

**CASTLEWOOD HOUSE  
RESIDENTS LIAISON GROUP MEETING  
21 OCTOBER 2019, 6.30pm-7.30pm**

The below minutes are a summary of the discussions from the first Residents' Liaison Group meeting to discuss the construction works of Castlewood House and Medius House, which was held on Thursday 17 October at London Communications Agency, 169-173 High Holborn, WC1V 7AA.

**Attendees:**

Mark Carroll, Royal London (MC)  
Kathryn Ware, CBRE (KW)  
Amir Gadwah, CBRE (AG)  
Steven Jones, Deconstruct UK (SJ)  
Sam Peck, Deconstruct UK (SP)  
Azeem Ahmad, Matilda Apartments (AA)  
Stephen Heath, Bloomsbury Association (SH)  
Dec Bennett, LCA (DB)  
Lottie Colquhoun, LCA (LC)

Minutes	Action
<p><b>Introductions</b></p> <ul style="list-style-type: none"> <li>The project team introduced themselves and their roles.</li> <li>Mr Ahmad from Matilda Apartments explained that his apartment overlooks Castlewood House.</li> </ul>	
<p><b>Project overview</b></p> <ul style="list-style-type: none"> <li>The project team presented an overview of the scheme, the site, Deconstruct UK's role, the programme of works for the next six weeks, and details of the CMP, including how the impact to local residents will be mitigated.</li> <li>MC explained that very minor amends had been made to the application since receiving approval, including changes to the window sizing at Medius House as well as details of the interior bulk and mass for Castlewood House.</li> <li>SH queried whether the substation at Castlewood House was being relocated.</li> <li>MC confirmed the existing substation was being removed and a new one was being installed on the Bucknall Street side of the building.</li> </ul> <p><b>Deconstruct UK</b></p>	



<ul style="list-style-type: none"><li>• MC explained that Deconstruct UK have been appointed under a hybrid design and build contract, which includes undertaking demolition, creation of new basements and building of the central core for Castlewood House. They will also complete the retention of the façade at Medius House as well as the frame back-up. Following completion of these works, a new contractor will take over the site and complete the remaining works.</li><li>• Deconstruct UK's scope of works was discussed. MC explained that the tender process is currently underway for the other contractor and they will be introduced at the RLG meeting in the lead up to their commencement on-site</li><li>• SH queried whether the original architects were still working on the project.</li><li>• MC explained that they were and they had rebranded as Apt, who will form part of the client monitoring team to maintain continuity.</li><li>• Advertising on the site monoflex was discussed and MC explained that it was decided that no advertising would be included.</li></ul>	
<b>Upcoming works</b> <ul style="list-style-type: none"><li>• The Group were provided with an overview of the upcoming works on-site, noting which aspects would be more visible including the dismantling of the roof structures.</li><li>• The team explained the placement of the dust and noise monitors for the site had been agreed with Camden Council.</li></ul>	<ul style="list-style-type: none"><li>• LCA to upload direct link to CMP onto website</li><li>• LCA to send CMP to attendees</li></ul>
<b>Contact</b> <ul style="list-style-type: none"><li>• The details of how to contact the site team during an emergency / for a general enquiry were discussed.</li></ul>	
<b>Next steps &amp; timeline</b> <ul style="list-style-type: none"><li>• Attendees noted that they were surprised that no local businesses had attended the meeting – adding that perhaps once works progressed further some may decide to attend.</li><li>• The team added that they are part of the St Giles Construction Working Group, which acts a forum between developers within the local area and landlords.</li><li>• AA stated that he came on behalf of Matilda Apartments as well as the Community Garden Association.</li><li>• The team provided a timeline overview of the project until the end of Deconstruct UK's scope of work, which are due to be completed by the end of 2020. The team added that residents won't see much of a</li></ul>	



<p>change on-site when the new contractor takes over and that it will be an integrated process.</p> <ul style="list-style-type: none"><li>• The timeline of the whole project was discussed, with MC clarifying that by mid-2022, the new office tenants in Castlewood House have be moved in with Medius House also completed.</li><li>• Attendees queried the relocation of the Santander bikes. MC confirmed in the long-term they would be moved to the right of the site, but that their short-term location had yet to be decided between them and TfL. SH suggested that the team get in touch with Steve Cardno.</li></ul>	<ul style="list-style-type: none"><li>• CBRE/Royal London to contact Steve Cardno</li></ul>
<p><b>Access &amp; Security</b></p> <ul style="list-style-type: none"><li>• The team discussed the proposed vehicle route plan for the site, noting that access will be made via Bucknall Street for Castlewood House and via Dyott Street for Medius House.</li><li>• Attendees queried whether Dyott Street would be wide enough for construction vehicles. The team confirmed that they would take ownership of Dyott Street, which will be temporarily closed in order for vehicles to gain access to the site as it is the only option. Traffic marshals will be present at all times to allow deliveries and resident/business access. Pedestrian access will also be maintained on the far side of Dyott Street.</li><li>• The team clarified that traffic marshals will give residents access in and out of Bucknall Street during the day and will push the barriers into the parking bays at the end of the day to discourage parking. Deconstruct UK assured attendees that they have a lot of experience managing streets and will be fully prepared to allow deliveries for residents.</li><li>• Attendees cited their concerns at anti-social behaviour occurring near the site. It was confirmed that CCTV was installed across the site and a full search of the site would take place every morning.</li></ul>	

**Next meeting:** Meetings are due to take place quarterly, meaning the next Residents' Liaison Group meeting will take place in February 2020. Invitations will be sent out over a week in advance.

END

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