



**Higgins Construction PLC**

**Plender Street Redevelopment, Camden**

**Community Working Group Plan**

## INTRODUCTION

Prior to Higgins being appointed, Camden Council undertook comprehensive consultation with residents in adjacent properties. Over 100 residents were involved in workshops. A core group of residents have emerged from these workshops who subsequently attended updates meeting held by the Council and Higgins thereafter.

This core group is therefore the 'Community Working Group' and presents the construction management of the project. Their details are listed in **Appendix A**. Please note there is a Bayham Place Tenants' Resident Association (TRA) but there is no TRA for the estate opposite the development site; however, residents from that estate do attend.

### Initial Meetings:

An initiation meeting was held on the 6<sup>th</sup> March 2014, See **Appendix B** for the minutes.

A 'Meet the Contractor' event took place on the 8<sup>th</sup> April 2014 at St Pancras Community Centre. Residents were leafleted through their door more than once, however, the event was poorly attended. A copy of the residents leaflet included within **Appendix C**.

The intention is to hold a subsequent 'Meet the Contractor' event in the Bayham Place TRA Hall, subject to Bayham Place TRA agreement. This will also be an opportunity for residents to contribute ideas in respect of the landscaping and part of the new open space.

### 'Community Working Group' meetings

As detailed above, the core group which include ward Councillors will be invited. Subject to numbers, other members of the local community who are affected by the construction works will be invited to attend.

The meetings will be held at intervals to suit the changing construction works (approximately 3 monthly would be envisaged).

An invitation newsletter will be produced and delivered to local residents (prior to each meeting) advising the date and time of the meeting and asking for interested parties to contact Higgins Construction PLC should they wish to attend. The invitation will also be extended to London Borough of Camden Planning Department.

## MEETING FORMAT

The meetings will be attended (and chaired) by representatives of Higgins Construction PLC's project team and the CSR Team. The agenda will be a presentation of the immediate up and coming construction works outlining any effect these may have on the local residents. An overview of the future programmed works will also be presented. This will be followed by questions and answers.

The initial meeting will be held at (a local venue to be agreed). Subsequent meetings will be held in the meeting room of the Higgins' site offices when the full site accommodation set up is complete.

## **AGENDA**

- Introduction of the Higgins' Project Team
- Overview of the Higgins' construction management plan
- Presentation of the up and coming works outlining any effect this may have on local residents
- Overview of the future programme works
- Works Progress
- Work variations
- Consultation
- Questions and answers

The meeting duration would be up to 1.5 hours.

## **MEETING SCHEDULE**

July 2014

October 2014

January 2015

April 2015

## **OTHER COMMUNICATIONS**

A regular monthly newsletter will be produced throughout the duration of the construction. It will be distributed to the local residents via a mail drop to houses and displayed on the communal notice boards within the flat block entrances.

Contact details of the Senior Project Manager (Keith Fisher) are contained in the newsletter. Higgins operate an open door policy. Residents are encouraged to contact Higgins directly if there is an issue that requires resolution.

## **Appendix A**

### **Community Working Group Invitees**

## COMMUNITY WORKING GROUP INVITEES

Invitations will be extended to the following:

<b>Androulla Shalli:</b>	<a href="mailto:androullashalli@rocketmail.com">androullashalli@rocketmail.com</a>
<b>Carole Donnelly :</b>	<a href="mailto:carole.donnely10@btinternet.com">carole.donnely10@btinternet.com</a>
<b>Christa:</b>	<a href="mailto:jmpmatos@msn.com">jmpmatos@msn.com</a>
<b>Richard Caylor</b> (chair of Bayham Place TRA):	<a href="mailto:bayhamplacetra@aol.com">bayhamplacetra@aol.com</a>
<b>Matthew Saunders:</b>	<a href="mailto:hotpoint1959@yahoo.com">hotpoint1959@yahoo.com</a>
<b>Kim World:</b>	<a href="mailto:Kim.World@WCSCHE.com">Kim.World@WCSCHE.com</a>
<b>Janice O'Brien:</b>	<a href="mailto:janicekivlanobrien@hotmail.com">janicekivlanobrien@hotmail.com</a>
<b>Jas Tatla :</b>	<a href="mailto:ktatla@hotmail.co.uk">ktatla@hotmail.co.uk</a>

**There is no Curnock estate TRA however a number of the above are residents.**

Fiona Mckeith - Property Services:	
Vicky Morris – Estate Officer:	<a href="mailto:Vicky.morris@camden.gov.uk">Vicky.morris@camden.gov.uk</a>
Lucy Gbadebo – Estate Officer:	<a href="mailto:lucy.gbadebo@camden.gov.uk">lucy.gbadebo@camden.gov.uk</a>
Samata Khatoon – Councillor:	<a href="mailto:samata.khatoon@camden.gov.uk">samata.khatoon@camden.gov.uk</a>
Roger Robinson – Councillor:	<a href="mailto:roger.robinson@camden.gov.uk">roger.robinson@camden.gov.uk</a>
Peter Brayshaw – Councillor:	<a href="mailto:peter.brayshaw@camden.gov.uk">peter.brayshaw@camden.gov.uk</a>

