# MEETING MINUTES

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|---|---|
| **Meeting:** | **Swiss Cottage – TfL Meeting** |
| **Location:** | Palestra, 197 BLackfriairs Rd. SE1 8JZ |
| **Date:** | 25th August 2017 |
| **Time:** | 12pm – 1pm |
| **Attendees:** | Gavin McLaughlin, Philip Onwuachi, Dominic Hollen, Christopher Hambridge, Tamara Brooks, Sarah Livingstone (CS11), Jason Pollymore (CS11) (all TfL), Steve Cardinal, Jonathan McClue (Camden), Alastair Scott-Dalgleish, Raymond Gonzalez (all EL), Anthony Friis (InnC), Henry Talbot (Sharman Whyte). |
| **Distribution:** | All Present plus: Barry Coltrini of EL, Martin Hughes of Polity, Joel Day of InnC |

| ITEM | DESCRIPTION | ACTION |
|---|---|---|
| **1.0** | **Purpose of the Meeting** | |
| 1.1 | Meeting to review the proposals for the EL Swiss Cottage development interaction with TfL specifically looking at the CS11 | Note |
| 1.2 | Introductions were made. It was agreed that AF would produce a contact list containing all contact information for the Essential Living Team and issue this to Gavin McLaughlin (GMc)to insert contact information on the TfL side. | AF/GMc |
| 1.3 | Alastair Scott-Dalgleish (ASD) stated that EL were very keen to work with TfL/SC11 Team to ensure that both developments were delivered successfully as the CS11 Route will add benefit to the EL development. He stated that EL were keen to work closely with TfL/CS11 to ensure that this happens, as has happened with EL's Archway Scheme whose frontage also shares a Cycle Superhighway. | Note |
| | | |
| **2.1** | **Programme** | |
| 2.1 | (CS11 Sponsor) stated that the overall programme for the CS11 works is to be 12 months. Being constructed in 5 phases, phase 1 will commence November 2017, Phase 5 will start May 2018, completing September 2018. Phase 5 is the section of the A41 that runs North to South along the Eastern boundary of the EL development. | Note |
| 2.2 | CS11 will issue their phase plans and programme to EL | CS11 |
| 2.3 | ASD stated that the current plan was to begin demolition of the existing building during Q2 of 2018. This will conflict with the CS11 Phase 5 programme. | Note |
| 2.4 | It is anticipated that the Demolition and Construction of the EL development will be approximately 3 years, however this period depends largely on the available access to site. | Note |
| | | |
| **3.0** | **Development Construction Access Proposals** | |
| 3.1 | AF tabled a plan showing the development site which included the wider road network which is subject to the CS11 improvements.<br>A3 Copies of the drawing we given to attendees and a copy is attached to the minutes. | Note |
| 3.2 | AF explained that we wished to maximise access to, and egress from site via the A41. This would reduce access from the West, limiting the impact | Note |

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| | on the Farmers Market, Theatre and residents of Winchester Road and Eton Road. | |
| 3.3 | The Plan shows that the construction traffic utilises the existing bus stop that is located outside the South East corner of the Lower Block for large lorries to park whilst unloading/loading. The 'pit lane' is covered by a steel framed gantry offering protection to the highway and footpaths that run adjacent. It is EL proposal that the buses the currently use this space are relocated either south or, to a temporary stop to the North. These are indicated on the Plan. | Note |
| 3.4 | The EL proposal is that the CS11 Works are completed before EL being their demolition, with EL making good all surfaces damaged during the construction period. | Note |
| 3.5 | It was discussed whether Phase 5 of CS11 should be left until after the EL development was complete, but this was rejected. | Note |
| 3.6 | Some technicalities of the proposal were discussed, such as the width of the footpath between the Gantry and site boundary needing to be increased and the existing trees to the south possibly restricting the extension of the bus stop to the south, but the overriding comment is that EL need to provide technical and data driven (particularly bus movement) proposals that can be properly reviewed.<br>EL proposals would be judged against the 'Interchange Dis-benefit' that the proposal may cause. | EL |
| 3.7 | GMc stated that all of the Bus movement information is available from TfL/Cs11 and that this can be given to us. | InnC |
| 3.8 | It was agreed that EL need to follow up with full technical submission to TfL | EL |
| 3.9 | DH stated that the proposals are not unusual, and that many similar arrangements are in place all over London. He did not see that coming to an agreement would be a problem. | Note |
| 3.10 | DH stated that the due to the length of time that the access and bus stops would be in place, that the proposals would be assessed as if it were permanent. | Note |
| 3.11 | DH stated that he would need to approve the proposal and that this might best be done via a Section 278. The Section 278 process would mean that EL would be allocated a TfL manager who would co-ordinated the input and responses from TfL and provide final approval. There will be a cost to this which would need to be confirmed. There would no cost if the submission were made under the S106 Obligations, but there would also be not co-ordinator within TfL. | Note |
| 3.12 | It was discussed that the approval of the CMP could take 6 months | Note |
| 3.13 | AF asked if the CMP would need to be approved by TfL before submission to Camden of the S106. It was agreed that there would be discussion between Camden (Steve Cardinal will ultimately approve the traffic management) and TfL regards progress and that sign off from TfL would not necessarily preclude submission for the S106. | Note |
| **4.0** | **Actions** | |
| 4.1 | AF to draft a contact list and issue to GMc for completing | AF |
| 4.2 | AF to contact Bus division to obtain relevant data. | AF |
| 4.3 | CS11 to provide Cycle peak data | JP |
| 4.4 | Regular meetings to be arranged | AF/GMc |

| | | |
|---|---|---|
| **5.0** | **Next Meeting** | |
| 5.1 | To be agreed | AF/GMc |

