

## Margaret Gallagher

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**From:** Alex Rivers <Alex.Rivers@circle.org.uk>  
**Sent:** 11 May 2016 11:36  
**To:** Margaret Gallagher  
**Cc:** Bob Souster; Alison Hawker; Peter Doble  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

Hi Margaret,

That's very helpful – thanks again for organising.

Regards

Alex

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**From:** Margaret Gallagher [mailto:margaret.gallagher@waltham.ac.uk]  
**Sent:** 11 May 2016 11:29  
**To:** Alex Rivers  
**Cc:** Bob Souster; Alison Hawker; Peter Doble  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

Alex

Tim and Becky Fishlock of No 5 Spruce Hill have confirmed they will meet with you and your colleagues at 3.30 pm on 25 May in Room 126. I will meet them in Reception on arrival and bring them to Room 126 and make introductions.

Kind regards

Margaret

Margaret Gallagher  
Head of Estates  
Waltham Forest College  
707 Forest Road  
London E17 4JB

Tel: 020 8501 8010  
Mob: 07920 790574  
Fax: 020 8501 8321

Email: [margaret.gallagher@waltham.ac.uk](mailto:margaret.gallagher@waltham.ac.uk)

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**From:** Alex Rivers [mailto:Alex.Rivers@circle.org.uk]  
**Sent:** 11 May 2016 11:21  
**To:** Margaret Gallagher  
**Cc:** Bob Souster; Alison Hawker  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

Ok Thanks!

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**From:** Margaret Gallagher [<mailto:margaret.gallagher@waltham.ac.uk>]  
**Sent:** 11 May 2016 11:15  
**To:** Alex Rivers  
**Cc:** Bob Souster; Alison Hawker  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

I have sent an invite to him and awaiting a response.

Kind regards

Margare

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**From:** Alex Rivers [<mailto:Alex.Rivers@circle.org.uk>]  
**Sent:** 11 May 2016 11:11  
**To:** Margaret Gallagher  
**Cc:** Bob Souster; Alison Hawker  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

Hi Margaret,

Now that the date and room has been agreed could you advise whether Mr Fishlock would be able to attend the consultation date on the 25<sup>th</sup> May from 3-4pm?

Many Thanks

Alex

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**From:** Alison Hawker [<mailto:alison.hawker@waltham.ac.uk>]  
**Sent:** 11 May 2016 11:01  
**To:** Alex Rivers  
**Cc:** Margaret Gallagher; Bob Souster  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

Hi Alex

After a bit of re-jigging of the timetable I have managed to free up room 126 for you on Wednesday, 25<sup>th</sup> May from 15:00 – 20:00.

Is this the only date you now require for your public consultation or do you still also require Tuesday, 31<sup>st</sup> May?

Kind regards  
Alison

Alison Hawker  
Estates Administrator

Waltham Forest College  
707 Forest Road  
Walthamstow  
London  
E17 4JB

Phone: 020 8501 8012

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**From:** Alex Rivers [<mailto:Alex.Rivers@circle.org.uk>]  
**Sent:** 11 May 2016 10:34  
**To:** Alison Hawker  
**Cc:** Margaret Gallagher; Bob Souster  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

Hi Alison,

we are doing a public consultation with probably about 6-10 boards – do you think this will be enough?

Thanks

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**From:** Alison Hawker [<mailto:alison.hawker@waltham.ac.uk>]  
**Sent:** 11 May 2016 10:06  
**To:** Alex Rivers  
**Cc:** Margaret Gallagher; Bob Souster  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

Hi Alex

I have availability in the room next door to 126 which is room 125 however this room doesn't have as much display space as 125.

Kind regards  
Alison

Alison Hawker  
Estates Administrator

Waltham Forest College  
707 Forest Road  
Walthamstow  
London  
E17 4JB

Phone: 020 8501 8012

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**From:** Alex Rivers [<mailto:Alex.Rivers@circle.org.uk>]  
**Sent:** 11 May 2016 09:40  
**To:** Alison Hawker  
**Cc:** Margaret Gallagher; Bob Souster  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

Hi Alison,

Is it possible to take room 125 or another similar room on the Wednesday 25<sup>th</sup> between 3-8pm?

I spoke to Luke yesterday and he advised that there was some availability for similar sized rooms at the College (approx. 20 people)

Many Thanks

Alex

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**From:** Alison Hawker [<mailto:alison.hawker@waltham.ac.uk>]  
**Sent:** 11 May 2016 09:22  
**To:** Alex Rivers  
**Cc:** Margaret Gallagher; Bob Souster  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

Hi Alex

Regrettably room 126 is in use on Wednesday 25<sup>th</sup> May until 17:00.

Could you please advise if you wish to go ahead with the booking on Thursday 26<sup>th</sup> and/or Tuesday 31<sup>st</sup> May?