<b>SPCA:</b>	<a href="mailto:spca.office@gmail.com">spca.office@gmail.com</a>
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**Richard Cobden School:**

Bursar, Caroline Meah:	<a href="mailto:bursar@rcobden.camden.sch.uk">bursar@rcobden.camden.sch.uk</a>
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Head Teacher, Kathy Bannon:	<a href="mailto:head@rcobden.camden.sch.uk">head@rcobden.camden.sch.uk</a>
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## **Appendix B**

### **Community Working Group Meeting Minutes**

## **Plender Street construction works – Higgins meeting – 6<sup>th</sup> March 2014**

Held at St Pancras Community Association – 30 Camden Street

### **Attendees**

Robert Martin – Employers Agent, Phillip Pank Associates

Barbara Hughes – Chair, St Pancras Community Association

Donald Preddy – Trustee, St Pancras Community Association

Kenny Pryce – Director, St Pancras Community Association

Richard Caylor – Bayham Place TRA

Matthew Saunders – Bayham Place TRA

Kim World – Bayham Place TRA

Carole Donnelly – Curnock Estate TRA

Nick Koster – Team Leader, Higgins

Keith Fisher – Project Leader, Higgins

Shawn Nudd – Higgins

Polly Moona – Community Development, Higgins

Fiona Mckeith – Project Manager, London Borough of Camden

Jaishree Dholakia – Consultation and Engagement Officer, London Borough of Camden

### **1. Introduction**

Meeting convened to provide an update on the Plender Street construction works and explore opportunities for wider communications and engagement with the local community before major works start on the site. Contracts for the construction work to commence on Plender Street were exchanged last week and the Higgins team is now co-ordinating utilities cut-off and other exploring soil investigations.

### **2. Roles and responsibilities**

The Higgins project team for the Plender Street works will include:

- Nick Koster – Team Leader
- Keith Fisher – Project Manager on site
- Shawn Nudd– Project co-ordinator (design, maintenance & electrics)
- Jeff Jones – Community Development
- A site manager
- A foreman
- A maintenance and electrics co-ordinator
- A traffic marshal

- A general site operative

### **3. Construction activity**

There will be three phases to the construction works:

**Phase 1: Enabling works** – temporary changing rooms set up on sports pitches - now completed

**Phase 2: Set up and demolition** – site compound put in place, traffic management plan which allows for one way access from Plender Street only, isolating power networks, raising hoardings

**Phase 3: Construction** – for the block on the changing room site, the work will take place within the existing boundary i.e scaffolding will not take up any footpath. The block where the retail is will require a reduction in the footpath width to accommodate the scaffolding behind the hoarding. The highways and hoarding licence is under negotiation with Camden.

There will be no long term parking suspensions but the odd suspension may be required to allow for electricity / gas cut off . There will also be a two day closure of part of Plender Street to bring in the crane – this usually takes place at the weekend – Highways department at Camden will inform residents through notices and the alert will also be placed in Higgins newsletter.

The disconnection of gas will take place on 22<sup>nd</sup> / 23<sup>rd</sup> March, other utilities within six weeks. Disabling of changing rooms and demolition will take place thereafter. The fire brigade confirmed entry to the secondary access onto Bayham Place is not required. The site will be a secure, self-contained island - all storage on site, one way system, lorries in from Plender and out onto Camden Street. The team will also try to ensure deliveries take place after 9.30am and before 3.00pm i.e. outside school-times . The team have also met with the school to discuss the changes to the pitch and logistics. Lorries may need to arrive earlier when concreting takes place. Weekend working will be exceptional.

Following discussion with parking and resident representatives from the Bayham estate it was decided not to provide two temporary parking spaces during the construction parking. This is due to the two disabled badge holders deciding to take garages rather than spaces. The spaces will be introduced at the end of the works and one space will be made available for Mr Tatla, whom it is hoped will return to take the general store.

As much green roofing as is possible will be installed on the new buildings, however the majority of the roofing is taken up with solar panels to meet the planning requirements for renewable energy.

**Recycling bins** – Fiona Mckeith and the Higgins team will visit the site to ascertain the location of the recycling bins, and re-locate if necessary.



**Open space** – although access to the open space will be managed by the community centre to alleviate concerns about anti-social behaviour, the open space is for everybody to use. The new play equipment will be towards the community centre end of the open space. The cost of this and the proposed table tennis tables are included in the project budget. The proposals for the open space as a whole are not set in stone and suggestions and proposals from local residents for the use of the space are very welcome. Responding to safeguarding comments made in previous community meetings, the current proposal is to divide the space into two sections, with the far section nearest the school a more semi-private area. Ideas about the space can be discussed at the next community meeting.

**Traffic** – A marshal will direct traffic. Signage is also possible. A holding area for traffic is under discussion with Camden although there is sufficient space on the site to accommodate lorries while they wait to off-load by crane. A request was made to ensure standing engines are turned off.