**Attachments:**

Contact List

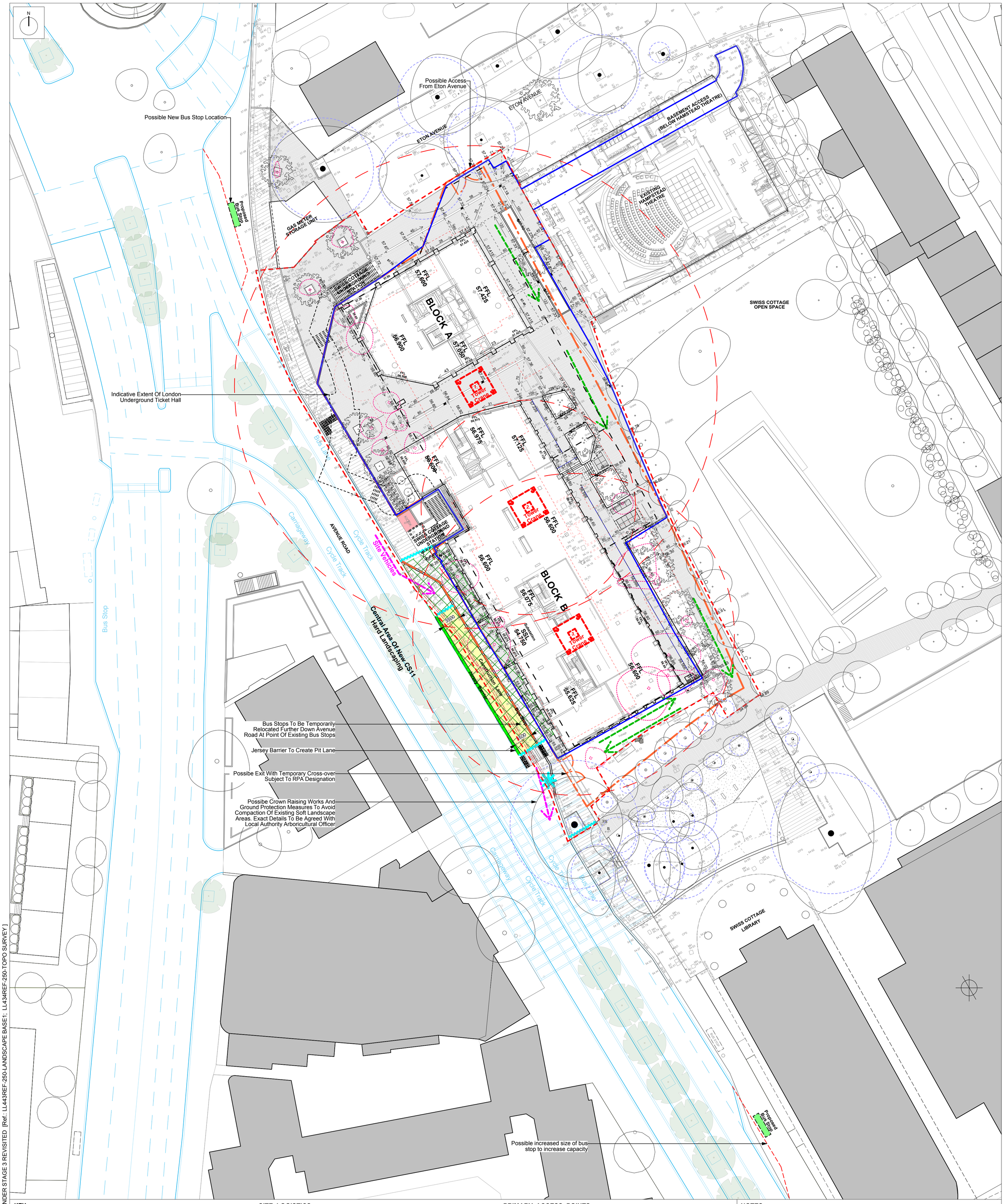
Proposed Plan

# Swiss Cottage CMP Contact List

| TfL / CS11 / Camden | | | | | |
|---|---|---|---|---|---|
| Name | Job Title | Contact Number | Email | Address | Main Contact (Y/N) |
| Gavin McLaughlin | Planner | 020 3054 7027 | GavinMcLaughlin@tfl.gov.uk | | Y (for TfL Planning/S278) |
| Philip Onwuachi | Network Impact Assessment Engineer (CLP) | | Philip.Onwuachi@tfl.gov.uk | | |
| Dominic Hollen | Principal Planner S278 | | Dominic.Hollen@tfl.gov.uk | | |
| Christopher Hambridge | Senior Sponsor for Cycle Superhighway (CSH) | 020 3054 6795 | ChristopherHambridge@tfl.gov.uk | | Y (For CS11 info) |
| Peter Carroll | Project Manager | | Peter.Carroll@TfL.gov.uk | | |
| Tamara Brooks | Graduate Project Manager | | TamaraBrooks@tfl.gov.uk | | |
| Sarah Livingstone | Assistant Project Manager | | SarahLivingstone@tfl.gov.uk | | |

| | | | | | |
|---|---|---|---|---|---|
| Jonathan McClue | Local Planning Officer | | Jonathan.McClue@camden.gov.uk | | Y |

| Essential Living Team | | | | | |
|---|---|---|---|---|---|
| Name | Job Title | Contact Number | Email | Address | Main Contact (Y/N) |
| Alastair Scott-Dalgleish | Technical and Design Director | 020 7340 0300 | alastairs@essentialliving.co.uk | 30 Monck Street London, SW1P 2AP | |
| Barry Coltrini | Development Executive | 020 7340 0300 | barryc@essentialliving.co.uk | 30 Monck Street London, SW1P 2AP | Y |
| Raymond Gonzalez | Head of Programme Management | 020 7340 0300 | raymondg@essentialliving.co.uk | 30 Monck Street London, SW1P 2AP | |
| Anthony Friis | Senior Technical Manager | 077450647099 | anthonyfriis@inncuk.com | 155 Grays Inn Road, WC1X 8UE | Y |
| Henry Talbot | | 07876 688751 | henrytalbot@sharmanwhyte.com | The Red House<br>Goldhill East<br>Chalfont St Peter<br>Bucks SL9 9DG | |
| | | | | | |




**KEY**

- Extent Of Essential Living Ownership
- Extent Of Proposed Pubic Realm Improvements (100 Avenue Road Development)
- Existing Tree To Be Retained
  For details refer to Site Constraints Plan Drg. No. LL443-250-0071
- Existing Tree To Be Removed
  For details refer to Site Constraints Plan Drg. No. LL443-250-0071
- Proposed Tree Planting
  For details refer to Drg. No. LL443-250-0071
- Root Protection Areas of Existing Trees To Be Retained.
  All works within Root Protection Areas to be undertaken in accordance with BS 5837 and methodology outlined within Arboricultural Method Statement.
  For details refer to Site Constraints Plan LL443-250-0011
  No excavation within extent of root protection areas
  Maximum depth imported topsoil 150mm
  Strictly no compaction to existing areas of soft landscape

**SITE LOGISTICS**

- Site Vehicles Delivery Access
- Site Access
- Gantry
- Construction Lane
- Tower Crane Location
- Jersey Barrier To Create Pit Lane
- Indicative Location Of Pedestrian Scissor Gate

**PRIMARY ACCESS POINTS**

- Site Access Gates
- Site Hoarding
- Crossovers (1 No.)

**NOTES**

1. All dimensions in millimetres unless otherwise shown.
2. All levels in metres above Ordinance Datum (mAOD) unless otherwise shown.
3. All dimensions to be checked on site and any discrepancies reported to Employer before pricing / work starts.
4. Any ambiguities or discrepancies within this drawing and any other information given elsewhere must be reported to Camlins and the Employer for clarification before pricing work proceeds.
5. All drawings to be read in conjunction with other Camlins drawings and specification information as appropriate.
6. Refer to relevant Engineer's and Architect's information as appropriate for confirmation of all engineering and architectural details.
7. All works to be carried out in accordance with the latest British Standards and appropriate codes of practice as a minimum.

| Rev. | Date | Description | Revised by | Checked by |
|---|---|---|---|---|
| A | 23.08.2017 | - General update to Site Logistics Plan to correspond with CMP. | JS | DWJ |

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New Dolanog House, Severn Road,
Welshpool, Powys, SY21 7AR
01938 554886
www.camlins.com

100 Avenue Road, London
Essential Living

General Arrangement - Site Logistics

DRAFT

| Status | Drawn by | Checked by |
|---|---|---|
| Tender Stage 3 Revisited | JS | DWJ |

| Drawing Number | Revision | Scale | Date |
|---|---|---|---|
| LL443-250-0012 | A | NTS@A1 | 08.08.2017 |

Camlins Ref: LONDON GENERAL/LL443 SWISS COTTAGE/Camlins Work/Drawings/LL443-250-TENDER STAGE 3 REVISITED [Ref.: LL443REF-250-LANDSCAPE BASE1; LL434REF-250-TOPO SURVEY ]

5m 0m 5m 10m
Scale 1:200
N

Indicative Extent Of London Underground Ticket Hall

Kerb Location For The Duration Of The Construction Works

Existing Kerb Line

Bus Stops To Be Temporarily Relocated Further Down Avenue Road At Point Of Existing Bus Stops

