

# Notes

Attendees:

Organisation	Name	Present / apologies
Paragon	Helen Jones – Associate Director	✓
Metnor Construction	Scott Straughan – Site Manager Neil Drew – Site Manager	Apologies ✓
Alton Town Council	Cllr Bisi Eni-Olotu – ATC Ward Councillor Cllr Pam Jones – ATC Ward Councillor	Apologies ✓
East Hampshire District Council	Cllr Graham Hill – EHDC Ward Councillor Sean Herdman Grant – Leisure Account Manager Stephen Wiltshire– Development Management Team Leader Ashton Carruthers – Development Inspector John Geoghegan – Community Officer	✓ ✓ ✓ ✓ ✓
Treloars Estate Residents Association	Vicky Gilson - Resident	✓

## 1. Introductions

Members of the meeting introduced themselves.

## 2. Purpose and format of liaison meetings

The purpose and format of the meetings was highlighted – to share information between the builders and the local community, including raising residents’ concerns. This was not a forum for “going over old ground” or debating planning issues relating to the site. The Terms of Reference were agreed as attached at Appendix 1.

## 3. Update on development

Helen and Neil gave an update. This was week 4 of construction activity on site. Early work on site was focussed on setting up the site, and installing large soakaways. Drainage would then be addressed, followed by the pouring of concrete foundations. Cabins would be in place over the next few weeks. Vehicle movements would increase when the concrete was being poured – up to 30 vehicles a day would be in and out of the site. Access would be exclusively via the A31 as per the approved construction plans. The section of road between the A31 roundabout and the Sports Centre would become one-way during the construction of the Butts Bridge.

## 4. Questions/concerns from the community

Following questions from the community, the following was raised:

- The site could hold 2-3 lorries at a time; Metnor would manage the deliveries to avoid disruption to residents.
- Regular coordination meetings were held between Paragon/Metnor and the companies undertaking works to the Butts Bridge, to ensure there were no “pinch points”, particularly in respect of the local transport network. Paragon/Metnor would keep members of this group updated as and when there were increased vehicle movements expected.
- Updates on the Butts Bridge works could be found at [www.buttsbridgeworks.co.uk](http://www.buttsbridgeworks.co.uk)

- Metnor would be doing a letter-drop to immediate neighbours of the site with updates – this should include information about this group. It should also include contact details for the site manager.
- Contact details for the site manager were up around the site.
- A brochure about the Sports Centre development was being printed currently. This would include a high-level timetable for the development and would be sent to every household in the town and beyond.
- This development would be a two-phase build. Once the new centre opened, then the old centre will be stripped and demolished, being replaced with a new car park and 3G pitches.
- Residents of The Gurdons were being consulted directly, outside of this group.
- Work at the nearby Treloar Heights site would not start until ASC and the Butts Bridge were complete, so the projects should not clash.
- There had been an issue of contractor vehicles parking in neighbouring residential roads, although this had only occurred on one occasion. Contractors were instructed not to do so in their induction.
- On-site parking would be tight but adequate. Overflow car parking was available if needed – this was near to the skate park. Contractors would not use the hospital of the Cardiac Rehab Centre for parking.
- Wheel washing and jet washers were in place on site, as well as dust suppressors.
- Permitted working hours on site were 08:00 – 18:00 Monday to Friday, and 08:00 – 13:00 on Saturdays.
- Extra drainage measures were being put in place now to alleviate flooding issues at the Cardiac Rehab Centre. The reconfiguration would also mean shorter walking distances for the users of that centre, with a better layout.
- Some “open days” were being planned for schools, the community and press. Cllr Hill suggested including members of the public in these open days.
- Photographs would be taken throughout the construction process and used on the website <https://www.everyoneactive.com/centre/alton-sports-centre/>

**Action: Helen Jones to circulate contact details for the site manager to this group**

**Action: Metnor to include information about this liaison group in their letter to neighbours**

**Action: John Geoghegan to invite Alton Community Hospital and Cardiac Rehab Unit to the next meeting**

#### 5. Date of next meeting

The next meeting was booked for 11:30 on Thursday 23<sup>rd</sup> August at Alton Sports Centre.

The finalised notes from this meeting will be uploaded here: <http://www.adra.community/about-adra/documents-minutes>

## **Alton Sports Centre liaison group**

Terms of reference

### **Purpose / role of the group:**

- To share information between the developers on the Alton Sports Centre development site, Paragon Building Consultancy, Metnor Construction, and the local community;
- For the community representatives to raise issues on behalf of the community as necessary;
- To discuss other matters relating to the site or the effects of works taking place on the site;

### **Membership:**

- The membership of this group will be by invite only and meetings will not be open to the public;
- The key groups to be represented at this group will be: Paragon Building Consultancy; Treloars Estate Residents Association; East Hampshire District Council; Alton Town Council; Alton Cardiac Rehab Unit; Alton Community Hospital.
- Membership of the group will be continually reviewed, and other groups may be invited on specific occasions.

### **Working methods / ways of working:**

- This group will meet every month, but this is flexible;
- Generally, information shared at this meeting will be made publicly available. Any information shared in confidence should be introduced as such;
- Meetings will be held in Alton;
- Information may be shared by email between meetings;
- The meetings will be facilitated by EHDC, including secretariat and chairmanship.

### **Accountability:**

- Each representative around the table will be expected to communicate any pertinent points among their respective organisations.

### **Review:**

- These Terms of Reference may be reviewed at any meeting.