

**Annual Working Party Review – Minutes of Beech Gardens  
Project Board – December 2014 – July 2014**

**Beech Gardens Project Board minutes**

<b>MEETING</b>	<b>Residents Meeting Room</b>	<b>DATE</b>	<b>04/12/13 at 4pm</b>
<b>PRESENT</b>	Karen Tarbox (KT) – Head of Property Services Christopher Bate (CB) – Project Manager Howard Hillier-Daines (HHD) – City Surveyors Nicola Newton (NN) - City Surveyors Michael Bennett (MB) – Barbican Estate Manager Mike Saunders (MS) – Property Services Rebecca Marshall (RM) – House Officer Stewart Catterall (SC) – Project Manager VolkerLaser Janet Wells (JW) – John Trundle Court David Murray (DM) – Bunyan Court John Taysum (JT) – Bryer Court Robert Barker (RB) – Lauderdale Tower Garth Leder (GL) – Defoe House		
<b>Apologies</b>	Eddie Stevens (ES) – Housing Services Director Randall Anderson (RA) – Chair Landscaping Working Party Dave Williams – Director VolkerLaser		
<b>Item no.</b>	<b>SUBJECT/DISCUSSION</b>		<b>Action/Date</b>
<b>1 - Introduction / terms of reference</b>			
	KT opened the meeting and explained the roles within the Project Board. Future meetings will be chaired by ES.  Suggestions from the group for the remit of the residents on the Project Board: <ul style="list-style-type: none"> <li>• Check timelines and forward planning</li> <li>• Look at communication from the COL and consider whether the information included has the same points of interest for the COL and residents alike</li> <li>• Review points of access/egress during phasing of the project</li> <li>• Challenge why officers have chosen to carry out something a certain way</li> <li>• “Corridor Communication” day to day conversations with residents. Also residents have access to send out information via the individual communication methods an individual block may have</li> </ul>		
<b>2 – Progress Update</b>			

	<p>Work has commenced on a trial area above Beech Street tunnel and work to a further trial area will start on 9 December at the south end of White Lion Court.</p> <p>The rubble from the trial area being stored in Bryer pond will be moved when the skip location at Fann Street has been finalised.</p> <p>Resident's consultation on hours of noisy work (9-5 or 10-4) to be circulated via the email broadcast to residents in the 5 affected blocks by 13 December.</p>	<b>RM</b>
<b>3 – Communication Plan</b>		
	<p>The draft communication plan was reviewed during the meeting and has been re-drafted and a copy is included with these minutes.</p>	<b>MB</b>
<b>4 – Soft landscaping – update</b>		
	<p>The 2 landscaping proposals to be sent to the Landscaping Working Party before the 16 December meeting. N.B (This information is not for a wider audience).</p> <p>Benches are not part of this project and the original benches will be reinstated where usable following minor repairs. Additional or new benches would require additional funding.</p>	<b>CB</b>
<b>5 – AOB</b>		
	<p>Provide a brief synopsis of the project to be sent out estate wide on the email broadcast.</p> <p>Review impact of skip location on Golden Lane residents and investigate whether a hoarding license required for the proposed skip location.</p> <p>Risk Workshop Meeting to be discussed at the next meeting in January.</p> <p>Noisy equipment - can consideration be given to using electric equipment rather than generators and also what the differing types of grinding equipment there are that could be used.</p> <p>Access/egress to the blocks and across the wider podium to be reviewed when further phasing and information is received from VolkerLaser.</p>	<b>ES</b>          <b>CB</b>          <b>All</b>          <b>SC</b>
<b>6 – Date of next meeting/s</b>		

	1 <sup>st</sup> Wednesday of every month 4.00pm Residents Meeting Room next meeting 8 January 2014.	
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**Beech Gardens Project Board minutes**

<b>MEETING</b>	<b>Residents Meeting Room</b>	<b>DATE</b>	<b>08/01/14 at 4pm</b>
<b>PRESENT</b>	Karen Tarbox (KT) – Head of Property Services Christopher Bate (CB) – Project Manager Howard Hillier-Daines (HHD) – City Surveyors Michael Bennett (MB) – Barbican Estate Manager Rebecca Marshall (RM) – House Officer Stewart Catterall (SC) – Quantity Surveyor VolkerLaser Bob Morrison (BM) – Commercial Manager VolkerLaser Randall Anderson (RA) – Chair Landscaping Working Party Janet Wells (JW) – John Trundle Court John Taysum (JT) – Bryer Court Robert Barker (RB) – Lauderdale Tower Garth Leder (GL) – Defoe House		
<b>Apologies</b>	Mike Saunders (MS) – Property Services David Murray (DM) – Bunyan Court Dave Williams – Director VolkerLaser		

Item no.	SUBJECT/DISCUSSION	Action/Date
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**1 - Introduction / terms of reference**

	<p>KT opened the meeting and explained that she would be chairing future meetings.</p> <p>Suggestions from the group for the remit of the residents on the Project Board:</p> <ul style="list-style-type: none"> <li>• Check timelines and forward planning</li> <li>• Look at communication from the COL and consider whether the information included has the same points of interest for the COL and residents alike</li> <li>• Review points of access/egress during phasing of the project</li> <li>• Challenge why officers have chosen to carry out something a certain way</li> <li>• “Corridor Communication” day to day conversations with residents. Also residents have access to send out information via the individual communication methods an individual block may have</li> </ul>	
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**2 – Progress Update**

