

From: [Seamus Porter](#)
To: [Alan Prodger](#); [Lewis Piasecki](#)
Cc: Rebecca@navarros.co.uk; [Hamilton, Gordon](#)
Subject: liaison meeting with Navarro"s restaurant No 67 Charlotte St
Date: 13 April 2016 14:55:52

Hi Alan, Lewis,

Had the liaison meeting with Rebecca regarding the content of the CMTP at their restaurant today, where I went through the entire CMTP proposals.

It was a positive meeting, a few minor alterations to the CMTP and party wall award to accommodate the Navarro's needs.

- Alter location of the column nearest their business shop window (corner post). The intention is to move it away from No 69 towards ML site. Basically cantilever the gantry above and move steel column over the permitted distance agreed with the temporary works engineer. It would be best to do this at either end of the gantry to accommodate No 59 also. A note on the existing elevation sketch to this effect will be suffice and reason why - provides greater exposure at ground level for the shop front.
- Agreement to place signage for the Navarro business at both ends of the gantry hoarding perpendicular to the building façade to assist in advertising their business.
- Agreement that a traffic marshal be present to coordinate loading zone and prioritise/encourage parking on doctor bays as much as practicably possible.
- Licence for access on to roof to be engrossed by party wall surveyors and an agreed weekly rate of compensation for lean to glazing erection.
- Agreement to have included in the party wall award the removal of 1 No. window located on the party wall nearest Charlotte st, which is currently covered by wooden cladding. The window ope is then to be bricked up with a brick that matches the existing façade - eg. reconditioned multistock which can be selected prior to works commencing.

Meeting for No. 59 Charlotte st is set up for 11am tomorrow will with Alistair Goddard their representative, will update you after.

Kind regards

Seamus Porter
Construction Director

Merchant Land Investments Limited

66 Leman Street
London E1 8EU

m: 07710915416

t: 020 7522 8743

e: seamus@merchantland.co.uk

www.merchantland.co.uk

Registered Office: 66 Leman Street, London E1 8EU. Registered No. 1328840

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