

Margaret Gallagher

From: Alex Rivers <Alex.Rivers@circle.org.uk>
Sent: 11 May 2016 11:23
To: Alison Hawker
Cc: Margaret Gallagher
Subject: RE: Spruce Hills Road - Utility and consultation

Hi Alison,

I thought it might be – just wanted to make sure!

Thanks a lot – will have to wait till tomoz to send over as am not near a scanner.

Regards

Alex

From: Alison Hawker [mailto:alison.hawker@waltham.ac.uk]
Sent: 11 May 2016 11:19
To: Alex Rivers
Cc: Margaret Gallagher
Subject: RE: Spruce Hills Road - Utility and consultation

Hi Alex

As per previous emails this booking will be free of charge.

Could you please print, sign and return the attached for to me in order for me to generate your confirmation paperwork? I have updated the form with the correct date/time.

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
707 Forest Road
London E17 4JB

Tel: 020 8501 8010
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
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

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

About Circle Housing

Circle Housing is one of the UK's largest providers of affordable housing with over 70,000 properties across the country. Our nine housing association partners provide desirable homes, sustainable communities and trusted services to around 200,000 customers. Our specialist provider Centra offers a range of support services to around 100,000 customers, including telecare and home care, as well as a choice of housing options including shared ownership and market rent. By acting with a business head and social heart, together we achieve our mission to enhance life chances by helping people to fulfil their potential and live better, more independent lives.

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