	<p>Trials have progressed on White Lyon Court and Beech Gardens however these are dependent upon a period of dry weather for waterproofing to take place.</p> <p>Discussion on the extent of the noisy work prior to Christmas – SC confirmed that the noise during that period is representative of noise levels for the remainder of the contract.</p> <p>Contractors to follow a set lunch break time so that residents may plan their day around this period.</p> <p>CB circulated a revised map of Beech gardens – to be updated to include Bunyan yard. When larger areas of the podium are to be opened up for works these should be detailed on a sectioned map.</p>	<b>CB</b>
<b>3 – Communication Plan</b>		
	<p>Resident request – clear information to be provided on what is happening with Bryer pond and to identify what the knock on effect of works in one area may have upon another area.</p> <p>Working Hours consultation – there were 98 responses to the consultation 60/40 in favour of noisy working hours of 9-5 which will become the noisy work hours for the project.</p> <p>Use of the phrase “contact centre” could be confused with the Guildhall contact centre – to be clarified.</p> <p>Second update bulletin sent out 10/01/14</p>	<b>KT</b>
<b>4 – Soft landscaping – update</b>		
	<p>Landscaping Working Party met on 14/01/14 and a further meeting is being planned for February.</p>	
<b>5 – AOB</b>		
	<p>Review impact of skip location on Golden Lane residents and investigate whether a hoarding license required for the proposed skip location.</p> <p>Noisy equipment - can consideration be given to using electric equipment rather than generators and also what the differing types of grinding equipment there are that could be used.</p> <p>Access/egress to the blocks and across the wider podium to be reviewed when further phasing and information is received from VolkerLaser.</p>	<p style="text-align: center;"><b>CB</b></p> <p style="text-align: center;"><b>SC</b></p> <p style="text-align: center;"><b>RM</b></p>

	<p>Scaffolding at Bunyan Court – could this affect the location of the scaffold and rubbish shoot to Bunyan yard?</p> <p>A podium drain at the corner of Beech gardens towards Defoe House is often blocked. A full survey of drains has been carried out and blocked drains in this area are tackled on a responsive basis.</p> <p>Insurance backed guarantee – current/future – CB to clarify details.</p> <p>Key points from the Project Board meeting to be transferred to the evening residents Q&amp;A session.</p>	<p><b>CB</b></p> <p><b>CB</b></p>
<b>6 – Date of next meeting/s</b>		
	<p>Project Board meetings take place 1<sup>st</sup> Wednesday of every month 4.00pm Residents Meeting Room - next meeting 5 February.</p> <p>Residents open Q&amp;A meetings to follow the Project Board meeting at 7pm on the same date.</p>	

### **Beech Gardens Project Board minutes**

<b>MEETING</b>	<b>Residents Meeting Room</b>	<b>DATE</b>	<b>05/02/14 at 4pm</b>
<b>PRESENT</b>	Karen Tarbox (KT) – Head of Property Services Christopher Bate (CB) – Project Manager Howard Hillier-Daines (HHD) – City Surveyors Nicola Newton (NN) - City Surveyors Michael Bennett (MB) – Barbican Estate Manager Mike Saunders (MS) – Property Services Rebecca Marshall (RM) – House Officer Stewart Catterall (SC) – Quantity Surveyor VolkerLaser Randall Anderson (RA) – Chair Landscaping Working Party Janet Wells (JW) – John Trundle Court John Taysum (JT) – Bryer Court Robert Barker (RB) – Lauderdale Tower Garth Leder (GL) – Defoe House		
<b>Apologies</b>	David Murray (DM) – Bunyan Court Dave Williams (DW) – Director VolkerLaser Bob Morrison (BM) – Commercial Manager VolkerLaser		
<b>Item no.</b>	<b>SUBJECT/DISCUSSION</b>		<b>Action/Date</b>
<b>1 – Previous Minutes and Terms of Reference</b>			
	Remit of the residents on the Project Board: <ul style="list-style-type: none"> <li>• Check timelines and forward planning</li> <li>• Look at communication from the COL and consider</li> </ul>		

	<p>whether the information included has the same points of interest for the COL and residents alike</p> <ul style="list-style-type: none"> <li>• Review points of access/egress during phasing of the project</li> <li>• Challenge why officers have chosen to carry out something a certain way</li> <li>• “Corridor Communication” day to day conversations with residents. Also residents have access to send out information via the individual communication methods an individual block may have</li> </ul> <p><b>Previous minutes</b></p> <p>Insurance backed guarantee – current/future – CB to clarify details. Meeting on insurance scheduled for next week.</p> <p>Curtilage of YMCA and use of Bunyan Yard – KT to follow up with City Surveyors Dept.</p>	<p><b>CB</b></p> <p><b>KT</b></p>
<b>2 – Progress Update</b>		
	<p>Revised map of Beech gardens was circulated with phasing details included – CB working with the City Surveyors, map to be updated to include:</p> <p>Bunyan yard location  Colour coded phases numbered 1-6  Map to be marked subject to change, dated and version A  Expansion joints to be made clearer  Words “street level” removed.</p> <p>Previously circulated gantt chart has been modified and the programme changed to accommodate timings for the GSMD summer closure.</p> <p>VolkerLaser to highlight on the gantt chart details of when the noisiest periods of work within a particular period or phase will occur.</p> <p>Scaffolding at Bunyan Court is preventing VolkerLaser from constructing their hoist and rubbish shoot into Bunyan Yard. To liaise with the building surveyor Steven Murray about when it will be moved and future location. As of 06/02/14 work from the scaffolding is complete to be checked by building surveyor prior to the scaffolding being dismantled.</p>	<p><b>CB</b></p> <p><b>SC</b></p> <p><b>CB</b></p>

