



## Notes of Meeting

### Institute of Immunology & Transplantation (IIT) Principal's Meeting

Royal Free NHS Hospital, London  
10 August 2017 @ 2.00pm

#### Attendees:

Michael Bye (MB) Diocese of London  
Michael Taylor (MT) St Stephen's Trust  
Peter Owens (PO) Royal Free Charity  
Gerry Ackerman (GA) Royal Free Charity  
Fay Dawes (Minutes)

#### Apologies:

Phil Cracknell (Wilmott Dixon), Keith Davies (Buro4)

No.	Description	Actions
1.0	<u>Matters arising from the last meeting</u>  6.0 MT confirmed that he was content to have monitors on St Stephen's. MB confirmed that MT and PO would liaise on this.	PO/MT
2.0	<u>Project update</u>  PO updated the meeting on the current discussions between the Charity and the Council regarding amendments to the s106 due to monitoring equipment having to be installed outside the church and in a different configuration (i.e. alternative strategy). Discussions revolved around whether prisms would be employed for the use of monitoring the church and school, as it was no longer feasible to install the movement and vibration monitors onto the fabric of the buildings. PO explained that data from prisms would be employed to determine thresholds. Continuous monitoring would now be carried out outside the curtilage of the Church as part of the alternative strategy.  It was agreed that PC would liaise with SSRPT regarding the extent of installation to take place, with the meeting to occur in the next two weeks. .	PC
3.0	<u>Trial Pit No 3</u>  This had now been done although MT reported there were initial errors in the report which have now been rectified. Soil samples were currently at the labs for analysis. It was agreed that PO will speak with Southern Testing (Stuart Pratt) to discuss the results of the laboratory tests so that the borehole information could be correlated with results from other boreholes. Orientation details were also required.	PO

	<p>PO asked for this information within the next 2 days due to information currently being incorporated into the latest iteration of ground movement assessment.</p> <p>MT corrected the borehole siting on the plan and GA will have this amended and recirculated.</p>	<p>MT</p> <p>Note</p>
4.0	<p><u>Condition Survey</u></p> <p>It was agreed that MT would arrange to speak with Ryan Bunce on this in order to determine the scope of activities to be carried out. MT mentioned that the survey needed to be complete by 31 August '17 i.e. in advance of children returning after the school holidays. PO mentioned that as part of the survey it has to be recognised that external maintenance work has taken place since the original survey was undertaken i.e. roof and transept repairs.</p> <p>MT confirmed that no further work was planned for St Stephen's after 31 August '17. MB requested that if future works were planned they be communicated to the RFC project team.</p> <p>PO confirmed that the Charity would fund the cost of the further survey which, on completion, would need to act as the revised benchmark and would be writing to MT to this effect.</p> <p>PO made reference to the statement made by Hampstead Hill School that the further survey could not be carried out until such time that the Party Wall Agreement was in place. There now seemed to be a relaxation being applied to this. PO clarified that there is no material connection between the Party Wall Award and the condition survey report.</p>	<p>MT</p> <p>MT</p> <p>PO</p>
5.0	<p><u>Party Wall Agreement</u></p> <p>MT made reference to the meeting to take place on site next week (15 August) between Ryan Bunce and AHP regarding queries in relation to the Party Wall Agreement specific to the school.</p>	<p>Note</p>
5.0	<p><u>Vehicle Access/Egress Point</u></p> <p>In response to a query PO confirmed that as part of the traffic impact assessment carried out that forms part of the Construction Management Plan there would be a reduction of c85% in traffic movement once the car park closes.</p> <p>As part of the agreement with Camden Council two access points had been agreed for the Pears Building site i.e. Rowland Hill St and Pond St.</p> <p>If needs dictate this could be discussed in depth with SSRPT and the School.</p>	<p>Note</p>

6.0	<p><u>Installation of Borehole Equipment</u></p> <p>MT said that, during the recent installation of the monitoring equipment outside of St Stephen's and the School pneumatic drilling had made classrooms unworkable with witness statements being available to supporting these complaints.</p> <p>PO expressed surprise at this statement as it had already been communicated to St Stephen's and the School that should such a situation arise there were 3 points of contact Michael or Andrea Taylor could immediately contact to address the situation. PO made reference to the correspondence issued to Michael and Andrea prior to such works commencing. During the installation period PO mentioned no complaints of any description had been reported. PO went on to say that noise and vibration monitoring formed part of the installation exercise, details of which were referred to in the correspondence. Spot checks were taken every day by the Charity with readings indicating noise and vibration thresholds being well within permitted limits.</p> <p>MB suggested that if this information is readily available it should be communicated immediately to PO.</p>	MT
7.0	<p><u>Technical Reports Previously Issued by SSRPT</u></p> <p>PO made reference to the Price and Myers report dated July 1998 issued by SSRPT in which statements made support structural damage to St Stephen's being caused by subsidence and not the construction of the Royal Free Hospital. PO awaited confirmation to his correspondence dated 26 June '17</p> <p>MT made reference to the report from Eric Robinson indicating that the movement of St Stephens was due to works at the Royal Free. MT will respond to PO by email.</p>	MT
8.0	<p><u>Residents Meeting on 2 August '17</u></p> <p>PO made reference to the Residents Meeting regarding the revised Landscaping Strategy in which it gave indication to the public footpath adjacent to the church and school returning to at a width of c 4m throughout which was welcomed by most parties.</p>	Note
9.0	<p>MB enquired how the meetings of the respective Technical Consultants had gone. Feedback PO had received was that the meetings had gone well with Michael Taylor's team being informed of the advances being made. That said the technical meetings had been put on hold for the foreseeable future as a consequence of the installation of the additional boreholes and data collated from within, which was being fed back into ground movement modelling exercise.</p> <p>MB asked whether he could see sight of notes of the technical meetings, which PO agreed to forward.</p>	PO
10.0	<p>Actions:</p> <ol style="list-style-type: none"> <li>1. MT to meet with Phil Cracknell re monitoring equipment.</li> <li>2. MT to finalise the scope of the additional condition survey with Ryan Bunce.</li> <li>3. Meeting to be held on 15 August to discuss the Party Wall Agreement.</li> <li>4. MT to speak with Andrea Taylor re: formal complaints emanating from the recent borehole works. .</li> </ol>	

	<ol style="list-style-type: none"> <li>5. PO to speak to Stuart Pratt re: soil information from the boreholes.</li> <li>6. GA to correct the borehole sites on the plan.</li> <li>7. MT to respond to PO re: Price and Myers Report</li> <li>8. PO to forward notes of Technical Team meetings to MB</li> </ol> <p>It was noted that MB will be away from 16 August to 4 September.</p>	
11.0	Date of Next Meeting. Wednesday 12 September @ 2.00pm	All