Jersey Barrier To Create Pit Lane

Possibe Exit With Temporary Cross-over Subject To RPA Designation

Possibe Crown Raising Works And Ground Protection Measures To Avoid Compaction Of Existing Soft Landscape Areas. Exact Details To Be Agreed With Local Authority Arboricultural Officer

BLOCK A
BLOCK B
SWISS COTTAGE UNDERGROUND STATION
SWISS COTTAGE OPEN SPACE
SWISS COTTAGE LIBRARY
AVENUE ROAD
Bus Lane
Carriageway
Cycle Track
Site Vehicles
Central Area Of New CS11 Hard Landscaping
Construction Lane
Jersey Barrier
Bus Stop
1. Tower Crane
2. Tower Crane
3. Tower Crane
PARK
KIOSK
GAS METER
Substation SSL 54.750

## KEY

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| Rev. | Date | Description | Revised by | Checked by |
|---|---|---|---|---|
| - | - | - | - | - |

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Essential Living

General Arrangement - Site Logistics Vehicle Access & Movements

DRAFT

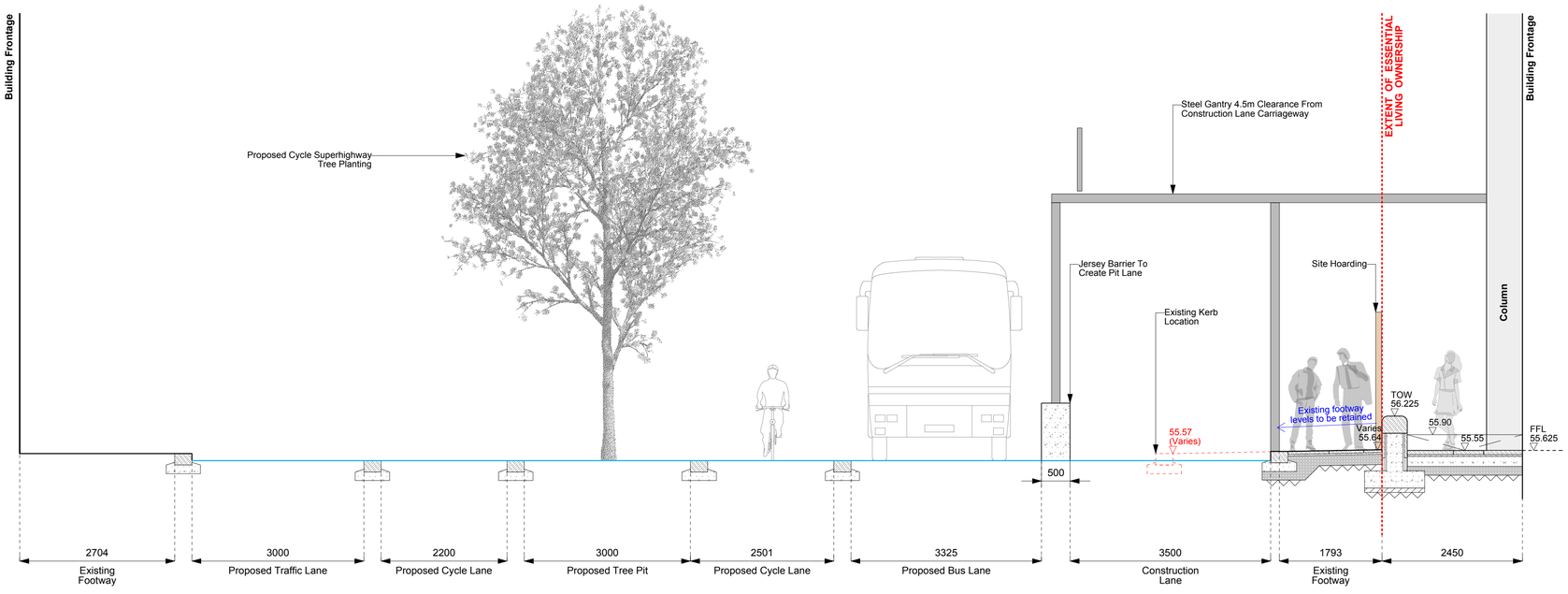
| Status | Drawn by | Checked by |
|---|---|---|
| Tender Stage 3 Revisited | JS | DWJ |

| Drawing Number | Revision | Scale | Date |
|---|---|---|---|
| LL443-250-0014 | - | 1:200@A1 | 23.08.2017 |

Camlins Ref.: LONDON GENERAL/LL443 SWISS COTTAGE/Camlins Work/Drawings/LL443-250-TENDER STAGE 3 REVISITED [Ref.: LL443REF-250-LANDSCAPE BASE1; LL434REF-250-TOPO SURVEY ]

1m 0m 1m 2m 3m

Scale 1:50




**Section Through Proposed Interface With Avenue Road Footway - Proposed Cycle Superhighway**
Scale: 1:50 at A1

**NOTES**

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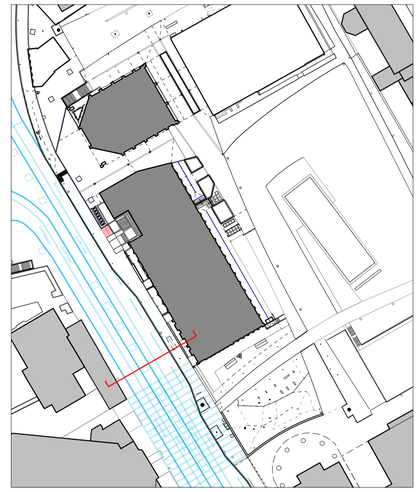

| Rev. | Date | Description | Revised by | Checked by |
|---|---|---|---|---|
| - | - | - | - | - |


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Essential Living

Section Arrangement - Winch

DRAFT

| Status | Drawn by | Checked by |
|---|---|---|
| Tender Stage 3 Revisited | JS | DWJ |

| Drawing Number | Revision | Scale | Date |
|---|---|---|---|
| LL443-250-0151 | - | 1:50@A1 | 24.08.2017 |

Camlins Ref: LONDON GENERAL/LL443 SWISS COTTAGE/Camlins Work/Drawings/LL443-250-TENDER STAGE 3 REVISITED

65 Gresham Street
London
EC2V 7NQ

**Tel:** 020 7709 4500

**DD:** 07710 378141

| | | | |
|---|---|---|---|
| Project Ref: | 100 Avenue Rd Swiss Cottage | | |
| Date: | 17 June 2014 @ 3pm | | |
| Venue: | LUL Offices | | |
| Present: | Wendy Johnstone-Cella (WJC) | - | LUL Infrastructure Protection |
| | Osian Evans (OE) | - | LUL Asset Development |
| | Raymond Gonzalez Rios (RGR) | - | Essential Living |
| | Andrew Grandison (AG) | - | URS |
| | John Chantler (JC) | - | URS |
| | Klaus Middleton-Smith (KMS) | - | Capita |
| Apologies: | None | | |
| Distribution | Those above + | | |
| | Paul Bowkett | - | URS |
| | James McStay | - | Capita |

| Item | | Action | Date |
|---|---|---|---|
| **1.0** | **Introductions** | | |
| 1.1 | WJC is responsible for LUL Infrastructure Protection i.e. ensuring that the project does not adversely affect LUL's passengers and assets. OE is responsible for LUL Asset Development i.e. ensuring that LUL obtain best value for their assets. | | |
| 1.2 | AG leads the engineering design team for the project with JC providing support in the specialist area of soil management. KMS is EL's external project manager. | | |
| 1.3 | RGR is the senior programme manager at Essential Living. He introduced the project briefly and explained that there is no main | | |

