

**PEARS BUILDING: INSTITUTE OF IMMUNITY & TRANSPLANTATION
CONSTRUCTION WORKING GROUP**

Contract	Pears Building: Institute of Immunity & Transplantation
Contract No.	G0640
Date	17 September 2018
Meeting No.	6
Time	6.00pm
Meeting Ref.	G640/CWG/001 – Construction Working Group
Location	Willmott Dixon, Site Offices, Royal Free Hospital

Present	
Rob Leak (RL)	Chairman
Chris Burghes (CB)	Royal Free Charity
Peter Owens (PO)	Royal Free Charity
Philippa Hutchinson (PH)	Pears Building Communications Manager
Hugo Dring (HD)	Buro 4 Project Management
Phillip Cracknell (PC)	Willmott Dixon
Matt Adams (MA)	Willmott Dixon
Roy Conway (RC)	Willmott Dixon
Linda Grove (LG)	Local Resident
Linda Chung (LC)	Local Resident
Nigel Steward (NS)	Local Resident
Julio Grau (JG)	Local Resident
Celia Trenton Schapira (CTS)	St Stephens Restoration and Preservation Trust
John Stockdale (JS)	Hampstead Hill School
Vicki Harding (VH)	Heath & Hampstead Society
Maria Higson (MH)	Local Councillor Conservative Party (Hampstead Town)
Apologies	
Andrew Panniker (AP)	Royal Free Hospital
Keith Davies (KD)	Buro 4 Project Management
Andrew Haslam Jones (AHJ)	Local Resident

Previous Minutes
Uploaded onto RFC Website with no comments tabled during meeting.

ITEM	Description	Action By	Due Date
3.	<u>Matters arising from previous minutes</u>		
3.1	The school to 'copy-in' WD with risk assessment carried out on the school.	JS	
4.	<u>Residents' concerns and questions</u>		
4.1	Discharge of planning conditions, namely: <ol style="list-style-type: none"> 1. A Non Material Amendment (NMA) had been submitted relating to the introduction of an additional 13 parking spaces principally brought about by the relocation of mechanical plant freeing up space at levels 00 and 01. 2. A revised application had been submitted relating to hard and soft landscaping and changes to the UCL memorial garden. <p style="text-align: right;">Continued...</p>		

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ITEM	Description	Action By	Due Date
4.5	<p>Conversation also took place in regards to improving sound proofing of the outer classrooms in conjunction with installation of free-standing air condition units to avoid the need for opening windows.</p> <p>JS stated he had now received 3 quotes for the air conditioning installation which would be passed on to the RFC for consideration.</p> <p>With regard to sound proofing PO stated he would explore the practicalities with input from an acoustic specialist.</p>	<p>JS</p> <p>PO</p>	
4.6	<p>Concerns were expressed in regards to the recent narrowing of the Hampstead Green public footpath. Whilst in agreement with Camden Highways a minimum width of 2 metres is being maintained the general consensus voiced was that it was not ideal.</p> <p>WD stated that once the works which initiated the need to relocate the hoarding was suitably advanced consideration will be given to move back into its previous location.</p> <p>Coupled with the above was the issue that Hampstead Hill School use the public footpath as an Assembly Point in the event the fire alarm being activated. It was therefore suggested that a Fire Risk Assessment Officer be engaged to view the options.</p> <p>Furthermore; concerns were also expressed about cyclists failing to dismount and colliding with pedestrians. In this regard PO stated he would contact Camden Highways to seek their action in deterring cyclists from using the footpath. This formed part of the original 15 point action plan.</p> <p>In addition; WD were questioned as to when the handrail was to be reinstated.</p> <p>POST MEETING NOTE Handrail re-fixed 19 Sept'18.</p>	<p>WD</p> <p>PO</p> <p>PO</p>	
4.7	<p>Disquiet was expressed about construction vehicles arriving early and parking up on local side roads. WD confirmed they were aware of this unsatisfactory situation and have reprimanded the hauliers and informed them that such vehicles will be turned away should this happen again.</p>	NOTE	
5.	<u>Outstanding Actions from 15-point plan and 'You said....we did' tracker</u>		
5.1	<p>PO reported that two remaining items needed to be closed out by Camden i.e.</p> <ol style="list-style-type: none"> 1) Pedestrian safety at the T Junction between the hospital entrance and Pond Street. 2) Illegal parking on Pond Street. <p>This is to be chased and assistance was sought from Maria Higson to pressurise Camden because of her connections.</p> <p>PO mentioned that the relevant signage has been installed at the junction.</p>	<p>PO/MH</p> <p>NOTE</p>	
5.2	The 'You Said.... We Did' tracker to be updated to take account of the above.	WD	
6	<u>Monitoring of Construction Impact</u>		
6.1	<p><u>Environmental Monitoring</u> - it was reiterated that weekly environmental reports (e.g. noise, dust, vibration) were being circulated to those who had requested them, being uploaded onto the website and exhibited in the display cabinet mounted on the outside of the side hoarding. Explanations were being added in relation to high readings.</p> <p><u>Structural Monitoring</u> –Weekly reports continues to be produced and issued to interested parties.</p>	<p>NOTE</p> <p>WD</p>	
7.	<u>Traffic Management</u>		
7.1	<p>Concern was raised on the plethora of signage being displayed by the Trust which is undoubtedly leading to confusion. PO to communicate issue to the RFH.</p>	PO	

