

**Meeting 31<sup>st</sup> May 2015 – 3pm**

**Plough Pond Project**

**Attendees: Mary Clark, Julian McCarthy, Robin Gill, Norman Iles, Alison Rawlings**

1. Maintenance

RBK currently use Quadrant who are contracted until 2020. Built into Aquajoy's (the preferred contractor) quote is maintenance for the next 5 years so this will run alongside Quadrant. Quadrant sub contract to Red Kyte who do all of the maintenance in the water of the pond. They will not be used with effect from 31<sup>st</sup> March 2016.

Mary Clark to approach Marie-Claire Edwards at RBK to obtain any written instructions given to Quadrant and Red Kyte and find out whether anyone is overseeing the works and obtain paperwork relating to signing off maintenance/workload sheets.

2. Overviews of budget/essential costs/preferable costs

Norman reported that the HLF seemed to be quite happy with Aquajoy (the preferred contractor), however, it was decided that the other 2 companies who had previously provided quotes would be approached again and that a fair and audited process would be carried out for the tendering. Norman/Julian will be dealing with this. It was also decided that the scope of works would be separated into "essential costs" and "preferable costs".

Essential

Design (Aquajoy have included under this heading removal of 2 trees, pond draining, de-silting, pump aerator (electrical supply, isolators and timers), planting with a new style of reed, re-planting of surround, re-stock of pond, fencing)

Pond draining/de-silting  
Fence  
Pump  
Surface aerator

Preferable

Duck house  
Dipping platform  
Gate

Aquajoy will need to inform us how long they anticipate the project to take from start to finish.

Once the contractor has been appointed, they will need to provide their public liability insurance certificate to us and RBK.

Norman will be sending to Julian and Robin all of the documentation that was sent to Mr Murray at HLF including a sketch of the pond which Julian is going to do some alterations to as part of the tendering process.

### 3. Project Manager

The subject of a Project Manager was discussed as a question had been raised about this by HLF. We would need to get a price and duration of works from the contractors and from this we can determine the length of employment of the Project Manager. It was decided that Bryn Jones who is a member of the Steering Committee and also a volunteer at the Wetlands Trust in Barnes could be approached and also invited to take part in heritage training. If Bryn Jones is not interested it was thought he may know of someone who is or the position will have to be advertised. Julian said he would speak to project managers at his place of work and get some guidance on what sort of brief would be required when approaching a Project Manager and then forward this to Norman.

### 4. School's (Malden Manor's) Involvement

It was decided that we could approach the school and see if one of the teachers would like to be trained by a specialist in pond/wildlife/heritage. The training would be given by one person/expert and the children would then be receiving the education of pond/wildlife by two people (trainer/expert and the teacher who had been trained).

Aquajoy have said they they would help the school children with the planting. This raised a lot of H & S concerns, namely:

- a) Temporary erection of a barricade around pond to prevent children falling in;
- b) Children wearing suitable footwear and high viz jackets;
- c) Responsibility of the school to provide protective clothing/gloves if they go near water (and later required for actual pond dipping exercise).

It is imperative that the school "risk manages" all of the pond activities that they are involved in.

### 5. Bank Account

Julian/Mary confirmed that MCHS will provide confirmation to the HLF that the Society is in partnership with Church Road Residents Association (CRRRA) on the Plough Pond Restoration Project.

Also, Martin (Treasurer to MCHS) will be opening a new bank account under the name of "CRRRA Plough Pond Restoration Account" which will require 2 signatories – one will be Martin/Robin of MCHS and the other Alison Rawlings (Plough Pond Project Secretary).

### 6. Future Meetings

Mary mentioned that prior to works commencing, we would need to have a meeting with the Plough Pub and with the residents of the houses behind the pond (?).

Also a meeting of the Steering Group will need to be held within the next few weeks – just to keep people up-to-date on project progress. Norman will contact Richard Challoner School to book the school hall for a meeting.