

## MINUTES OF MEETING

<b>Meeting</b>	<b>NCH Project Monitoring Committee</b>
<b>Date</b>	<b>29<sup>th</sup> November 2016</b>
<b>Time</b>	<b>6.30pm</b>
<b>Venue</b>	<b>Herberton Boardroom</b>

### Present

Name	Company	Initial
Cllr Rebecca Moynihan	Dublin City Council South Central Area	RM
Cllr Criona Ni Dhálaigh	Dublin City Council South Central Area	CN
Cllr Pat Dunne	Dublin City Council South Central Area	PD
Peter Finnegan (Chair)	Dublin City Council	PF
Bruce Philips	Dublin City Council South Central Area	BP
George Ray	Resident's Representative	GR
Tina MacVeigh	Resident's Representative	TM
Mary Kearney	Resident's Representative	MK
John Pollock	National Paediatric Hospital Development Board	NPH
Rhonda Evans	National Paediatric Hospital Development Board	NPH
Michael Greene	National Paediatric Hospital Development Board	NPH
Cass MacDougall	National Paediatric Hospital Development Board (minutes)	

### Apologies

Daniel Watkins	Resident's Representative	DW
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No.	ITEM	DESCRIPTION/ACTION	OWNER
1.0	Introductions	As requested by the Chair members introduced themselves along with their concerns and hopes for the project.  Boundaries agreed for meetings to remain flexible aiming to finish by 8pm  Agreement that the order of meeting be altered to allow the NPH proposals to be outlined ahead of discussion.	PF
2.0	Presentation on the roadmap and plan for the development of the hospital.	Key points arising from presentation: <ul style="list-style-type: none"> <li>Start of main contract anticipated to be next Spring with the contractor appointed early in new year.</li> <li>Information session to be arranged for residents prior to main works commencing.</li> <li>End of enabling works and start of main contract will overlap.</li> </ul>	Action NPH

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		<ul style="list-style-type: none"> <li>South circular road hoarding will be installed in Dec/Jan. Newsletter to be circulated to residents in advance.</li> <li>Consideration to be given to approaching the DCC Licensing Traffic Department with respect to reducing disruptions on Sundays for water mains connection works.</li> <li>Confirmation that the 'Connect' newsletter will be circulated the week beginning 5<sup>th</sup> December outlining the programme for the following 3 months.</li> </ul>	<p><b>Action NPH</b></p> <p><b>Action DCC</b></p> <p><b>Action NPH</b></p>
3.0	Communication plans and initiatives	<p>Initiatives identified as:</p> <ul style="list-style-type: none"> <li>Working with the main contractor on appointment to develop further push communications such as development of an app for instant updates.</li> <li>Contractor to facilitate dedicated web-page offering information on issues such as progress and up and coming works.</li> </ul> <p>Suggestions that the web-page features general feedback on common logged concerns, to demonstrate responses whilst maintaining the confidentiality of contacts. A summary report on resident feedback to be submitted for the next meeting.</p> <p>Critical objective agreed as ensuring residents were informed of approaching works, as much as was possible, to mitigate against unexpected disruption.</p> <p>Request for an electronic copy of 'Connect' for circulation agreed upon.</p>	<p><b>Action NPH</b></p> <p><b>Action NPH</b></p>
4.0	Overview of related developments	<p>Related works being considered by St James Hospital and the Hospital Development Board Committee of which PF is a member include:</p> <p>Traffic management at the Inchicore end of the campus.</p> <p>Linear Park masterplan including safety improvements with lighting/CCTV</p> <p>The health innovation corridor between DCC, IDA, SJH, CHG and NCH</p>	
5.0	Terms of reference and working methodology of the Committee	<p>Draft updated ToF R to be drawn up, circulated and scope to include the following:</p> <ul style="list-style-type: none"> <li>Open and free dialogue</li> <li>Sharing of information</li> <li>Maintaining amicable relations</li> <li>Respect for opposing opinions</li> <li>Suggestion that Peter Finnegan (Area Manager DCC) become the Independent Chair</li> </ul>	<b>Action PF</b>

No.	ITEM	DESCRIPTION/ACTION	OWNER
		<p>Resident reps to consult with resident associations on the appointment of the Chair.</p> <p>Agreed that membership of Project Monitoring Group should be maintained for consistency but that subject to agreement of Project Monitoring Group other (e.g., Technical Advisors, Design Team, additional residents, NPH team, etc) could be invited on occasions.</p> <p>Proposal carried that the committee meets once a month for the first 3 months and moved to every two months on agreement from the committee</p>	<b>Action Residents</b>
6.0	Process and agreement on appointment of Technical Advisor and Community Facilitator	<p><b>Technical Advisor</b> – key points and actions</p> <ul style="list-style-type: none"> <li>Variety of technical expertise required for different stages of the project</li> <li>The post will be tendered for</li> <li>Appointment to be in place before construction begins</li> <li>BP has a list of companies that previously applied to be on DCC framework. – List to be circulated following the meeting</li> <li>Scope of work to be compiled for the next meeting</li> </ul> <p><b>Community Facilitator</b> – key points and actions</p> <ul style="list-style-type: none"> <li>Required to liaise with all 12 resident groups</li> <li>Highly recommended candidate is [REDACTED]</li> <li>Also recommended by Peter Finnegan [REDACTED]</li> <li>[REDACTED] Budget parameters to be confirmed</li> <li>Scope of work to be drawn up to be agreed by the resident groups</li> </ul>	<p><b>Action PF</b></p> <p><b>Action NPH</b></p> <p><b>Action Resident Reps</b></p>
7.0	Zonal Mapping progress and delivery dates	<p>Need to identify stages and areas impacted</p> <p>Future Analytics recommended for carrying out work as they have a strong community benefit approach</p> <p>Agreement on urgency for appointment</p>	<b>Action NPH/Resident Reps</b>
8.0	Discussion on Chair arrangements	PF to attend resident groups on request to discuss this appointment	<b>Action PF</b>
	<b>Next Meeting</b>	The next meeting will take place in the NPH Board Room on 15 <sup>th</sup> December 2016 at 18:30 until 19:30.	

**Distribution**      **Attendees**  
**Apologies**  
**File**