

Margaret Gallagher

From: Alex Rivers <Alex.Rivers@circle.org.uk>
Sent: 10 May 2016 16:52
To: Margaret Gallagher
Cc: Peter Doble
Subject: RE: Spruce Hills Road - Utility and consultation

Hi Margaret,

I spoke to Luke in the bookings team and he advises 125 is available on Wednesday 25th May from 4-8pm – could you advise whether he would be willing and able to attend from maybe 3.30 and whether he is ok with the scheme?

Many Thanks

Alex Rivers

From: Margaret Gallagher [mailto:margaret.gallagher@waltham.ac.uk]
Sent: 10 May 2016 11:51
To: Alex Rivers
Cc: Peter Doble
Subject: RE: Spruce Hills Road - Utility and consultation

Alex

I have not confirmed the time with Mr Fishlock yet, but you are changing the date of the consultation with Alison possibly? As soon as you have sorted the date I will confirm with Mr Fishlock a meeting time.

Kind regards

Margaret

From: Alex Rivers [mailto:Alex.Rivers@circle.org.uk]
Sent: 06 May 2016 08:59
To: Margaret Gallagher
Cc: Peter Doble
Subject: RE: Spruce Hills Road - Utility and consultation

Hi Margaret,

First of all thank you making contact with Mr Fishlock and passing on his concerns I will circulate and advise by early next week.

In terms of consultation we would like to confirm the appointment of the 26th May between 4-8pm = maybe it would be worth Mr Fishlock attending at 3 and we could talk privately with him?

That's good news about the gas pipe – no problem with the grass – any news on the BT works?

Many Thanks

Alex

From: Margaret Gallagher [<mailto:margaret.gallagher@waltham.ac.uk>]
Sent: 05 May 2016 19:13
To: Alex Rivers
Cc: Peter Doble
Subject: RE: Spruce Hills Road - Utility and consultation

Alex

Peter and I today met with Mr Tim Fishlock, our neighbour at No 5 Spruce Hill, and provided him with an update on the recent sale of College land to Circle.

We shared with him a brief overview of the indicative scheme we had to hand and explained your intentions to hold public consultations later this month.

Some queries were raised as part of our discussions:

- Dates and times of consultation meetings - I note you have asked Alison for an additional date, can you please provide me with confirmation dates and times of the Public consultations that I can forward to Mr Fishlock?
- Can you please confirm how you will advise residents and the local community of the details of the consultation meetings, e.g. mailshot to all residents in Spruce Hill and surrounding Roads, e.g. St Johns Road? Again I will share this response with our neighbour.

Concerns raised by Mr Fishlock included:

- Increased parking requirements in Spruce Hills
- His property being overlooked, e.g. garden
- Natural light availability into his property on ground floor

I have just received an email from Mr Fishlock advising he and his wife feel it would be a positive step forward to discuss some concerns with you privately prior to the Public Consultation meetings. Is this something you can accommodate? I can hold the meeting at the College if appropriate, please let me know.

Update on gas mains – works started this week to lay the new mains in Forest Road. I hope you do not mind, using the grass for the equipment and the pipes! Sorry should have asked you first, but it happened so quickly this week.

Kind regards

Margaret

Margaret Gallagher
Head of Estates
Waltham Forest College
707 Forest Road
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Email: margaret.gallagher@waltham.ac.uk

From: Alex Rivers [<mailto:Alex.Rivers@circle.org.uk>]
Sent: 04 May 2016 15:46
To: Alison Hawker
Cc: Margaret Gallagher
Subject: RE: Spruce Hills Road - Utility and consultation

Hi Margaret,

Yes that looks fine – so Rm 126 on 26th May from 4-8. Is there availability for Tuesday 31st May as well?

Many Thanks

Alex Rivers

From: Alison Hawker [<mailto:alison.hawker@waltham.ac.uk>]
Sent: 27 April 2016 16:22
To: Alex Rivers
Cc: Margaret Gallagher
Subject: RE: Spruce Hills Road - Utility and consultation

Hi Alex

This booking will be provided to you free of charge as per Margaret's email yesterday.

You have requested 6no. Whiteboards, as we do not have portable whiteboards I have booked room 126 for you which has 2no large noticeboard and 1no. large whiteboard. I have attached photos. Could you please confirm if this will be ok? We do not have anything available on the Ground Floor with enough 'display' space.

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

From: Alex Rivers [<mailto:Alex.Rivers@circle.org.uk>]
Sent: 27 April 2016 10:27
To: Alison Hawker
Cc: Margaret Gallagher
Subject: RE: Spruce Hills Road - Utility and consultation

Hi Alison,

Thanks for that – could you see the draft attached form and provide a quote for the room request and extras?

Also in order to process the payment I would need the College bank details on headed paper!?

Many Thanks

Alex Rivers

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

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
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Mob: 07920 790574
Fax: 020 8501 8321

Email: margaret.gallagher@waltham.ac.uk

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 23-31st 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

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
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Email: margaret.gallagher@waltham.ac.uk

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

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