

Meeting notes

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| Project name: | Mote Park Lake Reservoir Engineering Services | Project no. | File number: |
| | | 122775 | |
| Subject: | Start-up meeting | Meeting no. | 001 |
| Location: | Maidstone Borough Council, Maidstone House, King Street, Maidstone, Kent ME15 6JQ | Time: | Date: |
| | | 0900hrs | 14-Nov-2017 |
| Recorded by: | | | |
| Participants: | Name | Title | Organisation |
| | John Hopkins | Technical Lead | Black & Veatch (BV) |
| | Andrew Swaby | Engineering Manager | BV |
| | Vicky Lutyens, | Environmental Consultant | BV |
| | Deborah Turner | Corporate Property | Maidstone Borough Council (MBC) |
| | Lucy Stroud | Corporate Property Manager | MBC |
| Distribution: | | | |

| Item no. | Notes | Due date | Action by |
|----------|---|----------|-----------|
| 1 | <u>Scope of Works</u> | | |
| 1.1 | BV considers that option "B" (strengthen crest to inhibit breach) is unlikely to provide an acceptable standard of protection. BV proposed that option A is looked at instead as an option that would provide a very high standard of protection. (JH later clarified that this was A2 + C2)-MBC agree that options A, C1 and C" are looked at and option "B" is discounted. | | |
| 1.2 | BV advised that as a part of the study for option A (A2 + C2) BV will need to carry out investigations in Turkey Mill grounds but would keep any impact to a minimum. MBC advised that during the summer weddings take place at Turkey Mill most days. During the winter weddings generally take place on the weekends. BV advised that we would consider the use of window sampling as part of the ground investigations to minimise the investigation time. | | |
| 2 | <u>Documents</u> | | |
| 2.1 | Previously issued list of requested documents discussed. Many of these have been provided post meeting. | | MBC |
| 3 | <u>Preferred list of suppliers</u> | | |
| a | <i>Topographical surveys and ground investigations</i> | | |

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| 3a.1 | <p>MBC advised that they do not have a preferred list of suppliers for utility service search, topographical surveys and ground investigations.</p> <p>BV advised that the cost for utility service search is relatively small and BV generally use Zetica. MBC agreed that a single source contract is acceptable for services search.</p> <p>BV to progress Zetica quote for service search. (Completed 27-Nov)</p> | | BV |
| 3a.2 | <p>MBC advised that costs for topographical survey and ground investigations will have to go to MBC procurement. BV to obtain min 3 quotations for topographical survey and GI. (Topo quotes sent to MBC on 04-Dec)</p> | | BV |
| 3a.3 | <p>MBC will advise BV if there are any procurement issues with the proposed budget costs for the surveys, but for BV to proceed as above.</p> | | |
| b | <i>Environmental / Ecological</i> | | |
| 3b.1 | <p>MBC confirmed that they do not have a list of specialist environmental / ecological suppliers.</p> | | |
| 3b.2 | <p>BV advised that we have in-house skills to undertake a number of environmental / ecological surveys and assessments supplemented with specialist suppliers. This will be more cost effective. MBC requested that BV provide a quote for these activities.</p> <p>BV will provide MBC with a quote for Stage 1 and an indicative price for Stage 2. (Quote submitted on 07-Dec-17).</p> | | BV |
| 4 | <u>Principal Designer</u> | | |
| 4.1 | <p>BV will undertake Principal Designer duties during our contract. (No action required)</p> | | BV |
| 5 | <u>Access/ time restrictions for third party surveys</u> | | |
| 5.1 | <p>MBC advised that other than ecological and notifying members of the public, there are no formal notifications required.</p> | | |
| 6 | <u>Disabled Access</u> | | |
| 6.1 | <p>MBC to check if there are requirements for disabled access on footpath which crosses the dam area (particularly from footbridge)</p> | | MBC |
| 7 | <u>Other works in Mote Park</u> | | |
| 7.1 | <p>BV has queried if there are any other proposals for Mote Park that need to be considered. MBC are not aware of any.</p> <p>MBC will check and provide details of any other proposed Park works</p> | | MBC |
| 7.2 | <p>MBC to check the Park Events Schedule</p> | | MBC |

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| 7.3 | MBC to provide details of any other proposed Park works | | MBC |
| 7.4 | MBC to provide directory of contacts for access to the Park | | MBC |
| 8 | <u>Stakeholder</u> | | |
| 8.1 | MBC to provide list of stakeholders | | MBC |
| 9 | <u>Restricted Covenants</u> | | |
| 9.1 | MBC advised that there is a blanket covenant with the cricket club that covers change of use / additional structures. MBC consider that this is unlikely to be an issue and will discuss the proposed scheme with the Cricket Club. | | MBC |
| 9.2 | MBC advised that all stakeholders will be informed. Cricket Club to be added to the stakeholder contact list. | | MBC |
| 10 | <u>Communications with Turkey Mill</u> | | |
| 10.1 | BV queried arrangements for communications with Turkey Mill for access etc. MBC will look into this and advise BV. BV noted that their costs do not include Estates Services. | | MBC |
| 10.2 | MBC will make contact with Turkey Mill and advise them of BV appointment. | | MBC |
| 10.3 | Once BV know the extent of survey work to be undertaken on Turkey Mill site BV to advise MBC. MBC noted that BV programme of work to be mindful of Turkey Mill wedding events. MBC can obtain more information as to their forthcoming schedule. | | BV |
| 11 | <u>Contacts</u> | | |
| 11.1 | MBC to provide communications list. | | MBC |
| 11.2 | BV advised MBC that A Swaby will be BV key point of contact. John Hopkins and Vicky Lutyens to be copied in on all correspondence. | | MBC |
| 11.3 | Post meeting note: Please keep BV Fiona Tarrant copied in as well. | | MBC |
| 11.4 | BV to send all correspondence to Deborah Turner and Lucy Stroud (On going) Deborah Turner works part-time, Lucy Stroud is full-time. | | BV |
| 12 | <u>Programme</u> | | |
| 12.1 | BV to submit a high level programme with key milestones | | BV |
| 13 | <u>Site Compound</u> | | |
| 13.1 | MBC to confirm if there is a preferred area for contractors site compound | | MBC |
| 14 | <u>Planning</u> | | |

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| 14.1 | MBC have not contacted their Planning Department regarding the proposed works. BV noted that it would be useful to do this at an early stage to clarify required documents to support the planning application, and to clarify the lines of communication between the design and planning teams. MBC to make contact with Planning Department to advise them of forthcoming application. | | MBC |
| 14.2 | MBC to provide list of who's-who | | MBC |
| 14.3 | MBC confirmed that they do not have an ecologist; they have a tree officer. | | |
| 14.4 | MBC to consider what publicity is appropriate to inform members of the public in advance of the planning application and liaise with their communications team on this. | | MBC |
| 15 | <u>Water Sports Container</u> | | |
| 15.1 | Current access to area for container may be lost as ground will have to be raised to achieve flood defence level. Flood gate (not preferred) could be provided to maintain access to the container or ground re-contoured to suit. It may be better if container can be relocated. MBC to discuss provision of access to the Water Sports Container with owner. Post meeting note: from viewing the container on site, it is possible that this is owned by the Cygnets Model Boat Club | | MBC |
| 15.2 | MBC to add Cygnets Model Boat Club to user group that needs to be consulted as part of scheme. | | MBC |
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