<b>3 - Programme of works</b>		
	Phase 2 of the works to commence on 18/02/14 which is the area adjacent to Bryer Court and the pond. Information required from CB to include in the Project Bulletin to advise residents.	
<b>4 – Communication Update</b>		
	No complaints received from residents this period.	
	Access/egress to the blocks and across the wider podium to be reviewed with RM, CB and VolkerLaser. RM to then set up meetings with affected blocks starting with Bryer Court and Lauderdale Tower.	<b>RM</b>
	Gantt chart and map with phasing to be sent to residents when finalised.	<b>CB</b>
	Key points from the Project Board meeting to be transferred to the evening residents Q&A session.	<b>MB</b>
	AGMs – officers are available to attend to provide an update on Beech Gardens waterproofing project if this is required.	
	Wording on bulletins to be reviewed as terms such as triflex etc. may not be clear to all residents.	<b>RM</b>
<b>5 – Soft landscaping – update</b>		
	Landscape Architect J & L Gibbons has been retained by the City. Meeting proposed for next week hasn't given residents enough notice – Johanna to be asked to give proper notice of future meetings.	
	Consultation with various approaches for the soft landscaping to be sent to residents by the end of March 2014.	
	LA will be drawing on the management guidelines and she is working with Avanti and Open Spaces on these guidelines although this is a separate process to the landscaping working party.	
<b>6 – Risk Management</b>		
	Fire specialist has been engaged to look at access with regards to commercial and residential properties and this information will be used to update the Risk Assessments.	<b>CB</b>
<b>7 – AOB</b>		

	<p>Environmental Health have been onto site and carried out spot checks on noise levels will continue to do so during the project. CB met with EH Officer to review the impact of the project overall in terms of noise and fumes upon both residential and the commercial properties.</p> <p>Noisy equipment – a generator which was operating at a very loud level is no longer being used following advice from the EHO.</p> <p>Closure of the Aldersgate Street Bridge to be narrowed down; possibly consider having the closure in August when the Barbican Centre is closed for a month.</p> <p>Confirm Barbican Centre summer closure dates.</p> <p>Where work is going to be carried out close to or over an expansion joint then this information should be shared and included on the plan of works to be sent out via email broadcast.</p> <p>The agreement is to put the bridge over Bryer pond back as it was originally. However, there are some cleaning, Health and Safety, Height issues and this is an opportunity to resolve these. An agreed design is being reviewed which may require Listed Building Consent – the timescales for this are expected to be presented to the next PB meeting in March.</p> <p>The edge of Bryer Court pond where work has previously been carried out is permanent work and not to be redone.</p> <p>Reminder to contractors of being on site prior to 9am that sounds travels between the loading bay etc. even when they are not carrying out work.</p>	<p><b>CB</b></p> <p><b>RM</b></p> <p><b>CB</b></p> <p><b>CB</b></p> <p><b>SC</b></p>
<b>8 – Date of next meeting/s</b>		
	<p>Project Board meetings take place 1<sup>st</sup> Wednesday of every month 4.00pm Residents Meeting Room - next meeting 5 March.</p> <p>Residents open Q&amp;A meetings to follow the Project Board meeting at 7pm on the same date.</p>	



## Beech Gardens Project Board minutes

MEETING	Residents Meeting Room	DATE	05/03/14 at 4pm
<b>PRESENT</b>	Karen Tarbox (KT) – Head of Property Services Christopher Bate (CB) – Project Manager Howard Hillier-Daines (HHD) – City Surveyors Rebecca Marshall (RM) – House Officer Stewart Catterall (SC) – Site Manager VolkerLaser Dave Williams (DW) – Director VolkerLaser Randall Anderson (RA) – Chair Landscaping Working Party Janet Wells (JW) – John Trundle Court John Taysum (JT) – Bryer Court Garth Leder (GL) – Defoe House		
<b>Apologies</b>	Michael Bennett (MB) – Barbican Estate Manager Nicola Newton (NN) - City Surveyors		
Item no.	SUBJECT/DISCUSSION	Action/Date	
<b>1 –Terms of Reference</b>			
	Remit of the residents on the Project Board: <ul style="list-style-type: none"> <li>• Check timelines and forward planning</li> <li>• Look at communication from the COL and consider whether the information included has the same points of interest for the COL and residents alike</li> <li>• Review points of access/egress during phasing of the project</li> <li>• Challenge why officers have chosen to carry out something a certain way</li> <li>• “Corridor Communication” day to day conversations with residents. Also residents have access to send out information via the individual communication methods an individual block may have</li> </ul>		
<b>2 – Progress Update</b>			
	VolkerLaser to highlight on the gantt chart details of when the noisiest periods of work within a particular period or phase will occur.  The agreement is to put the bridge over Bryer pond back as it was originally. However, there are some cleaning, Health and Safety, Height issues and this is an opportunity to resolve these. An agreed design is being reviewed which may require Listed Building Consent. Architect has been appointed to firm up a design for a replica bridge which hopefully won't require a full planning application.	<b>CB</b>	

