the rest of the garden, as the damaged roots of the ivy will weather over time.</p> <p>The resident that she will be losing the green wall, which provided security as the ivy discouraged intruders from climbing over.</p> <p>BC confirmed they will get the party wall surveyor to investigate and feed this back to the contractor to find a resolution forward.</p>	
1.11	Contractor notification to neighbours about intended activity that may affect plants etc on boundary walls	
	<p>A resident suggested that next time the contractor should out of courtesy contact neighbours prior to trimming/removing plants that may be overhanging onto the construction site.</p> <p>BC suggested that in this instance the ivy may have been caught of a piece of equipment and again sincerely apologised.</p> <p>BC confirmed that, as a temporary measure, there is Heras fencing on the other side at a height of 1.2 meters. BC has taken the comments on board.</p>	
1.12	Resident query – proposed height of the wall.	
	<p>A resident queried the proposed height of the wall, and the relation to the planning decision now that the walls are proposed to be shorter than they currently are and whether another survey will be undertaken on light and overlooking.</p> <p>LBR responded that another rights of light and overlooking studies are not relevant now. Studies were previously carried out to assess the building and site and its impact on adjacent buildings.</p> <p>The resident raised concerns about the visible light exposure due to the reduction in the height of the wall, and the noise impact from proximity to both indoor and outdoor activities due to the proposal to replace the wall with a shorter wooden fence.</p> <p>LBR confirmed that when the site was originally looked at, the intention was to retain the height of the original fence. As part of the design development structural engineers have looked at this and confirmed that the boundary walls are not structurally sound. The party wall surveyor is working with the team to identify a solution that would deter intruders and minimise the concerns about security.</p>	

	<p>The resident believes there has been a reduction in fence height by 1.1m. This may cause an issue with noise, light and overlooking.</p> <p>LBR stated that there are planning conditions relating to activities that may generate noise and insulation measures, hours of use of the facility etc.</p> <p>The resident questioned what these are.</p> <p>LBR reiterated that planning conditions cover this and could not provide an immediate response without referring to the conditions.</p>	
1.13	Resident query - boundary wall.	
	<p>A resident raised that the structural engineer's report suggested certain walls are unsafe. The resident is surprised that the council would have areas of public access where walls are unsafe.</p> <p>LBR confirmed that this is not technically true. The Council could serve an enforcement notice and require a resident to take action to rectify a 'dangerous structure'. In this case, the Council is willing to consider replacing the boundary walls/fences.</p> <p>Another resident stated that this is not specified in the structural engineer's report because the walls sit on the boundary on the council side. The resident raised that there is a risk mentioned in the structural engineer's report that the wall may be falling.</p> <p>LBR confirmed that it is possible the exact ownership of a boundary wall line is unclear. This issue will be raised and investigated with the party wall surveyor.</p>	
1.14	Resident query – reduction in boundary wall/garden fence height.	
	<p>LBR explained that some affected residents have stated a preference not to have a boundary wall, this will be addressed to arrive at a mutually acceptable solution for all parties.</p> <p>The resident would like to understand what the cost implications for the wall may be.</p> <p>The resident stated they will raise their concern with the party wall surveyor.</p>	

1.15	Resident query - potential collapse boundary wall.	
	<p>LBR confirmed the boundary wall will be removed immediately, although it is scheduled to be removed/replaced at the appropriate time. Ownership will be confirmed, and actions will be in accordance with the party wall surveyor's recommendations.</p> <p>A resident queried that if the wall will be to be reduced by 1m, they want to make sure that BC are not excavating close to the wall.</p> <p>The resident showed an image of a cabin on site. BC will take this on board.</p>	
1.16	Resident query – content/recommendation of the structural engineer's report	
	<p>A resident read out a paragraph of the structural engineer's report and believes there is an immediate danger, advising the Council to act.</p> <p>BC stated that the situation is under review, and they can only carry out the required work once the relevant agreements are in place with adjoining owners.</p>	
1.17	Resident query – Geotechnical report	
	<p>A resident asked whether new soil will be added to this area. BC confirmed there will be two levels: the main finished level and the landscaping levels. If necessary, they may add some soil to build it up levels where necessary.</p>	
1.18	Resident query – noise/vibration monitoring reporting	
	<p>A resident expressed concern about the noise and vibration monitoring and requested that the data be published.</p> <p>BC confirmed that the monitoring picks up the vibration levels and this information is passed on to the party wall surveyor.</p>	
2.9	Actions	
	<ol style="list-style-type: none"> 1. Boundary wall surveyor to assess and make recommendations on relevant issues reported. 2. BC to contact the party wall surveyor for assessment and recommendations on damaged trellis and ivy on garden boundary wall of Elleray Road property. 	



3.0	Next Meeting	
	Wednesday 27 th July 2024; 6:30pm start Venue: Teddington Baptist Church	