| | | | |
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| | contractor appointed as yet but a draft Construction Management Plan prepared by one of the possible contractors is available if required. Currently it is the team's intention to keep both stair accesses to the ticket hall open during the construction works although if the option existed to temporarily close one stair for a period of time then that would be useful. Revisit at a later date, perhaps when the contractor is appointed. Vacant possession is due on 31 August although it may be a couple of weeks into September before all tenants have left. Various pre-demolition activities are planned such as asbestos removal following which it is hoped demolition will commence in November with a 2 to 3 month duration. | | |
| **2.0** | **Step Free Access / Asset Development Matters** | | |
| 2.1 | LUL have commissioned their own Step Free Assessment/ Optioneering Exercise which was not issued at the meeting. OE noted that it was an ideal opportunity to consider the options. LUL will consider the Assessment and feed their views into the Planning Committee in July. | OE | July 2014 |
| 2.2 | The 'box' for the possible stair and lift access within the EL basement area remains allocated for this use on the planning drawings. Although construction of this area is not envisaged until Q3 2015, EL will need to know from LUL if they intend to use the space otherwise it will revert to additional basement storage area. | OE | Q4 2014 |
| 2.3 | The question of constructing the new basement walls adjacent to the existing LUL stair and vent shaft was discussed. OE felt it would be necessary to close the stair during these works and advised that the existing stair wall could be up to 3 feet thick. AG considered that the principle of working adjacent to the stair wall is something that has been done before. As long as it was properly planned, technically and from a construction point of view it would be possible. It would however be a matter for the contractor to revisit once he is appointed. | | |
| 2.4 | An Assessment Report will be required from URS highlighting the impact of unloading/loading on the escalator barrel and running tunnels at all stages of demolition and substructure/superstructure construction. LUL will need to be comfortable that the magnitude of movement can be accommodated. | JC/AG | 30.06.14 |
| 2.5 | A Conceptual Design Statement also to be produced by URS will answer most queries that LUL would raise. This will be in a format/template issued by LUL. | JC/AG<br>WJC | 30.06.14<br>23.06.14 |
| 2.6 | OE also requested a full RIBA Stage B multi-disciplinary Design Report to allow LUL to gain a holistic overview of the project. RGR queried the need for this level of detail and it was agreed that a Report centred on the stair area would suffice. | AG | 30.06.14 |
| 2.7 | A legal structure will need to be agreed for the 'box' i.e. a lease or a license, etc. WJC and RGR to instruct their legal teams to progress this asap. | WJC/RGR | 23.06.14 |
| 2.8 | URS to issue a milestone programme incorporating the timescales agreed at this meeting to WJC. WJC to obtain an Agreement in Principle from LUL Signatory. | AG<br>WJC | 23.06.14<br>30.06.14 |

*(At this point, OE left the meeting)*

**3.0 Monitoring / Infrastructure Protection Matters**

| | | | |
|---|---|---|---|
| 3.1 | JC has estimated the heave at tunnel level caused by unloading the existing building of 6 storeys plus basement to be a negligible 1mm but certainly less than 5mm. WJC noted that the escalator barrel was critical. JC to calculate movements and rotations at top and bottom of the escalator. Conversely, JC has estimated the maximum movement at tunnel level caused by loading from the new tower to be 15mm. This assessment was taken at the worst point under the tower building and needs to be recalculated across the full footprint of the buildings which should reduce the 15mm estimation. URS to carry out a full calculation exercise. Note that these estimates have been made purely to inform the meeting and early monitoring considerations but should be sufficiently accurate to allow in principle decisions to be made. This does put the movement in the negligible damage category. | JC<br><br>JC | 23.06.14<br><br>23.06.14 |
| 3.2 | A track condition survey will be required to demonstrate the track is capable of withstanding the movement (see 3.5 below) | | |
| 3.3 | If demolition is to commence in November 2014 (enabling works such as asbestos removal and scaffold erection can take place prior to this), then 3 months of monitoring would ideally be required by LUL, say August, September and October. Commissioned ready to commence on 1st August. This could be automated or manual monitoring. WJC confirmed that if no movement was recorded during the first 5/6 weeks of monitoring, then EL could approach LUL to request demolition commence earlier, WJC confirmed it would be a reasonable request. | AG | 23.06.14 |
| 3.4 | The Conceptual Design Statement and Assessment Reports should be submitted asap as they will take up to 8 weeks to be approved by LUL. The Monitoring Proposal can be agreed and the equipment installed but the MP will not be formally signed off by LUL until the CDS and AR are signed. | AG | 30.06.14 |
| 3.5 | Prepare monitoring action plan. Tunnel triggers by URS. Track triggers by LUL (track survey required first). WJC to check if LUL have a recent survey which could be used. The full track survey should be commissioned asap. WJC to provide an estimate for 200m of survey for both tunnels including the clearances (gauging survey). LUL will then analyse the survey. Quote to be provided along with last survey. WJC to issue license for installing equipment. | AG/JC<br>WJC<br>WJC<br><br>WJC | 23.06.14<br>14.07.14<br>30.06.14<br><br>07.07.14 |
| 3.6 | Easement area to be verified. WJC and RGR to ensure no other agreements are necessary. WJC to send through copy of LUL easement plan. | WJC/RGR<br>WJC | 23.06.14<br>23.06.14 |
| 3.7 | A tender list of suitable monitoring firms was discussed – Ploughman Craven, ITM Soils and Keogh Observations were all deemed capable and acceptable to LUL. WJC can provide SABRE numbers for access for instrumentation contractors. Method statements will be required. Track access needs protection supplied. | AG/JC | 30.06.14 |

| | | | |
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| 3.8 | WJC to check on any blockages or closures planned for the near future or any other restrictions on access. Clearance approval will be required 2 weeks before installation. | WJC | 23.06.14 |
| 3.9 | In order for tenderers to view the tunnels, a method statement, Lucas Cards and a signed form of indemnity will be required. | AG/JC | 30.06.14 |
| 3.10 | The scope for a LUL Asset Condition Survey was agreed: a visual survey only into the tunnels each side, the platform, escalator, ticket hall and stairs. Re-inspect after demolition and again on final completion of the works. LUL will send an inspector with EL's surveyor. Initial survey to take place a few weeks prior to demolition. | AG/KMS | Sept 14 |
| 3.11 | A soil investigation has been commissioned by EL. All boreholes will be within the existing building or externally to the east. Inform WJC when the works are taking place. | AG | July 14 |
| 3.12 | EL would like to have some acoustic monitoring carried out in the ticket hall area to record some baseline data prior to demolition commencing. WJC requested a method statement 4 weeks prior to the survey work. | AG | Aug 14 |
| 3.13 | Ventilation shaft/air quality: Sharon Duffy is LUL's ventilation engineer. URS to contact direct as and when necessary. | AG | July 14 |
| 3.14 | With regards temporary works, WJC did not envisage any problems working within the exclusion zone as long as URS demonstrated there would be no undue stresses on the tunnel. Check the archive and assessment. Less onerous as in the area of the platform. WJC to respond formally on this. | WJC | 30.06.14 |
| 3.15 | WJC to prepare an estimate for LUL services and send direct to RGR. | WJC | 30.06.14 |
| **4.0** | **Next Meeting** | | |
| 4.1 | It was proposed to meet again in 2 weeks time. | ALL | w/c 30.06.14 |

