

## Construction Working Group Meeting

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<b>Client:</b>	Hall Senior School
<b>Project:</b>	Wathen Hall Extension Project
<b>Document:</b>	Construction Working Group Meeting Minutes
<b>Date:</b>	Wednesday 26 April 2023 @ 18:00 – 19:00
<b>Location:</b>	(Cooper Hall) Hall Senior School - 23 Crossfield Road, London, NW3 4NU

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### 1.0 Introductions and Attendees

#### Construction Working Group Attendees:

Anton Humphrey - Construction Working Group Member, Local Resident

Andy Reiss - Construction Working Group Member, Local Resident

#### School and Project Team Attendees:

Chris Godwin – Headmaster

Sue Godwin – Head of External Relations

Neil Sheppard – Director of Operations

Paul Ainge – Architect, Norr Architects

Ric Thornhill – Building Contractor, Lifebuild Solutions Ltd

Mark Perkins – Project Manager, Lysander

### 2.0 Purpose of Construction Working Group (CWG)

2.1 Purpose of the Construction Working Group was explained and how it relates to planning permission and consent. The occurrence of the meetings was discussed and listed further below in these minutes.

2.2 No queries raised by Construction Working Group

### 3.0 Purpose of Construction Management Plan (Camden Planning)

3.1 Noted that the Construction Management Plan was issued electronically with the Residents Letter sent on 06.04.23 (directions given to the School website and location of the CMP).

3.2 Online access to the Construction Management Plan was shown via screen in the meeting for the CWG, for their future reference.

3.3 Relevant appendices to the CWG were also presented on screen and how they can be accessed online.

3.4 The CWG did not have any questions directly related to access of the Construction Management Plan or prepared questions in relation to the CMP following the issue of the Resident's Letters.

#### **4.0 Site**

- 4.1 The location of the site 'construction site' that relates to the planning permission was indicated on screen.
- 4.2 Construction Working Times were confirmed as: 0800 – 1800 Monday to Friday and 0800 – 1300 on Saturdays.
- 4.3 Project Timescales confirmed as July 2023 to May 2024 with enabling works commencing June 2023 in preparation for the main works to start from July 2023. Enabling works will consist of refurbishment of School rooms internally.
- 4.4 Question: "What are the timescales of the demolition works?" Answer: 2-3 months from July, with the bulk happening during the School's summer holiday period.
- 4.5 No additional questions raised by the CWG.

#### **5.0 Transport**

- 5.1 Site traffic / routing plans and routing were presented. Lifebuild explained that there will be specific delivery slots for deliveries.
- 5.2 Access / Egress of the site was presented and CWG directed to where this is indicated within the CMP.
- 5.3 Vehicle loading / unloading, parking bay suspensions / highways works and crane – Lifebuild explained to the CWG how these would work on a daily basis during the construction works.
- 5.4 Question: "There can be grid lock on Crossfield Road during busy times at pick up and drop off periods at the School, how will the construction works impact this?" Answer: The School will not be hosting any summer camps or activities at the School during the summer holiday 2023 so there will not be any parents taking children to the School. Deliveries will also be made after 9am during school term time to minimise disruption. Lifebuild staff will mostly arrive by public transport.
- 5.5 No additional questions raised by the CWG.

#### **6.0 Environment**

- 6.1 Dust control during the demolition works will be controlled by spraying the area with water and use of scaffolding with dust protective sheeting.
- 6.2 Lifebuild explained what the Considerate Constructors Scheme was and how Lifebuild must comply.

#### **7.0 Open Q&A**

- 7.1 Question raised by Andy: "If something goes wrong during the construction, who should the local residents contact?" Answer: There will be permanent contact between the School and construction site. The School will be updating the construction page on their website and will provide contact details of the Site Manager from Lifebuild and School caretaker.

#### **8.0 Follow up Future Meetings**

- 8.1 Frequency of the Construction Working Group meetings confirmed to be 3 monthly (quarterly) with the next meeting proposed to take place on: 9<sup>th</sup> August 2023.
- 8.2 Meetings are to take place at the School and start from 6pm.

## **9.0 Closing Comments**

- 9.1 Anton and Andy advised that previously there have been issues with traffic in the local area during construction projects locally and lack of communication with local residents, however they are impressed with the level of detail included within the Hall School CMP and thought that has gone in to it.
- 9.2 The Construction Working Group did not require any changes to be made to the Construction Management Plan following their consultation.