I look forward to hearing from you.

Kind regards  
Alison

Alison Hawker  
Estates Administrator

Waltham Forest College  
707 Forest Road  
Walthamstow  
London  
E17 4JB

Phone: 020 8501 8012

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**From:** Alex Rivers [<mailto:Alex.Rivers@circle.org.uk>]  
**Sent:** 10 May 2016 11:47  
**To:** Alison Hawker  
**Cc:** Margaret Gallagher; Bob Souster  
**Subject:** RE: Spruce Hills Road - Public Consultation & Room hire

Hi Alison,

Just left a message – do you have availability for the same room on Wednesday 25<sup>th</sup> May between 4-8pm?

Many Thanks

Alex Rivers

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**From:** Alison Hawker [<mailto:alison.hawker@waltham.ac.uk>]  
**Sent:** 27 April 2016 07:51  
**To:** Alex Rivers  
**Cc:** Margaret Gallagher  
**Subject:** RE: Spruce Hills Road - Utility and consultation

Hi Alex

Please find attached a copy of our Application Form for room bookings. If you could complete with your requirements and return a signed copy to me I can get everything confirmed for you.

From the date range provided below we would have availability from 16:00 – 20:00 on a daily basis (Monday – Friday) in a ground floor room.

If there are any questions please let me know.

Kind regards  
Alison

Alison Hawker  
Estates Administrator

Waltham Forest College  
707 Forest Road  
Walthamstow  
London  
E17 4JB

Phone: 020 8501 8012

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**From:** Margaret Gallagher  
**Sent:** 26 April 2016 16:57  
**To:** Alex Rivers  
**Cc:** Alison Hawker  
**Subject:** RE: Spruce Hills Road - Utility and consultation

Alex

I will ask my colleague, Alison Hawker, who deals with room bookings to make contact with you and advise room availability etc. There will be a form to complete, but this is to cover the reservation process only. Suggest keep me cc'd into all correspondence etc. Do you need WFC representation to attend or not required?

Kind regards

Margaret

Margaret Gallagher  
Head of Estates  
Waltham Forest College  
707 Forest Road  
London E17 4JB

Tel: 020 8501 8010  
Mob: 07920 790574  
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Email: [margaret.gallagher@waltham.ac.uk](mailto:margaret.gallagher@waltham.ac.uk)

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**From:** Alex Rivers [<mailto:Alex.Rivers@circle.org.uk>]  
**Sent:** 26 April 2016 16:52  
**To:** Margaret Gallagher  
**Subject:** RE: Spruce Hills Road - Utility and consultation

Hi Margaret,

That's good to know!

We are aiming for dates from 23-31<sup>st</sup> May – could you advise the a ground floor classroom that might be available from 4-8pm on any of these days?

Many Thanks

Alex Rivers

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**From:** Margaret Gallagher [<mailto:margaret.gallagher@waltham.ac.uk>]

**Sent:** 26 April 2016 16:48

**To:** Alex Rivers

**Subject:** RE: Spruce Hills Road - Utility and consultation

Hi Alex

Very well thank you, always busy at WFC.

Our consultants are actively progressing the arrangements of service diversions and orders placed with Thames Water and approved gas contractors. Just awaiting confirmation of dates and programme for relocation of both and Comms, we will keep you in the loop.

In terms of booking a room at the College, just let me know what you need and we can provide access to a classroom for you for the consultation FoC.

Look forward to hearing from you.

Kind regards

Margaret

Margaret Gallagher  
Head of Estates  
Waltham Forest College  
707 Forest Road  
London E17 4JB

Tel: 020 8501 8010  
Mob: 07920 790574  
Fax: 020 8501 8321

Email: [margaret.gallagher@waltham.ac.uk](mailto:margaret.gallagher@waltham.ac.uk)

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**From:** Alex Rivers [<mailto:Alex.Rivers@circle.org.uk>]

**Sent:** 25 April 2016 13:50

**To:** Margaret Gallagher  
**Subject:** Spruce Hills Road - Utility and consultation

Hi Margaret,

Hope you are well?

I was just wondering if you could give an update on the utility diversions and whether or not we could hire a room in the College for sometime at the end of May for the Public Consultation?

Please advise.

Many Thanks

Alex Rivers  
Development Manager  
Development  
Circle Housing  
T – 020 3784 3583  
M – 07977 285 261

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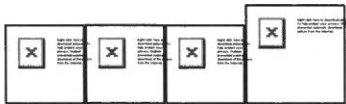
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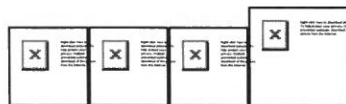
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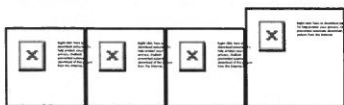
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