# Meeting Notes

**Project** LUL, 100 Avenue Road, Swiss Cottage

**Job No** **Date of Meeting** 3rd July 2014 **Meeting No** 2 **Page** 1 **of** 5

**Location of Meeting** LUL

**Time of Meeting** 12pm

**Subject of Meeting** LUL, 100 Avenue Road, Swiss Cottage

**Persons present including representation** **Apologies**

Wendy Johnston-Cella LUL Infrastructure Protection
Andrew Grandison (Project Director) – URS
John Chantler (Geotechnical) – URS
Andy Meloy – URS
Paul Bowkett (PLB) – URS
Middleton-Smith, Klaus – Capita Project Management

**Distribution of notes to**

As above
James McStay – Capita Project Management
Raymond Gonzales – Essential Living

# Meeting Notes

**Project** LUL, 100 Avenue Road, Swiss Cottage

**Job No** **Date of Meeting** 3rd July 2014 **Meeting No** 2 **Page** 2 **of** 5

| ITEM | NOTES | ACTION |
|---|---|---|
| 1. | **Introduction**<br><br>PLB summarised purpose of the meeting and Essential Living's current objective to commence demolition starting November 2014 & the main building works starting April 2015 subject to planning approval etc.<br>PLB therefore confirmed the purpose of the meeting was to:<br><br>• Present URS's current settlement analysis to LUL, and<br>• Review survey scope and agree in principle dates to carry out early surveys such as dimensional, condition, track gauging and archive searches.<br>• Proposed Target dates identified for principle surveys agreed as follows:<br><br>Dimensional monitoring say August 2014<br>Condition surveys September 2014<br>Prepare and Report findings to LUL for agreement to commence works October 2014<br>Demolition to commence in November 2014<br><br>LUL stated they were pleased that the development of the site was looking more positive. URS were not able to report on the progress of the planning approval but did believe a committee meeting was planned for late summer.<br><br>PLB confirmed that Essential Living is considering the appointment of one of their Tier 1 Contractors to act as a Principle Contractor and to manage and oversee a separate demolition contractor. LUL stated they would have reservations if time between demolition and build works became prolonged. LUL stated they would raise an objection if Essential Living were to demolish the existing buildings but not redevelop the site. | |
| 2. | **Planning Approval**<br><br>LUL confirmed they had seen URS's "entrance option study" and queried if URS had seen the entrance study LUL's Development team had commissioned and presented to Grid Architects. URS confirmed this had not been seen and are currently proceeding on the basis of the current planning proposals to create a cost effective "break though" if LUL wished to form better connectivity with the existing ticket hall at a later date.<br><br>LUL stated that their head of legal is researching the ownership shown by URS as the plan had some anomalies. URS stated they suspected this may be due to some later modifications as a result of the road being | LUL |

# Meeting Notes

**Project** LUL, 100 Avenue Road, Swiss Cottage

**Job No** **Date of Meeting** 3rd July 2014 **Meeting No** 2 

| ITEM | NOTES | ACTION |
|---|---|---|
| | widened in 1964. LUL are to look into this further and advise. | LUL |
| | LUL stated that Essential Living would have to enter into a Development Agreement prepared by LUL. This agreement could run in parallel with the technical approvals currently in hand, described earlier | |
| **3.** | **Settlement Assessments** | |
| | URS informally presented the summary load assessment / settlement results for both Southern & Northern Jubilee Line running tunnels. LUL asked URS to check deformation criteria required by the Jubilee line. | URS |
| | Preliminary movement results for escalator summarised by URS. These results were small and LUL agreed these would have negligible effect. | |
| | Summary of new development loading and resulting settlements were described by URS. "Low damage" category results are being achieved which are very favourable. URS are to include further statements on effects of settlement on tunnels within report once comments made by LUL. | |
| | LUL to arrange access for URS to search LUL's archives to review availability of any recent track gauging condition surveys etc before further surveys are commissioned. Any data within 2 years for clearance surveys and track surveys could be used to determine trigger levels for the track if available. If not available earliest survey could be undertaken by LUL would be August & then September to determine trigger levels. LUL to advise. | LUL |
| | LUL took a copy of URS settlement proposals and agreed to comment informally before "formal" issue to LUL. | |
| **4.** | **Movement Monitoring** | |
| | URS (AG) presented dimensional monitoring proposals at 25m centres based on a "manual" approach which we consider more appropriate and more cost effective than an "automatic" approach. Frequency of survey readings were described linked to activities on site, typically monthly during construction with weekly readings during key activities such as demo and piling – see monitoring proposals. | |
| | Movement monitoring of the existing escalator would be preferred by LUL. | URS |
| | LUL requested URS include a statement on the new pile design and | URS |

# Meeting Notes

**Project** LUL, 100 Avenue Road, Swiss Cottage

**Job No** **Date of Meeting** 3rd July 2014 **Meeting No** 2 **Page** 4 **of** 5

| ITEM | NOTES | ACTION |
|---|---|---|
| | their impacts. | |
| | URS to confirm who will be responsible for reviewing the movement data. LUL suggested they would like the contractor involved in the review of the data as they would be responsible for the site during demolition. | URS |
| | URS would welcome comments from LUL on draft monitoring statement. | LUL |
| | URS to obtain and review costs of dimensional survey prior to final issue to LUL for approval. | URS |
| **5.** | **Condition Survey** | |
| | Extent of condition survey agreed to match same area as movement monitoring survey and to include station escalator. | URS |
| | Frequency of condition survey agreed:<br>o Prior to demolition<br>o After demolition if superstructure delayed<br>o After completion of the project | URS |
| | LUL Inspector will be present during condition surveys. | LUL |
| | Survey company proposed to be agreed and should carry it out in accordance with LUL's Condition Survey Requirements. If carried out by URS LUL are to provide a protection officer. | URS |
| | LUL suggested URS should clearly mark out which room's access is needed to within the station to enable condition survey. | URS |
| **6.** | **Other Matters** | |
| | URS to arrange to meet Station Manager to agree location of Acoustic survey equipment, LUL to provide URS relevant licence. | URS |
| | Soil investigation to commence approximately 1st week of September after Vacant Possession is complete. | |
| | Method statements to include SABRE numbers. | ALL |
| | All personnel accessing the station out of hours require LUCAS Cards. | ALL |

# Meeting Notes

**Project** LUL, 100 Avenue Road, Swiss Cottage

**Job No** **Date of Meeting** 3rd July 2014 **Meeting No** 2 **Page** 5 **of** 5

| ITEM | NOTES | ACTION |
|---|---|---|
| | LUL to provide an estimate of their involvement.<br><br>LUL to provide their 6 monthly M&E escalation report.<br><br>LUL agreed 2 weeks to respond to information handed over at the meeting.<br><br>o Settlement Assessment report<br>o Feedback on Movement Monitoring<br>o Archive search and Condition Survey note to URS.<br><br>**DATE OF NEXT MEETING TO BE AGREED**<br><br>**Post Meeting Note**<br><br>Next Meeting 24 July 2014 at 10.30am at LUL offices | LUL<br><br>LUL |