	<p>To be presented at the next board meeting pictures of how the bridge used to look and the present designs and proposals including the alternative effect as described for the stepping stones.</p> <p>(Anti) Skateboarding feature has been mocked up on Beech Gardens (picture circulated) and is a double thickness tile used as edging on the side of the bed.</p>	<b>CB</b>
<b>3 - Programme of works</b>		
	<p>Curtilage of the YMCA is to the edge of the fire staircase in the yard, there is also right of way and a fire escape from the GSMD and Virgin Active which must remain clear. There is the possibility of overlap with the YMCA works and KT to meet with Redrow and the City Surveyors to look operationally at the impact of this.</p> <p>Aldersgate Street Bridge due to be closed for 12 weeks – proper hoarding to be installed at either side of the bridge and additional signage to be displayed for alternative routes.</p> <p>Working as best can around the showers – medium term forecast is for improved weather.</p> <p>Proposal for Saturday works was tabled and will be revisited at the next project board meeting. Review process, what does noisy work include, resident consultation etc. Potential risk with soft landscaping if the time scales continue to slip due to poor weather.</p>	<p><b>KT</b></p> <p><b>CB</b></p>
<b>4 – Communication Update</b>		
	<p>Comments/Complaints form reviewed this period – 4 have been received. Revised list to be circulated at future meetings.</p> <p>Access/egress to the blocks and across the wider podium to be reviewed with RM, CB and VolkerLaser. RM has met with Bryer Court and Lauderdale Tower. JTC and Bunyan to follow.</p> <p>Gantt chart with phasing to be sent to residents when finalised.</p>	<p><b>RM</b></p> <p><b>RM</b></p> <p><b>CB</b></p>
<b>5 – Soft landscaping – update</b>		
	<p>Landscape Architect J &amp; L Gibbons has been retained by the City.</p> <p>Consultation with various approaches for the soft landscaping and planting ideas to be considered by the working party at the next meeting.</p>	

	Landscape Architect to be advised re Redrow and the use of Bunyan yard for storage as there could be some work around needed.	
<b>6 – Risk Management</b>		
	Fire specialist has been engaged to look at access with regards to commercial and residential properties and this information will be used to update the Risk Assessments.	<b>CB</b>
	Fire specialist to review the proposed fire escape routes from the residential blocks when work is ongoing directly by an entrance/exit door (distance of travel etc.).	<b>CB</b>
	Where a “step” into or out from a block is created by tiling being removed, boarding or a ramp are to be put in place.	<b>SC</b>
<b>7 – AOB</b>		
	AGMs – officers are available to attend to provide an update on Beech Gardens waterproofing project if this is required.	
	GSMD do use their rehearsal space on a Saturday for early morning sessions may need to consider if Saturday working is done.	
	Machinery/generators are not left running and unattended however a reminder has been given to staff.	
	Damping down of dust – wet blast is being used there have been some comments from residents about increased levels of dust in the area.	
<b>8 – Date of next meeting/s</b>		
	Project Board meetings take place 1 <sup>st</sup> Wednesday of every month at 4.00pm Residents Meeting Room - next meeting 2 April.	
	The Residents open Q&A meetings where applicable follow the Project Board meeting at 7pm on the same date. The BEO reviewed these residents meetings and as no residents attended the March meeting and only 4 attended the one prior to that. These open Residents meetings will be quarterly with the next being at 7pm on 11 June.	

## Beech Gardens Project Board minutes

MEETING	Residents Meeting Room	DATE	02/04/14 at 4pm
<b>PRESENT</b>	Karen Tarbox (KT) – Head of Property Services Michael Bennett (MB) – Barbican Estate Manager Mike Saunders (MS) – Property Services Rebecca Marshall (RM) – House Officer Stewart Catterall (SC) – Site Manager VolkerLaser Dave Williams (DW) – Director VolkerLaser Randall Anderson (RA) – Chair Landscaping Working Party John Taysum (JT) – Bryer Court Garth Leder (GL) – Defoe House		
<b>Apologies</b>	Christopher Bate (CB) – Project Manager Janet Wells (JW) – John Trundle Court		
Item no.	SUBJECT/DISCUSSION	Action/Date	
<b>1 –Terms of Reference</b>			
	Remit of the residents on the Project Board: <ul style="list-style-type: none"> <li>• Check timelines and forward planning</li> <li>• Look at communication from the COL and consider whether the information included has the same points of interest for the COL and residents alike</li> <li>• Review points of access/egress during phasing of the project</li> <li>• Challenge why officers have chosen to carry out something a certain way</li> <li>• “Corridor Communication” day to day conversations with residents. Also residents have access to send out information via the individual communication methods an individual block may have</li> </ul>		
<b>2 – Progress Update</b>			
	The agreement is to put the bridge over Bryer pond back as it was originally. However, there are some cleaning, Health and Safety, Height issues and this is an opportunity to resolve these. Architect has come up with a design for a replica bridge which hopefully won't require a full planning application.	<b>CB</b>	
	CB to set up a meeting with JT and GL to explain the plans/design for the bridge over the pond.	<b>CB</b>	
	Renewal of the rain water outlets had been stalled due to difficulties which have now been overcome. Tiling had been delayed as the specified mortar leaves a stain on the tiles; this is being resolved by cleaning of the tiles after the mortar is applied.		

