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Cc: [Robert Martin](#); [Tomlinson, Paul \(Councillor\) \(Paul.Tomlinson@camden.gov.uk\)](#)
Subject: Camden Studios Meeting with Quinn Ltd 26 September 2016
Date: 07 October 2016 16:40:01

Dear all,

Please find below meeting minutes.

Have a good weekend.

Camden Studios Meeting with Quinn Ltd

26 September 2016

Present

- Simon Wooden
- Rebecca Ellis
- Vanessa Stourton
- Cllr Roger Robinson
- Richard Niman
- Heather Niman
- Sarah Simonon
- Sonia Uddin
- Brent Brent Dzekciorius
- Ella Thorne
- Warren Bragg
- Henry Kiviorg
- Michael Mullen

Introductions

- Warren Bragg - Site Manager (07889 537134)
- Henry Kiviorg - Contract Manager (07515 579267)
- Michael Mullen - Project Manager (07715 076733)

Scope of Works

1. Whole project - 14 affordable homes
2. Included within the project is cyclical maintenance of the Camden Studios roof

Site Set up

3. Phase 1 - Camden Studios. HK advised Quinn will be based within Community Centre for this phase
4. HK advised scaffold required along the central courtyard
5. HK advised a subcontractor for roof works has not been agreed - 3 proposals to be provided
6. HK advised 6-7 week lead in time for roof works
7. HK advised preferred option is to install a temporary roof over Camden Studios due to foreseeable wet weather (this would avoid potential delays). Alternative option is to do

house by house

Roof Works

8. DP to confirm and discuss with LB Camden Leaseholder Services re: Scheduling payments **[DP Action]**
9. Quinn advised exploratory holes being carried out in vacant unit in order to find out as much information as possible before the roof works start
10. SW advised we need costs and understanding of the Camden Studios roof before works start

General issues of fly tipping within the local area

Garages

11. There are currently issues with squatters in the garages
12. It was agreed if squatters are not in the garages during the day then Quinn are to board the garages
13. The Police can be notified to help move them on. LB Camden legal advised a possession order can be used as a last resort.
14. Quinn advised it takes 8weeks to get a licence to demolish
15. Quinn advised they can put hoarding across to secure the site (front within the boundary and CS access)
16. Quinn to look at securing the garages ASAP **[Quinn Action]**
17. It was agreed there is no vehicle access required to the garages
18. It was agreed for Quinn to apply for a hoarding licence **[Quinn Action]**
19. It was agreed a lock with pin code is to be installed for garage access for Camden Studios **[Quinn Action]**
20. It was agreed Brent could have access through site following advance co-ordination with Quinn

Scaffold

21. ET to write again to estate services **[ET Action]**
22. Henry advised Quinn can use bridging scaffold to Kingston House which will make it more difficult to climb

Programme

23. HK advised 10 weeks allowed for roof works in the programme. Once complete scaffold will come down
24. Quinn advised scaffold can be alarmed - but can be triggered by animals
25. Mono flex added to protect roofing works act as barrier to some extent
26. The project is split into 2 phases: Phase 1 includes roof works and garage demolition
27. Phase 2 - demolish SPCA and rebuild 14 units - 55 weeks from end of roof works
28. Quinn advised 6-7 week lead in for roof materials
29. Demolition licence 8 weeks
30. Current activities on site - surveys, exploratory works, Internal strip out
31. Noise activities to include trial pits, mainly hand tools. WB and MM will alert Camden Studios in advance of any noisy works **[Quinn Action]**
32. Anticipate 10 weeks for roof works
33. HK advised demolition and getting the frame up will be the noisiest period in the

programme

Meetings/ Communication

34. Construction working group (with DP) – to be once a month **[DP Action]**
35. Camden Studios to confirm at a later date preference for their meetings **[CS Action]**
36. It was agreed Quinn would provide a weekly letter drop with bullet points of the week ahead (and likely noisy periods) **[Quinn Action]**
37. It was agreed Quinn would install a Notice Board **[Quinn Action]**
38. Mobile numbers - ET to provide in the minutes (see top of email)
39. It should be noted that although efforts will be made, it is inevitable that some noise will not be notified in advance

Working Hours

40. 8am -5:30pm weekdays
41. Saturday 9-1pm (but can arrive at 8:00am). Quinn advised they are not planning to work on weekends, however if this is the case they will give prior warning

AOB

42. Meet the contractor to be arranged **[RE Action]**
43. RE to update Camden Studios re renting additional garages below the studios **[RE Action]**
44. Windows – Camden Studios – to be agreed on an individual basis in consultation with Quinn
45. SU asked if additional sky lights could be included with the roof works
46. SS advised roof to be adjusted to fit sky lights (not standard size). CS advised would like skylights that are in keeping with the building

Next Meeting

47. Monday 25th October 5:45pm at 30 Camden Street

Many thanks,

Ella Thorne

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