URS

# Meeting Record

| | | | |
|---|---|---|---|
| **Contract:** | 100 Avenue Road, Swiss Cottage | **Contract No:** | 47066169 |
| **Subject:** | LPC Monitoring Tender Review | **Date:** | 6 August 2014 |
| **Place:** | URS – Victoria Office | | |

| **Present:** | **Name** | **Company** |
|---|---|---|
| | Nick DeRossi | LPC Monitoring |
| | John Chantler | URS |
| **Distribution:** | As above plus | |
| | Raymond Gonzalez | Essential Living (EL) |
| | Klaus Middleton-Smith | Capita (C) |
| | James McStay | Capita (C) |
| | Andrew Grandison | URS |
| | Paul Bowkett | URS |

| **ITEM** | **DESCRIPTION** | **ACTION** |
|---|---|---|
| 1. | Nick asked for confirmation that the station is not a listed structure since that would make permissions etc. more complicated. | |
| 2. | The approvals needed, and for which he has made allowance are:-<br>• RAMS - Risk Assessment and Method Statement<br>• OAN - Operational Assurance Notification<br>• Clearance Approval<br>• Space Allocation<br>• Storage Application (for ITM equipment during installation. This is not a requirement, but if they can identify storage space they would apply to use it.<br>• SABRE number - to be supplied by WJC | |
| 3. | ITM have allowed for provision of SPICs and PMs | |
| 4. | The number of readings means that two shifts will be needed, or one shift with two teams. Costs are the same. If notification of cancellation of access is received before 4pm no abortive costs will be incurred since the teams can be redeployed. If they turn up but are still subject to “frustrated access” the shift would be chargeable. | |

| ITEM | DESCRIPTION | ACTION |
|---|---|---|
| 5. | The line is known to have frequent engineering trains due to the repairs between Baker St and Bond St. They would like to know the best nights to target to miss these to get the best chance of avoiding frustrated access. | WJC |
| 6. | The option of (A) two shifts with a single team or (B) one shift with two teams was discussed. With B, if the shift is lost no data is collected and a revisit would be necessary to get the data. With a single visit can cover alternate targets so that a reduced coverage is obtained. Then if one of the two shifts is lost at least there is data available to enable the triggers to be adhered to. Only if the partial loss of data was considered critical would a supplementary visit be made. This approach to be agreed with LU. | JPC |
| 7. | **Accuracy**<br>The +/- 1.5mm gives a 3mm “noise” band. This is the same as for automatic systems. | |
| 8. | URS/ITM would agree the details of data presentation if an appointment is made. The data would be supplied to the team in Excel format. The agreed trigger levels would be implemented as conditional formatting. | |
| 9. | ITM would include any commentaries on the data which relate to their work, such as anomalous readings, lost targets etc. They will not make engineering judgements. | |
| 10. | **Asbestos**<br>ITM would like confirmation of the status of the station with regard to asbestos. If they have to drill to set studs they need to know if there is any present. | |
| 11. | **Availability**<br>Currently ITM can be on site within two weeks of appointment. | |
| 12. | Consideration could be given to a letter of intent or a limited authorisation in order for them to commence work on all the applications for permission and provide input to enable LUL sign off of proposals | C/EL |

| ITEM | DESCRIPTION | ACTION |
|---|---|---|
| 13. | **Post Meeting Note**<br>URS strongly recommend the preceding item 12 is put in hand to maintain the programme<br><br>The following comments were received from LUL regarding the text in the IPC proposal.<br>*1. There are no page numbers.*<br>*2. The document has not been signed as accepted before being issued.*<br>*3. Section 7 – IPC have provided the array for the platform cross-section but not the running tunnel.*<br>*4. Section 7 – the drawing showing the array layout is too small, unclear and contains no dimensions.*<br>*5. Section 7 – the right angled targets will require LU clearance approval (if you install anything within 3m of the inside edge of the nearest running rail LU clearance approval will be required).*<br>*6. Section 9.2 – Where are the studs to be installed and where are the observation stations?* | Note<br><br>URS/IPC |

Minutes prepared by: John Chantler

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| | | | |
|---|---|---|---|
| Project Ref: | 100 Avenue Rd Swiss Cottage | | |
| Date: | 17 June 2014 @ 3pm | | |
| Venue: | LUL Offices | | |
| Present: | Wendy Johnstone-Cella (WJC) | - | LUL Infrastructure Protection |
| | Osian Evans (OE) | - | LUL Asset Development |
| | Raymond Gonzalez Rios (RGR) | - | Essential Living |
| | Andrew Grandison (AG) | - | URS |
| | John Chantler (JC) | - | URS |
| | Klaus Middleton-Smith (KMS) | - | Capita |
| Apologies: | None | | |
| Distribution | Those above + | | |
| | Paul Bowkett | - | URS |
| | James McStay | - | Capita |

| Item | | Action | Date |
|---|---|---|---|
| **1.0** | **Introductions** | | |
| 1.1 | WJC is responsible for LUL Infrastructure Protection i.e. ensuring that the project does not adversely affect LUL's passengers and assets. OE is responsible for LUL Asset Development i.e. ensuring that LUL obtain best value for their assets. | | |
| 1.2 | AG leads the engineering design team for the project with JC providing support in the specialist area of soil management. KMS is EL's external project manager. | | |
| 1.3 | RGR is the senior programme manager at Essential Living. He introduced the project briefly and explained that there is no main | | |

| | | | |
|---|---|---|---|
| | contractor appointed as yet but a draft Construction Management Plan prepared by one of the possible contractors is available if required. Currently it is the team's intention to keep both stair accesses to the ticket hall open during the construction works although if the option existed to temporarily close one stair for a period of time then that would be useful. Revisit at a later date, perhaps when the contractor is appointed. Vacant possession is due on 31 August although it may be a couple of weeks into September before all tenants have left. Various pre-demolition activities are planned such as asbestos removal following which it is hoped demolition will commence in November with a 2 to 3 month duration. | | |
| **2.0** | **Step Free Access / Asset Development Matters** | | |
| 2.1 | LUL have commissioned their own Step Free Assessment/ Optioneering Exercise which was not issued at the meeting. OE noted that it was an ideal opportunity to consider the options. LUL will consider the Assessment and feed their views into the Planning Committee in July. | OE | July 2014 |
| 2.2 | The 'box' for the possible stair and lift access within the EL basement area remains allocated for this use on the planning drawings. Although construction of this area is not envisaged until Q3 2015, EL will need to know from LUL if they intend to use the space otherwise it will revert to additional basement storage area. | OE | Q4 2014 |
| 2.3 | The question of constructing the new basement walls adjacent to the existing LUL stair and vent shaft was discussed. OE felt it would be necessary to close the stair during these works and advised that the existing stair wall could be up to 3 feet thick. AG considered that the principle of working adjacent to the stair wall is something that has been done before. As long as it was properly planned, technically and from a construction point of view it would be possible. It would however be a matter for the contractor to revisit once he is appointed. | | |
| 2.4 | An Assessment Report will be required from URS highlighting the impact of unloading/loading on the escalator barrel and running tunnels at all stages of demolition and substructure/superstructure construction. LUL will need to be comfortable that the magnitude of movement can be accommodated. | JC/AG | 30.06.14 |
| 2.5 | A Conceptual Design Statement also to be produced by URS will answer most queries that LUL would raise. This will be in a format/template issued by LUL. | JC/AG<br>WJC | 30.06.14<br>23.06.14 |
| 2.6 | OE also requested a full RIBA Stage B multi-disciplinary Design Report to allow LUL to gain a holistic overview of the project. RGR queried the need for this level of detail and it was agreed that a Report centred on the stair area would suffice. | AG | 30.06.14 |
| 2.7 | A legal structure will need to be agreed for the 'box' i.e. a lease or a license, etc. WJC and RGR to instruct their legal teams to progress this asap. | WJC/RGR | 23.06.14 |