<b>3 - Programme of works</b>		
	<p>Curtilage of the YMCA is to the edge of the fire staircase in the yard, there is also right of way and a fire escape from the GSMD and Virgin Active which must remain clear. There is the possibility of overlap with the YMCA works and KT to meet with Redrow and the City Surveyors post April to look operationally at the impact of this (timings are dependent upon the planning application).</p> <p>Aldersgate Street Bridge - Potentially it may be possible to keep the bridge partially open during the works - to be confirmed at a meeting with City Surveyors later this month.</p> <p>Saturday working is currently not required but it may need to be revisited at a future project board meeting if it becomes necessary.</p>	<p><b>KT</b></p> <p><b>CB</b></p>
<b>4 – Communication Update</b>		
	<p>Comments/Complaints form reviewed this period – 1 complaint received from a Bunyan Court resident regarding contractor noise from Bunyan Yard. DW and SC from VL both contacted the resident.</p> <p>Look at wording used on the weekly bulletin to confirm coloured patches or zones where the contractors are working.</p> <p>Access/egress to the blocks and across the wider podium to be reviewed RM has arranged a meeting regarding JTC.</p>	<p><b>RM</b></p>
<b>5 – Soft landscaping – update</b>		
	<p>Landscape Architect J &amp; L Gibbons has been retained by the City.</p> <p>Two meetings have taken place with the architect and two schemes drawn up, some concern over the colour and seasonality of these. Intention is to consult with residents in May/June on a choice of schemes.</p> <p>Plans of planting should acknowledge what plants were previously there.</p>	
<b>6 – Risk Management</b>		
	<p>The Fire specialist has reviewed the proposed fire escape routes from the residential blocks when work is ongoing directly by an entrance/exit door (distance of travel etc.). This information will be used to update the Risk Assessments.</p> <p>Bunyan Yard – a risk assessment has been conducted to</p>	

	<p>consider what services are currently provided and suggest temporary solutions for the use of the yard which is very busy and short of space due to this project. Actions will be implemented to as a result of this assessment to temporarily relocate some of the store facilities and services currently provided in the open yard.</p> <p>Estate Concierge role (CPA) role to be reviewed and explained following the risk assessment.</p>	<b>MB/RM</b>
<b>7 – AOB</b>		
	<p>Proposal for future meetings to start at 5.00pm – Janet and Robert to confirm that this is agreeable.</p> <p>Positive feedback has been received from residents on the professionalism of the VL team.</p> <p>Insurance backed guarantee – the insurers have pulled out of the market. VL and Col are looking at alternative insurers and avenues however it may not be possible to source another 25 year guarantee. Separate to this the materials and works are covered by their own guarantees.</p> <p>It is planned that the pond is waterproofed within the green phase of works which runs up to June 2014. 1) Ongoing works in the local area mean that it is not possible to waterproof the pond sooner as damage could be caused to the lining. 2) Agreement still needs to be reached with planning on the detailing of the pillars within the pond.</p> <p>CB to confirm the details including the finish and colour of the edges of the pillars and whether this will be above or below the water level?</p> <p>Specific update on the pond to be provided for the next meeting.</p>	<p><b>CB</b></p> <p><b>CB</b></p>
<b>8 – Date of next meeting/s</b>		
	<p>Project Board meetings take place 1<sup>st</sup> Wednesday of every month at 5.00pm Residents Meeting Room - next meeting 7 May.</p> <p>The Residents open Q&amp;A meetings where applicable follow the Project Board meeting at 7pm on the same date. The BEO reviewed these residents meetings and as no residents attended the March meeting and only 4 attended the one prior to that. These open Residents meetings will be quarterly with the next being at 7pm on 11 June.</p>	

## Beech Gardens Project Board minutes

MEETING	Residents Meeting Room	DATE	07/0514 at 5pm
<b>PRESENT</b>	Karen Tarbox (KT) – Head of Property Services Christopher Bate (CB) – Project Manager Michael Bennett (MB) – Barbican Estate Manager Helen Davinson (HD)– Resident Services Manager Stewart Catterall (SC) – Site Manager VolkerLaser Randall Anderson (RA) – Chair Landscaping Working Party John Taysum (JT) – Bryer Court Garth Leder (GL) – Defoe House Janet Wells (JW) – John Trundle Court David Murray (DM) – Bunyan Robert Barker (RB) – Lauderdale		
<b>Apologies</b>			
Item no.	SUBJECT/DISCUSSION	Action/Date	
<b>1 –Terms of Reference</b>			
	Remit of the residents on the Project Board: <ul style="list-style-type: none"> <li>• Check timelines and forward planning</li> <li>• Look at communication from the COL and consider whether the information included has the same points of interest for the COL and residents alike</li> <li>• Review points of access/egress during phasing of the project</li> <li>• Challenge why officers have chosen to carry out something a certain way</li> <li>• “Corridor Communication” day to day conversations with residents. Also residents have access to send out information via the individual communication methods an individual block may have</li> </ul>		
<b>2 – Progress Update</b>			
	CB has met with JT and GL. The new drawings reflect those discussions. The edges will be bullnosed (as previous) Regarding the plinths upon which the bridge sits, will these be the same colour as the pond? Currently no, as we are not waterproofing them. To review this decision.	<b>CB</b>	
	Pillars in pond. Previously were not waterproofed. To waterproof 150ml above waterline. CB proposed <u>all</u> pillars and pond lining in “traffic grey” to match weathered lead already present. The base of all pillars will be in this colour.	<b>CB</b>	

