

COLPAI Project Construction Liaison Group Meeting

Tuesday 4 September, 5pm

Sir Ralph Perring Centre, Golden Lane Estate

Attendees:

	()	Cripplegate ward
	()	Cripplegate ward
	()	Bunhill ward
	()	Aldersgate ward
	()	Golden Lane Estate Baggers
	()	Golden Lane Estate Residents' Association
	()	Golden Lane Estate Tenants' Forum
	()	Bernard Morgan House Liaison Group
	()	City of London Corporation
	()	City of London Corporation
	()	City of London Corporation
	()	City of London Corporation
	()	City of London Corporation
	()	City of London Corporation
	()	Arcadis
	()	ISG
	()	Comm Comm UK
	()	Comm Comm UK

Apologies:

- █ – Barbican Association
- █ – Friends of Fortune Street Park
- █ – Golden Lane Estate Residents' Association
- █ – Cripplegate ward
- █ – Golden Lane Estate Baggers.

Action codes, for instance "ac1.1", are included in the meeting notes, please see action tracker on page four of this document for full list of actions.

Meeting Notes:

CoLPAI Community Liaison Group Protocol

- The Group requested updates are made in a timely manner. It was agreed that weekly updates would be issued to the Construction Liaison Group, email distribution list and local stakeholders. These would come from the same channel as the existing COLPAI Project. █ noted that GLERA did not necessarily encapsulate the whole estate and that the team needed to ensure communications reached the whole estate
- █ requested the meeting move to 6pm, which is better for residents to attend (ac4.7)
- It was noted that the Drop-in was a successful event in explaining the construction programme to local residents. However, █ commented that having presentations at some future events was useful in hearing other residents' queries

- It was also noted that it can be difficult to capture comments at drop-in events. It was agreed that continuation was needed following events to ensure feedback is being taken on-board and actioned.

City of London Update

- ■ explained there were still a number of surveys being undertaken and that information had been submitted for approval for pre-commencement planning conditions. It was envisaged that pre-commencement planning conditions could be discharged early October. ■ requested links to the planning conditions were made available on the website and included in the newsletter (ac2.6).

Post meeting note: Please visit www.colpai-project.co.uk/planning.

Monitoring

- ■ suggested monitoring results should be added to the agenda as a regular agenda item (ac2.7)
- ■ asked to see baseline readings. She noted that concrete works were being undertaken on Basterfield balconies and requested that baseline readings were not taken during these works (ac2.7).

Newsletter and Website

- The Group was happy with the layout of the newsletter and website but suggested updating the imagery, which they felt was out of date (ac4.5)(ac4.8)
- ■ asked that all writing was put in laymen's terms. She noted that she did not fully understand Quarters and explained the timeline needed adjusting to reflect timespans. ■ explained using this terminology was necessary to reflect the programme
- It was requested that a Department of Community and Children's Services member's details is added to the newsletter as well as working and quiet hours (ac4.8)
- ■ suggested removing his email address and explained his mobile is the best method of contact (ac4.5)(ac4.8).

Hoarding

- A colour for the hoarding was discussed. ■ suggested Basterfield red and ■ suggested green at the rear of the site
- Due to the disagreement between stakeholders, it was agreed that a wider consultation was required

Post meeting note: The local community is invited to share their thoughts on the colour of the hoarding via www.colpai-project.co.uk. Please do share any suggestions by 28 September 2018.

- ■ queried when the hoarding would be erected

Post meeting note: From 1 October 2018.

- ■ noted the hoarding would be 8ft timber cladding. He asked if there was a preference for lighting and suggested lighting every three metres with shades to prevent up-lighting.

Any Other Business

- [REDACTED] suggested an area of respite would be welcomed during the works (ac1.3)
- [REDACTED] requested the logo was made smaller on documentation (ac4.9)
- [REDACTED] asked if CoL or a consultant on the project would be interested in providing funding for a Christmas Tree on Whitecross Street. [REDACTED] commented that a contribution for the Golden Lane Estate Christmas Fete would also be welcomed (ac1.4).

Action Tracker

Organisation	Action Code	Action	Resolution	Action Completed
CoL	1.2	Communication requirements and responsibilities in the Design and Build Contract awarded to ISG requested to be shared with members for their information.	Communications Protocol updated and on website	25/09/2018
	1.3	Respite to be looked into.		
	1.4	Community Outreach contributions to be looked into.		
CoL/ISG	2.5	Key dates to be shared with members.	On newsletter and website	25/09/2018
	2.6	Planning conditions to be shared on newsletter and website.	On newsletter and website	25/09/2018
	2.7	Monitoring results to be shared at each meeting with baseline readings.	Added to future agendas	
ISG	3.1	Obscure glass to be used for south side of site office.	ISG agreed	04/09/2018
	3.2	Apprenticeship Scheme details to be shared with the Group.	ISG agreed to share	04/09/2018
CCUK/GLET	4.1	Communications Protocol to be updated following discussions with the Group, including KPIs on responses and signed off at the next meeting.	Discussed at meeting and updated	04/09/2018
	4.5	Website to be refreshed for construction phase and linked to the Golden Lane Major Works Webpage.	Updated	25/09/2018

4.6	Meeting notes to be issued to Group.		
4.7	Meeting now held at 6pm.		
4.8	Newsletter updated with key contacts, working hours and planning conditions.	Updated and issued	25/09/2018
4.9	Logo made smaller across all documentation.	Updated	24/09/2018

ENDS