| | | | |
|---|---|---|---|
| 2.8 | URS to issue a milestone programme incorporating the timescales agreed at this meeting to WJC. WJC to obtain an Agreement in Principle to the CDS from LUL Signatory. | AG<br>WJC | 23.06.14<br>30.06.14 |
| | *(At this point, OE left the meeting)* | | |
| **3.0** | **Monitoring / Infrastructure Protection Matters** | | |
| 3.1 | JC has estimated the heave at tunnel level caused by unloading the existing building of 6 storeys plus basement to be a negligible 1mm but certainly less than 5mm. WJC noted that the escalator barrel was critical. JC to calculate movements and rotations at top and bottom of the escalator. Conversely, JC has estimated the maximum movement at tunnel level caused by loading from the new tower to be 15mm. This assessment was taken at the worst point under the tower building and needs to be recalculated across the full footprint of the buildings which should reduce the 15mm estimation. URS to carry out a full calculation exercise. Note that these estimates have been made purely to inform the meeting and early monitoring considerations but should be sufficiently accurate to allow in principle decisions to be made. This would put the movement in the negligible damage category. WJC to advise once the full assessment is available. | JC<br>JC | 23.06.14<br>23.06.14 |
| 3.2 | A track condition survey will be required to demonstrate the track is capable of withstanding the movement (see 3.5 below). | | |
| 3.3 | If demolition is to commence in November 2014 (enabling works such as asbestos removal and scaffold erection can take place prior to this), then 3 months of monitoring would ideally be required by LUL, say August, September and October. Commissioned ready to commence on 1st August. This could be automated or manual monitoring. WJC confirmed that if no movement was recorded during the first 5/6 weeks of monitoring, then EL could approach LUL to request demolition commence earlier, WJC confirmed it would be a reasonable request. | AG | 23.06.14 |
| 3.4 | The Conceptual Design Statement and Assessment Reports should be submitted asap as they will take up to 8 weeks to be approved by LUL. The Monitoring Proposal can be agreed and the equipment installed but the MP will not be formally signed off by LUL until the CDS and AR are signed. | AG | 30.06.14 |
| 3.5 | Prepare monitoring action plan. Tunnel triggers by URS. Track triggers by LUL (track survey required first). WJC to check if LUL have a recent survey which could be used. The full track survey should be commissioned asap. WJC to provide an estimate for 200m of survey for both tunnels including the clearances (gauging survey). LUL will then analyse the survey. Quote to be provided along with last survey. WJC to issue license for installing equipment. | AG/JC<br>WJC<br>WJC<br><br><br><br>WJC | 23.06.14<br>14.07.14<br>30.06.14<br><br><br><br>07.07.14 |

| | | | |
|---|---|---|---|
| 3.6 | Easement area to be verified. WJC and RGR to ensure no other agreements are necessary. WJC to send through copy of LUL easement plan. | WJC/RGR<br>WJC | 23.06.14<br>23.06.14 |
| 3.7 | A tender list of suitable monitoring firms was discussed – Ploughman Craven, ITM Soils and Keogh Observations were all deemed capable and acceptable to LUL. WJC can provide SABRE numbers for access for instrumentation contractors. Method statements will be required. Track access needs protection supplied. | AG/JC | 30.06.14 |
| 3.8 | WJC to check on any blockages or closures planned for the near future or any other restrictions on access. Clearance approval will be required 2 weeks before installation. | WJC | 23.06.14 |
| 3.9 | In order for tenderers to view the tunnels, a method statement, Lucas Cards and a signed form of indemnity will be required. | AG/JC | 30.06.14 |
| 3.10 | The scope for a LUL Asset Condition Survey was agreed: a visual survey only into the tunnels each side, the platform, escalator, ticket hall and stairs. Re-inspect after demolition and again on final completion of the works. LUL will send an inspector with EL's surveyor. Initial survey to take place a few weeks prior to demolition. | AG/KMS | Sept 14 |
| 3.11 | A soil investigation has been commissioned by EL. All boreholes will be within the existing building or externally to the east. Inform WJC when the works are taking place. | AG | July 14 |
| 3.12 | EL would like to have some acoustic monitoring carried out in the ticket hall area to record some baseline data prior to demolition commencing. WJC requested a method statement 4 weeks prior to the survey work. | AG | Aug 14 |
| 3.13 | Ventilation shaft/air quality: Sharon Duffy is LUL's ventilation engineer. URS to contact direct as and when necessary. | AG | July 14 |
| 3.14 | With regards temporary works, WJC did not envisage any problems working within the exclusion zone as long as URS demonstrated there would be no undue stresses on the tunnel. Check the archive and assessment. Less onerous as in the area of the platform. WJC to respond formally on this. | WJC | 30.06.14 |
| 3.15 | WJC to prepare an estimate for LUL services and send direct to RGR. | WJC | 30.06.14 |
| **4.0** | **Next Meeting** | | |
| 4.1 | It was proposed to meet again in 2 weeks time. | ALL | w/c 30.06.14 |

**Essential Living/ Camden Parks – Meeting Notes**

**06.10.17**

Attendees:

Gabbi Howard – Camden Parks

Camilla Lesser – Essential Living

Barry Coltrini – Essential Living

- BC set out the proposals for the scheme and discussed how the traffic movements have been amended reducing the amount of traffic accessing the site from the rear
- It was highlighted that if vehicles were allowed through the site (requiring some parkland) that the overall number of vehicle movements down Winchester Road would be reduced by 65%
- Access from the back means that a strip of parkland would be necessary in order to direct the vehicles around the building and back on to the main road.
- The main implication of this would be the loss of 3 trees, a strip of parkland, 3 benches and a statue from 1964.
- GH pointed out that a licence would be required across this land and she would need to consult with her legal colleagues
- It was suggested that the statue and the benches could be moved forward to the edge of the path.
- BC and GH walked the boundary of the park (from the start of the park on avenue road to the bollards on the footpath at the back of the building).
- BC commented that EL will try not to use cranes that do not oversail.
- Hoarding will leave large part of pedestrian path but will cut in a bit. Hoarding will be printed with the community hoarding project. GH commented on the potential of the bit of hoarding that sits in the park area to be a green wall.
- BC to send GH title plan and plan of specific park area where license would be required.

# MEETING NOTES

| | |
|---|---|
| **Meeting:** | HS2 Meeting |
| **No.:** | 01 |
| **Location:** | 1 Triton Square |
| **Date:** | 16th October 2017 |
| **Attendees:** | James Fox, Julian Saunders, Mark Lemmon, Tim Hartlib, Anthony Friis |
| **Distribution:** | Attendees plus – Joel Day, Barry Coltrini, Alastair Scott-Dalgleish, Camilla Lesser, Richard Evans. |