	<ul style="list-style-type: none"> <li>• Will the height of the waterproofing on the pond pillars match the height of the pillars outside the pond?</li> <li>• Why that colour?</li> </ul> <p>CB to produce table of colours with reasons as to why picked and why discounted (weathered grey, current concrete colour, white)</p> <p>Drainage channel sample provided to group. Use of drainage channel (from the edge of beds to drains) agreed in principal by Planning. Size and finish still to be agreed. CB to report back at next meeting on size and finish. To also report back on locations this will be used.</p>	<b>CB</b>
<b>3 - Programme of works</b>		
	<p>Bunyan Yard. Potential conflict between Volkerlaser and Redrow. Redrow unlikely to go before Planning Committee until September 2014. However KT will organise meeting between the 2 parties to iron out any potential issues.</p> <p>Aldersgate Bridge CB has met with City Engineers. All keen to avoid a full road closure. All happy that the works abutting the bridge can be done in 2 halves.</p>	<b>KT</b>
<b>4 – Communication Update</b>		
	<p>Comments/Complaints form reviewed this period – 1 complaint received from a Bunyan Court resident regarding contractors banging buckets. SC has spoken with contractors.</p> <p>Look at wording used on the weekly bulletin to confirm coloured patches or zones where the contractors are working. To look at simplifying amount of text as there is so much work going on now – reference to access routes &amp; opening up of any areas is priority in future bulletins. To include maps more frequently with updates.</p>	<b>RM</b>
<b>5 – Soft landscaping – update</b>		
	<p>Open Spaces have concerns regarding current landscape architects designs. A.N.Other has been asked to provide a further scheme. Open Spaces much more comfortable. This will be presented to Landscaping Group shortly for their comment. Does this scheme require irrigation? Will be covered in their brief to WP.</p>	
<b>6 – Risk Management</b>		
	<p>Bunyan Yard. Area reviewed and Fire Risk Assessment carried out. Some actions including moving bulky items, and refuse bins</p>	



	inside the car park. Car washbay now suspended (space being used for bins) Resident deliveries (such as Ocado) not affected. A letter will be to go out imminently to all affected residents. This will reiterate that this is temporary (albeit long term)	<b>MB/RM</b>
<b>7 – AOB</b>		
	Positive feedback has been received from residents on the professionalism of the VL team.	
<b>8 – Date of next meeting/s</b>		
	<b>Please note - Next meeting changed to 11.06.14 at 5pm. Open residents meeting will follow on at 7.00pm.</b>	ALL

### **Beech Gardens Project Board minutes**

<b>MEETING</b>	<b>Residents Meeting Room</b>	<b>DATE</b>	<b>11/06/14 at 5pm</b>
<b>PRESENT</b>	Michael Bennett (MB) – Barbican Estate Manager Sheila Delaney (SD) - House Officer Stewart Catterall (SC) – Site Manager VolkerLaser (VL) Dave Williams (DW) Director VolkerLaser Randall Anderson (RA) – Chair Landscaping Working Party John Taysum (JT) – Bryer Court Garth Leder (GL) – Defoe House Janet Wells (JW) – John Trundle Court David Murray (DM) – Bunyan		
<b>Apologies</b>	Karen Tarbox (KT) – Head of Property Services Christopher Bate (CB) – Project Manager Robert Barker (RB) – Lauderdale		
<b>Item no.</b>	<b>SUBJECT/DISCUSSION</b>		<b>Action/Date</b>
<b>1 –Terms of Reference</b>			

	<p>Remit of the residents on the Project Board:</p> <ul style="list-style-type: none"> <li>• Check timelines and forward planning</li> <li>• Look at communication from the COL and consider whether the information included has the same points of interest for the COL and residents alike</li> <li>• Review points of access/egress during phasing of the project</li> <li>• Challenge why officers have chosen to carry out something a certain way</li> <li>• “Corridor Communication” day to day conversations with residents. Also residents have access to send out information via the individual communication methods an individual block may have</li> </ul>	
<b>2 – Progress Update</b>		
	<p>The pond edges will be bull-nosed (as previous). All parties now satisfied that no new Planning Application is required. Regarding the plinths upon which the bridge sits. Planning have advised that to keep this area grey and use Triflex as this will be a like for like replacement. <b>This has now been agreed.</b></p> <p>CB proposed <u>all</u> pillars and pond lining in “traffic grey” to match weathered lead already present. The base of all pillars will be in this colour. <b>This proposal has now been agreed.</b></p> <p>CB advised that proposal for drainage channels are that they would be ‘hidden’ and tiled over, i.e. slot drains. This means the drains can still be maintained and cleaned SC provided some diagrams of the details of the proposed drainage. These slot drains can be easily cleaned and maintained and only have the top edge visible.</p> <ul style="list-style-type: none"> <li>• SC advised the use of the slot drains will be dependent on the depth. SC to confirm.</li> <li>• RA offered to update RB on this matter subject to any caveats confirmed by VL.</li> </ul> <p>Lay of the tiles near expansion joint. Are VL using the same specification for BG as the other tiling which is ongoing on the estate?</p> <ul style="list-style-type: none"> <li>• HD to check with the Department of the Built Environment and update PB.</li> </ul> <p>Work around JTC stopped due to method of application (hot works) setting off fire alarms in commercial premises.</p> <ul style="list-style-type: none"> <li>• VL to agree a cold method of application asap. VL to meet manufacturer on 12.6 to agree a new method.</li> <li>• COL to set up a meeting with VA to discuss compromises</li> </ul> <p>SC - asbestos in smoke vents in this area and VL await an update from asbestos contractor about feasible solution for removal.</p>	<p style="text-align: center;"><b>SC</b></p> <p style="text-align: center;"><b>HD</b></p> <p style="text-align: center;"><b>SC/DW</b></p> <p style="text-align: center;"><b>KT/MB</b></p>

