

COLPAI Project Construction Liaison Group Meeting

Tuesday 17 July, 5pm

Sir Ralph Perring Centre, Golden Lane Estate

Attendees:



Cripplegate ward
Cripplegate ward
Cripplegate ward
Bunhill ward
Golden Lane Estate Baggers
Golden Lane Estate Residents' Association
Golden Lane Estate Residents' Association
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
ISG
Arcadis
Comm Comm UK
Comm Comm UK
Comm Comm UK

Apologies:

██████████ – Cripplegate ward
██████████ – Barbican Association
██████████ – CoLPAl
██████████ – London College of Fashion
██████████ – Golden Lane Estate Residents' Association.

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:

CoLPAl Community Liaison Group Protocol

- ██████ explained the Group's remit is to engage meaningfully, take the community's views forward and liaise on the communications strategy and protocol (ac4.1)
- The Group agreed to meet on a monthly basis, on the first Tuesday of every month at 5pm with no meeting taking place in August (due to summer holidays). The Golden Lane Estate Community Centre is a preferred location (ac4.9)
- It was noted that all emails to info@colpai-project.co.uk and calls to 0800 772 0475 will be shared with the team. A full communications protocol will be formalised and uploaded to the refreshed website, www.colpai-project.co.uk. ██████ requested the London Borough of Islington and City of London Public Health Contacts were also published with the key site contacts (ac4.7)
- The Group discussed membership and it was noted that Friends of Fortune Park, UAL: London College of Fashion and Peabody had also been invited to join the Group. It was

suggested Prior Weston School and a resident of Crescent House should also be invited to the meetings (ac4.2)

- It was agreed meeting minutes should be emailed to the Group and posted on the website. The Golden Lane Major Work Webpage will include a link to the website (ac4.5) (ac4.6)
- It was agreed a monthly newsletter would be shared with the community, including key contact information and general information on the programme of works. ■ suggested weekly emails during works to notify the community with a lookahead would be useful (ac4.3). ■ noted that any vulnerable or elderly residents would require additional engagement. The Liaison Group were asked to forward all names of relevant residents (ac4.4)
- The complaints protocol was explained. ■ noted that during site hours, the management team will always be present and if there are any emergencies outside of hours, the community should still contact him via his mobile number. Urgent enquiries will receive a response within 24 hours and a full response within 48 hours.

City of London Update

- Residents were keen to know the types of work occurring near the Christmas period and when the noisiest periods would be. ■ noted the site would be closed for the Christmas period. ■ requested a written overview of the programme (ac2.2). Indicative programme:
 - ISG activity on site with some enabling works from August 2018
 - Demolition commences end of 2018
 - Anticipated school completion spring 2020
 - Anticipated residential completion spring 2021.
- ■ queried why ISG had not engaged with residents earlier this year. ■ requested a copy of the Design and Build contract between ISG and the City of London to see communication requirements (ac1.2). ■ explained the purpose of the meeting was to hear from the community about what engagement should be undertaken. ■ noted the community would like no surprises, clear communications and contact details for who to speak to if there are any issues
- ■ noted the residents believe foraging and roosting bats are on-site (ac1.1)
- ■ enquired about how the school would function during the build. ■ explained there would be a maximum of approximately 162 pupils until the build is complete, who would use Baltic Street west.

Works and Information

- ■ raised questions from the draft CMP. It was unclear which CMP was being referred to. ■ suggested a presentation on the latest draft CMP (ac2.1)
- ■ queried if a crane would still be on-site when the school opens. ■ explained the crane would be gone before the school opens. ■ noted the City of London has strict operating and safety guidelines for schools
- The site's operating hours were discussed with noisy works being two hours on, two hours off. The group requested Saturday working hours to be 9am – 2pm, not 8am – 1pm and clarification on working hours Monday to Friday (ac2.3)
- It was noted noise, dust and vibration monitors will likely be equally spaced around the site
- ■ asked if surrounding buildings would be cleaned of dust. ■ explained dust suppression would be undertaken on-site so cleaning is unlikely to be needed
- It was noted contractors would enter the site from Baltic Street West, as would future pupils until the build of the residential building is complete
- It was noted vehicles would arrive at the site via Golden Lane and that there would be no staff parking on-site

- Members queried if materials on the site would be recycled. ■ noted that materials would be recycled where possible and that the concrete would be crushed and likely used for piling. ■ queried the type of piling to be used. ■ explained it would be CFA piling
- ■ queried if generators would be on-site as they can be noisy, ■ added that they are not environmentally friendly (ac2.4)
- ■ queried what type of screening would be in place. It was agreed a hoarding workshop would be useful as the school may want to be involved in the design (ac4.7). It was noted opaque glass would be preferred for site office windows facing residents (ac3.1)
- It was noted trucks would offload on-site and jet wheel washing would occur to keep streets clean. It was also noted the vehicles would access and egress from the north and banksmen would be present to manage deliveries. ■ explained he expected the busiest period for deliveries would be during fit-out works.

Any Other Business

- The Group were pleased to hear Hawkins\Brown would remain on the project
- ■ asked about apprenticeships. ■ explained four would be appointed and that ISG would fill as many spaces as possible (ac3.2)(ac3.3)
- ■ queried if air conditioning units would be tested. ■ confirmed they would be.

Action Tracker

Organisation	Action Code	Action	Resolution	Action Completed
CoL	1.1	Ecology report to be updated to establish if there are foraging and roosting bats on-site.		
	1.2	Communication requirements and responsibilities in the Design and Build Contract awarded to ISG requested to be shared with members for their information.		
CoL/ISG	2.1	Construction Management Plan to be shared/presented to members to view and comment on.	Draft CMP issued Demolition, Construction and Logistics Plan issued Included in notes	21/07/2018
	2.2	High-level programme to be shared with members.		24/07/2018
	2.3	Working hours suggested to be 8am – 6pm Monday to Friday, rather than proposed 7.30am – 6pm. Saturday working hours requested to be amended to 9am – 2pm rather than proposed 8am – 1pm. City of London to clarify.		24/07/2018
	2.4	Use of electrical generators on-site to be clarified.		
ISG	3.1	Obscure glass to be used for south side of site office.		
	3.2	Clarify if ISG is a member of Accredited Living Wage Employers.		
	3.3	Apprenticeship Scheme details to be shared with the Group.		

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.		
	4.2	Additional members to be invited as suggested at the meeting, including Prior Weston. Group keen to have Friends of Fortune Park, Peabody and CoLPAI attend the next meeting.		
	4.3	Attend Golden Lane Estate Drop-In to register local residents for updates on the project.	CCUK and members from CoL attended	24/07/2018
	4.4	Additional engagement for any vulnerable or elderly residents to discuss demolition and construction with them in detail		
	4.5	Website to be refreshed for construction phase and linked to the Golden Lane Major Works Webpage.		
	4.6	Meeting notes to be issued to Group via email and posted on the website within a week.	Issued with additional action tracker	26/07/2018
	4.7	Environmental health contacts from City of London and London Borough of Islington's contact details to be shared with the community.		
	4.8	School and community to discuss artwork for the hoarding , potential workshop to be organised to agree designs, to be added to the next meeting's agenda.		
	4.9	Next meeting to take place on Tuesday 4 September 2018 in the Golden Lane Community Centre at 5pm.		

ENDS