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ITEM	Description	Action By	Due Date
7.2	It was reported that re-surfacing of Fleet Road by Camden Highways was planned to occur in October to coincide with the schools half term. Similar to Rosslyn Hill a Risk Assessment needed carrying out by Camden and forwarded to the Trust for consideration.	NOTE	
8.	<u>Site hoarding</u>		
8.1	It was confirmed that the design had been circulated with no comments being received. Installation of such is expected to occur end Sept/early Oct'18. Artwork for the acoustic hoarding remains under development.	NOTE NOTE	
9.	<u>Key Dates & Activities over the next 3-4 weeks</u>		
9.1	See attached, Also refer to RFC Website or Display Cabinet mounted on hoarding.	NOTE	
10.	<u>Any Other Business</u>		
10.1	It was reported that a "Bottoming Out" Ceremony' is scheduled for Tues 16 Oct'18. Invitations and an agenda will be issued shortly.	RFC	
10.2	CTS expressed her disquiet of WD's intention to erect the tower crane during Saturday 22 Sep'18 on the basis that a wedding is planned at St Stephen's for that day. POST MEETING NOTE Acceptance was given following WD making a declaration to stand down (ie cease/stop) works causing a disturbance during this sensitive period and Phill Cracknell will be present on site and contactable on Mob: 07971 619248 should the need to abort site activities arise.	NOTE	
10.3	LG expressed thanks on behalf of the volunteers for the supply of 3 loads of topsoil and help given to spread within the Pond Street garden area.	NOTE	
11. Date and time of next meeting			
Date: 22 Oct '18 Time: 6.00pm Location: tba Dates for other planned meetings: 3 Dec '18, 14 Jan '19 and 25 Feb '19. All at 6.00pm			
Distribution:	ATTENDEES		

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SHORT-TERM LOOK AHEAD

Week Commencing: 17th September

- Installation of foundation piles.
- Groundwater Drainage.
- Construction of external retaining walls.
- Tower Crane Power supplies to be installed.
- Saturday 22 Sep'18 erect Tower Crane (TC2)



Ground water drainage being installed between piles.



Week Commencing: 24th September

- Installation of foundation piles.
- Groundwater Drainage.
- Construction of external retaining walls.
- Tower crane to become in operation.



Construction of external retaining walls in progress.

Week Commencing: 01st October

- Installation of foundation piles.
- Groundwater Drainage.
- Construction of external retaining walls.



Bearing piles in progress.