	<p>SC - first some vents can be dealt with in about a month which will form phasing of remainder of project.</p> <ul style="list-style-type: none"> <li>VL to update on phasing in next meeting</li> </ul>	<b>SC/DW</b>
<b>3 - Programme of works</b>		
	<p>Bunyan Yard. Potential conflict between VL and Redrow. Organise meeting between the 2 parties to iron out any potential issues.</p>	<b>KT</b>
<b>4 – Communication Update</b>		
	<p>Comments/Complaints this month – 2 complaints received from JTC/BC residents regarding contractors bringing asphalt into the block. SC has spoken with contractors. 2 complaints about the lay of the tiles feeling different to the old tiles. SC advised this was due to the way the tiles have been fired. The new tiles have anti-slip qualities and therefore there will be a miniscule difference in the way they feel when they are walked on.</p> <ul style="list-style-type: none"> <li>BEO to contact RB to request he test tiles from a wheelchair users perspective.</li> </ul> <p>1 x complaint about the staining on the tiles. SC confirmed that a new way of cleaning the tiles has now been agreed.</p> <ul style="list-style-type: none"> <li>Trial area completed in front of Bryer Court. VL to confirm they have approved this method w/c 16.6</li> </ul> <p>1 x complaint about cleanliness of area under ramp by White Lyon Court where VL store items. More cleaning arranged in this area. 1 x comment about planting. Update from the Open Spaces team is April would be latest for planting. MB - there is now a Bulletin for commercial tenants sent out on Thursdays. JT said Bulletins are not appearing on the boards in time.</p> <ul style="list-style-type: none"> <li>SD to look into this and ensure the Bulletins are on the boards in good time.</li> </ul>	<p><b>SD/HD</b></p> <p><b>SC/DW</b></p> <p><b>SD</b></p>
<b>5 – Soft landscaping – update</b>		
	<p>Landscaping Working Party to meet on 25.6 to discuss latest proposals for soft landscaping.</p> <ul style="list-style-type: none"> <li>BEO will update residents after this meeting.</li> </ul>	<b>MB/SD</b>
<b>6 – Risk Management</b>		
	<p>Bunyan Yard. Bunyan Yard change of use. Letters to residents - still awaiting updates from Cleansing. Letter to include that this is a temporary arrangement for 2-3 years &amp; advise on nearest car washing facilities (Breton &amp; Defoe car parks).</p>	<b>MB/SD</b>
<b>7 – AOB</b>		
	<p>Positive feedback has been received from residents on the professionalism of the VL team.</p>	
<b>8 – Date of next meeting/s</b>		

	<p><b>Please note - Next meeting is 02.07.14 at 5pm. Next Open residents meeting TBC</b></p>	<p>ALL</p>
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**Beech Gardens Project Board minutes**

<b>MEETING</b>	<b>Residents Meeting Room</b>	<b>DATE</b>	<b>02/07/14 at 5pm</b>
<b>PRESENT</b>	Karen Tarbox (KT) – Head of Property Services Christopher Bate (CB) – Project Manager Sheila Delaney (SD) - House Officer Stewart Catterall (SC) – Site Manager VolkerLaser (VL) Dave Williams (DW) Director VolkerLaser Randall Anderson (RA) – Chair Landscaping Working Party John Taysum (JT) – Bryer Court		
<b>Apologies</b>	Michael Bennett (MB) – Barbican Estate Manager Garth Leder (GL) – Defoe House Janet Wells (JW) – John Trundle Court David Murray (DM) – Bunyan Robert Barker (RB) – Lauderdale		

<b>Item no.</b>	<b>SUBJECT/DISCUSSION</b>	<b>Action/Date</b>
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**1 – Terms of Reference**

	<p><b>Remit of the residents on the Project Board:</b></p> <ul style="list-style-type: none"> <li>• Check timelines and forward planning</li> <li>• Look at communication from the COL and consider whether the information included has the same points of interest for the COL and residents alike</li> <li>• Review points of access/egress during phasing of the project</li> <li>• Challenge why officers have chosen to carry out something a certain way</li> <li>• “Corridor Communication” day to day conversations with residents. Also residents have access to send out information via the individual communication methods an individual block may have</li> </ul>	
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**2 – Progress Update**