Rev. A 25/10/17 following comments from James Fox

| ITEM | DESCRIPTION | ACTION |
|---|---|---|
| **1.0** | **Introductions and Apologies** | |
| | Introductions:<br>James Fox – Safeguarding Planning Manager for HS2<br>Julian Saunders – PM for HS2<br>Mark Lemmon – PM for HS2<br>Tim Hartlib – Geotech Engineer for Robert Brid Group<br>Anthony Friis - Senior Technical Manager for InnC UK<br>Apologies:<br>Barry Coltrini – Development Executive for Essential Living | |
| **2.0** | **Purpose of the Meeting** | |
| 2.1 | To discuss the Robert Bird Group HS2 Impact Statement that has been prepared for submission to Camden Planning in response to Condition 17. Any comments will be considered and fed into a revised report that will then be issued to Camden Planning | Note |
| 2.2 | The report was issued to HS2 for review prior to the meeting on the 11th October 2017 | Note |
| **3.0** | **HS2 Update** | |
| 3.1 | JF stated that HS2 Bill received Royal Assent February 2017 and progressing towards construction phase. As Main Works Civils Contracts (MWCC) only awarded August 2017 detailed design and final alignment of the tunnels has yet to be confirmed, but the safeguarded zone and Limits of Deviation (LoD) within which the tunnel will be built are fixed by the formal Safeguarding Directions maps and Act powers. | Note |
| 3.2 | JF also stated that the proposed location of the tunnels is not confirmed, the Safeguard tunnelling zone is fixed. | Note |
| **4.0** | **The Impact Report** | |
| 4.1 | AF opened with a brief description of the development and the Planning history. He explained that the report sought not just to satisfy the HS2 requirements, but also to take into account some of the possible comments that may be received from the statutory consultation process. | Note |
| 4.2 | AF stated that the development works are programmed to begin with demolition around July August 2018, with construction works beginning around Jan/Feb 2019 | Note |
| 4.3 | JF stated that HS2 construction works will commence in early 2019, but are unlikely to impact this location until 2021 | Note |

| | | |
|---|---|---|
| 4.4 | TH stated that AECOM carried out the initial assessment in January 2017 and Bird Group have actioned the recommendation contained within that report. | Note |
| 4.5 | TH explained that development consisted enlarging the existing basement and the construction of two blocks of apartments, one of 24 storeys to the North of the site, and one of 7 to the south of the site. The southern part of the 7 storey block sits above the safeguarding zone. It was agreed that the pile toes below this part of the development would be approximately 21m below basement level, with the tops being approximately 5m below the external finished level. | Note |
| 4.6 | TH stated that the analysis of the impact of the Swiss Cottage Development on the tunnels and vice versa was 'negligible', that any damage would fall within Category 0 (< 0.1mm cracks) | Note |
| 4.7 | ML stated that the top of the safeguarding zone is 50m below external finished level and requested that a section be provided to clearly show the piles in relation to the safeguarding zone. | TH |
| 4.8 | ML stated that the assumed volume loss of 1.7% in the Aecom assessment is greater than the 1% assumed by HS2 and RBG and so the Aecom analysis is more conservative that required by HS2. | Note |
| 4.9 | Noise and Vibration from HS2 to the Development has been addressed in the Hann Tucker report appended to the Impact Statement. This report concludes that noise or vibration would not likely impact on the development, it states that further analysis should be undertaken once HS2 data was available. It was stated that the final design of the tracks and the specification of the rolling stock would not be confirmed for a number of years so this cannot be carried out before construction commences. JS stated that HS2 will take existing buildings and structures into account during the design of the HS2 rolling stock and rail track. | Note |
| 4.10 | No parties had any significant concerns with the interaction and or impact of either scheme on the other and it was agreed that we would maintain a working relationship to ensure that the projects and their impacts on the wider public would be minimised. | Note |
| 4.11 | AF stated that the Impact Statement would be updated as agreed and issued to the Planners. The revised report will be issued to HS2 via the statutory process. | Note |

Essential Living

**Meeting with Camden Environmental Health**

**10.11.17**

**Attendees:**

Mario Houska – Camden Environmental Health

Jonathan McClue – Principal Planning Officer

Barry Coltrini – Development Executive

Camilla Lesser – Development Associate

1. **Hours of Operations**
   - 1.1 EL must make sure that they state the minimum times of operation: 8am to 6pm Mon-Fri, 8am-1pm Sat. However, this does not mean that EL have to adhere to these times – this is a worst case scenario.

2. **Noise and Vibration**
   - 2.1 EL need thorough notes in the CMP on how we are going to mitigate the impact of noise and vibration, particularly during demolition.
   - 2.2 EL need to go above and beyond minimum requirements.
   - 2.3 EL need to identify likely impacts, likely receptors, likely noise levels and must not forget about annoyance character. Annoyance character is the impact to neighbours – even though EL might be within trigger levels they need to appreciate the disturbance they are causing to others.
   - 2.4 Adhering to BS%228 (need to check what the number is) is a minimum (ABC method).
   - 2.5 Party wall noise mitigation is the most important factor – in this case with Hampstead Theatre in the basement.
   - 2.6 MH expect a silent type of piling and if this is not the case they expect Camden to be fully informed of the process of the change, with supporting evidence from the structural engineer and acoustician.
   - 2.7 EL to include a statement within the CMP to the effect of the above – changes and the process to inform Camden of changes.
   - 2.8 Vibration is highly subjective, so devise a robust policy and agree well in advance what the trigger level with be and what actions need to be undertaken when this trigger level is hit. It is not enough to say residents come to EL, EL need to manage this.
   - 2.9 Complaints procedure needs to be clearly set out. Respite measures should be given to those who lodge a complaint, even if trigger levels are not reached.
   - 2.10 Properties in a close proximity should be monitored carefully, however if properties 200m+ away are making complaints a full investigation needs to be carried out as to

why – this means vibration is carrying through drainage or some other conduit and is failing. Beware of tube and tunnels as vibration conduit.

**3. Rodent Control**

3.1 Rodent Plan must be concrete – it is vital
3.2 Drainage is key as they live there
3.3 MH to send EL example document of what he would like to see

**4. Dust**

4.1 Consider water supply for damping down. There must always we a water connection to the site – even in summer months.
4.2 Individuals must be properly trained
4.3 All reasonable steps must be taken to ensure dust is mitigated at source
4.4 Nothing should get on to the road. You should not be able to see evidence of any dust from the site outside the hoarding. You should not be aware the construction is even there.
4.5 MH to send EL document on dust control from 2014
4.6 Explore options of dust mitigation to market. BC suggested plastic sheeting or any other precautions to protect the food. Market layout needs to be rationalised so that the most sensitive stalls are the furthest away from the construction works.
4.7 Set up meeting with Adam Webber on air quality.
4.8 Go beyond normal air quality measures, Camden expect to see the bare minimum standards exceeds.
4.9 Up to date dust, noise and vibration surveys MUST be submitted in the CMP. Failure to do so could result in delays on determining whether the draft CMP is acceptable.

**5. Community Liaison**

5.1 Make sure the contractor takes into account sensitivities
5.2 It is imperative to engage with the local residents during the life of the build. Suggestion of weekly meetings during key periods – demo and piling – and also weekly newsletters.
5.3 Look at things from the residents' point of view, how to EL plan to mitigate negative impacts and complaints, because there are inevitably negative impacts during construction.
5.4 LBC want a policy of no valid complaints. No complaints should ever reach LBC that are investigated and deemed valid. These should have first come to EL and EL should keep residents informed at all times and mitigate before it gets to this point.
5.5 Responses from community engagement consultant should be tailored and no standard template responses should be used.
5.6 Live noise and vibration monitors need to be managed. Residents tend to not understand that limits are based on averages so get upset if at any one point the readings go higher than the trigger levels.
5.7 Suggestion of appointing an independent noise, dust and vibration monitor, chosen by the local residents, to liaise with EL's monitor.
5.8 Should look to install acoustic panels to the Central School of Speech and Drama's rehearsal spaces or provide alternative rehearsal spaces. Creative solutions are encouraged.

Essential Living

**6. AOB**

6.1 Safety noise from large vehicles within the site, and outside the site should use white noise instead of 'penetrating' noise.

6.2 State in CMP that EL will adhere to a philosophy of noise reduction and dust control.

6.3 Might be useful to inform residents of crane arrival in advance as this typically arrives at weekends and residents get upset by this.