**Asbestos inspection** – recent inspection did not reveal any asbestos either air-borne or sheet material.

#### **4. Communications**

A meeting has taken place with the school and there will be further communications activity with pupils about keeping safe around building sites (presentation at school assembly, colouring competition).

Newsletter – Higgins will also distribute a monthly newsletter to residents containing contact details for hotline, updates, Questions and Answers and factsheets – distributed by hand and posted on estate noticeboards both external and internal including Trimdon. Possibility of translating the newsletters will be explored – however, a number of community languages including written Bengali are not always accessible with English more commonly used as a language of communication.

A central email address will also be provided, plus suggestions box on site. Full details will be inserted in the newsletter including an out-of-hours emergency contact number. Photographs of the development as it progresses will be provided at monthly meetings held with the community centre, school and residents.

Complaints – the first and main point of contact is Keith Fisher who is on site 7.30am – 5.30pm, Monday – Friday. A referral can also be made to the Considerate Constructor scheme – but residents are advised to contact Keith/Higgins in the first instance in order to resolve matters.

Security - will include CCTV. Alarmed scaffolding is not planned as the buildings are shell.

Garages - Richard Caylor confirmed pressing need to resolve leak issues in two garages before tenants could be expected to move from Bayham place. Kim World confirmed she is able to move by next Wednesday.

Community projects – future community involvement that will form part of this project will involve sports activities and a school hoarding project. Three apprenticeships and work placements are also planned.

## **5. Timeline**

Higgins confirmed the current end date for completion of the community centre build is November 2015. This date may be brought forward but much will depend on when possession of the site will be obtained and when the services will be cut off. The contract contains a penalty clause should the construction run beyond November.

The new shops will be finished in March 2015– allowing Mr Tatla to return as soon as possible. Mr Tatla and the launderette owner have been sent letters offering first choice of the new retail units. Mr Tatla is happy to take on an expanded unit that also offers newspapers. An alternative vacant property for the halal butcher could not be found to accommodate a fast food offer.

Kenny Pryce confirmed the need for SPCA to be provided with a specific deadline as soon as possible because the community centre has to make plans for relocating its services and future financial projections which rely on the end completion date.

## **6. 'Meet the Contractor' community meeting**

A date will be set for the local community to meet Higgins in an informal, open forum once the timelines are clearer, site is secured and utilities have been cut off. Architects drawings of what the new development will look like will be available at this meeting. The possibility of holding this drop-in session on Bayham Place will also be explored but access is difficult for those not on the estate.

The notes of this meeting will also be circulated.

**Appendix C**

**Letter to Residents**

Dear Resident,

**Re: 30 Camden Street and Plender Street development – update**

On 4 July 2013 the Council granted planning permission for the 30 Camden Street, Plender Street, Bayham Place and Richard Cobden School playground redevelopment plans to go ahead.

These plans include new shops and housing at 67-72 Plender Street, a new community centre built on the Richard Cobden School changing rooms site, and new affordable homes at 30 Camden Street.

Please find an update below on what is happening next and when.

**30 Camden Street**

The Council has not chosen a building contractor yet to build the affordable housing at 30 Camden Street, but hopes to do so soon. This is likely to happen early 2015.

As soon as a building contractor has been chosen we will arrange a community meeting so that you can meet the project team that is appointed, and find out more about the building plans.

We hope to start building the affordable homes at 30 Camden Street in 2015.

**Plender Street**

At Plender Street work has already started on preparing the site for the new community centre and new shops. The changing rooms on the Richard Cobden School playground have now been hoarded off for the building work to start.

We hope the new shops on Plender Street will be finished by March 2015.

The last community meeting about Plender Street took place on 6<sup>th</sup> March 2014 – please find the notes attached.

### **Next community meeting**

We have arranged a meeting for local residents to meet the project team from Higgins that will be building the new community centre and new shops on Plender Street. This will be a chance for residents to ask questions about the building works, and look at drawings of the new development.

Date and time: **8<sup>th</sup> April 2014 – 4.00pm – 7.30pm**

Venue: St Pancras Community Association, 30 Camden Street, London, NW1

This is a drop in session so you can arrive any time between 4.00pm – 7.30pm. We have arranged for a crèche worker to keep little one's occupied while you ask questions.

We very much hope that you can make it.

### **Contact point**

Finally, if you have any questions or complaints about the building work at Plender Street, please contact the site manager Keith Fisher who will be able to help you.

Keith's contact details are as follows:

Keith Fisher – Senior Projects Manager  
Higgins Construction PLC  
Tel: 020 8508 5555  
Mobile: 07740 926 221

You can contact Keith any time from Monday-Friday between 7.30am – 5.00pm.

Going forward, Higgins will also hand out newsletters to local residents giving updates about what is happening at Plender Street. The first is also attached.

Best wishes,

Fiona Mckeith  
Senior Area Review Surveyor