	<p><b>Lay of the tiles near expansion joint.</b> Are VL using the same specification for BG as the other tiling which is ongoing on the estate?</p> <ul style="list-style-type: none"> <li>• Further clarification to be provided with regard ensuring ‘Good Practice’ is maintained with contractors working on podium tiling.</li> </ul> <p><b>Problems with hot works</b>            Trial area completed, and a method of cold application agreed. The new material is odourless but has to come from Belgium and will not be in the UK until 8 July. There will be increased labour in areas without insulation until then. CB and architect viewed this trial area and satisfied with results. New material has been laboratory tested with water proofing manufacturer and will have no impact on the Triflex guarantee.            VL trying to avoid any smells going into the intakes so it does not</p>	<p align="center"><b>KT/CB</b></p>
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	<p>expel at the outtakes, to avoid environmental health concerns. Some intake vents in VA's offices/gym to be isolated (shut off) for a few hours &amp; outtakes identified.</p> <ul style="list-style-type: none"> <li>• Meeting with VA/VL on 7.7. Intakes to be opened up after exercise. If need be further information can be acquired from COL technical staff. .</li> <li>• First delivery of materials in UK on 8.7. BEO to update residents in affected blocks.</li> </ul> <p><b>Drains.</b>  Since last meeting, SC met supplier on site. Further discussions to take place regarding the height and depth as the drainage channels are to be specially made by a bespoke supplier. VL may be able to review other suppliers if need be.</p> <p><b>Weekend working</b>  Weekend working proposed around JTC and White Lyon Court. Proposed dates are for 5 weeks commencing 2. 8. VL can also do non noisy works at the weekend</p> <ul style="list-style-type: none"> <li>• BEO to update residents</li> </ul> <p><b>Asbestos in smoke vents.</b></p> <ul style="list-style-type: none"> <li>• Notification to the HSE to commence on 14.7. Method statement is outstanding and will be passed to VA when received. Work on removal regarding first vent on 14.7. This will take 2-3 days.</li> <li>• After this work CB and Structural Engineer attending on 16.7 to make a structural assessment. This will enable a more accurate phasing plan for work on other smoke vents.</li> </ul> <p>CB and John Broomfield viewed the smoke vents above the running track. There is no issue with these smoke vents, in good condition, not showing evidence of corroding. This work was an unforeseen aspect of project.</p> <p><b>Position statement</b></p> <ul style="list-style-type: none"> <li>• Due to works stopping around JTC/White Lyon Court, timelines have altered. Position statement to be sent out with regard to amended schedule and phasing of the BG project. There will also be a report to the RCC in September. Any variation to the contract must require formal instruction, and further discussions to take place.</li> </ul>	<p><b>SC/DW</b></p> <p><b>SD</b></p> <p><b>MB/SD</b></p> <p><b>SC/DW</b></p> <p><b>CB</b></p> <p><b>KT</b></p>
<b>3 - Programme of works</b>		
	<p><b>Bunyan Yard.</b>  Potential issue with VL and Redrow being on site at same time. Planning is still in discussions with RR with regard to any application. Consequently, there is unlikely to be any issues with RR being on site at the same time as VL. However, weather may have some impact on this.</p>	<p><b>KT</b></p>
<b>4 – Communication Update</b>		
	<p><b>Comments/Complaints this month –</b></p> <ul style="list-style-type: none"> <li>• Following on from complaint about new tiles being uneven, R Bello asked to accompany RB to test tiles from perspective of a wheelchair user.</li> </ul>	<p><b>RB</b></p>

	<p>Travelling across the new tiles did not cause Robert any problems. He raised 4 questions:</p> <p>Have the tiles been laid using the same height profile as previously was?</p> <ul style="list-style-type: none"> <li>• Yes</li> </ul> <p>Are bricks/tiles uniform/standard with no upturned edges?</p> <ul style="list-style-type: none"> <li>• This requires further investigation/discussion</li> </ul> <p>Is the contractor laying the tiles properly (horizontally) to avoid creating an uneven surface?</p> <ul style="list-style-type: none"> <li>• This requires further investigation/discussion</li> </ul> <p>Variations in colour of tiles- do these have LB consent?</p> <ul style="list-style-type: none"> <li>- Yes</li> </ul>	<p><b>KT/CB</b></p> <p><b>KT/CB</b></p> <p><b>KT/CB</b></p> <p><b>KT/CB</b></p>
<b>5 – Soft landscaping – update</b>		
	<p>Landscaping Working Party met on 25.6 to discuss latest proposals for soft landscaping.</p> <ul style="list-style-type: none"> <li>• BEO to update residents.</li> </ul>	<b>MB/SD</b>
<b>6 – Risk Management</b>		
	<p><b>Bunyan Yard.</b></p> <p>Bunyan Yard change of use. Letters to residents - in draft form and being reviewed by MB.</p>	<b>MB/SD</b>
<b>7 – AOB</b>		
	<p><b>Previous minutes of meeting, 11.6.14</b></p> <p>Further clarification to be provided with regard to works on the Bridge, following on from a discrepancy in last minutes.</p> <p>Items 2 &amp; 3 to be merged on forthcoming Agendas</p>	<p><b>CB</b></p> <p><b>SD</b></p>
<b>8 – Date of next meeting/s</b>		
	<p>Please note - Next meeting is 06.08.14 at 5pm. Next Open residents meeting TBC.</p>	<b>ALL</b>