

## Minutes of Meeting

Date:	29 <sup>th</sup> March 2017	Present:	Debra Constance (DC)	Camden Council
Location:	Kiln Place TRA Hall		Rebecca Ellis (RE)	Camden Council
			Martin Williams (MW)	Arcadis
			Michael Gilhooley (MG)	Camden Council
			Laura Elster (LE)	Neilcott Construction Ltd
			Michael Forde (MF)	Neilcott Construction Ltd
			Vince Wilson(VW)	Neilcott Construction Ltd
			Mark Currie (NC)	Neilcott Construction Ltd
			Elaine	Kiln Place TRA
			Rita Thorpe (RT)	Kiln Place TRA
			Christine Conlan (CC)	Camden Council

	Item	Action by
1	<p>Update on project</p> <ul style="list-style-type: none"> <li>a. RT noted and explained the issue with the proposed new balconies on site 6 above the new ground floor flats. Questioned whether or not leaseholders are to be charged for the work. DC has agreed to advise RT of how the issue is to be resolved before 17/4/16 the date of the AGM</li> <li>b. Start on site expected to be towards the end of July SOS however before this can happen there will be enabling works by utility companies and the CMP and consultation will need to be completed as part of planning requirements.</li> <li>c. Programme start dependent on submission of CMP which in turn dependent on consultation. Date for consultation agreed Tuesday 25<sup>th</sup> April 2017. DC to confirm date with RT</li> <li>d. MW to speak to Quod to arrange meeting with planners to discuss CMP</li> </ul>	<p>#DC</p> <p>DC</p> <p>MW</p>
2	<p><b>Service Level Agreement</b></p> <ul style="list-style-type: none"> <li>a. Discussed Refuse arrangements both during construction and following completion (which were then confirmed later on site)</li> <li>b. CC requested that where possible MetroSTOR be used where bin stores are to be positioned externally placed on slabs. Where bins are within the fabric of existing buildings then Euro Bins will continue to be used</li> </ul>	



	<ul style="list-style-type: none"> <li>c. Neilcott to forward proposal for temporary bin store locations and details of where permanent MetroStor can be placed from the start of the contract.</li> <li>d. Design on 117-12 Confirmed with architect</li> <li>e. SLA to be written by DC and Jayne Seaman and DC to arrange a meeting post this meeting</li> </ul>	VW
<b>3</b>	<p><b>Programme</b></p> <ul style="list-style-type: none"> <li>a. Sequencing of Utilities proposed plan discussed. Explained approx. 2 weeks on each site for enabling works</li> <li>b. Discussion around caretaker requirements and water taps needed. A number of external taps requested which were agreed.</li> <li>c. Sequencing development of new flats to individual blocks – Neilcott provided proposed plan which was discussed</li> </ul>	DC
<b>4</b>	<p><b>Logistics</b></p> <ul style="list-style-type: none"> <li>a. Noise and Vibration – will be pile with site auger so whilst there will be noise it should not be excessive.</li> <li>b. Plant and Equipment – all types of plant and vehicles excepted on site. The TMP includes a banksman so there will always be a person walking in front of site traffic</li> <li>c. Securing the site and traffic management – plan submitted</li> </ul>	
<b>5</b>	<p><b>Location of Portakabins (Welfare Units and offices)</b></p> <ul style="list-style-type: none"> <li>a. Agreed proposed plan</li> <li>b. DC to contact Parking/Graham Baedham to discuss suspension of carparking spaces</li> </ul>	DC
<b>6</b>	<p><b>The Communication Strategy</b></p> <ul style="list-style-type: none"> <li>a. Discussed proposals which will include <ul style="list-style-type: none"> <li>• Monthly newsletters via contractor with regular newsletters to individual blocks to update them on the progress of their block.</li> <li>• Sign Board at the entrance to the site nr Lambie Street</li> <li>• Notice Boards in each block</li> </ul> </li> <li>b. Agreed in principle. RT suggested that Council write to residents to warn parents about children entering on to building sites. DC to work on a strategy with the contractor</li> </ul>	DC/Neilcott
<b>7</b>	<p><b>Parking for Operatives</b></p> <p>There will be no parking on site for construction teams.</p>	
<b>8</b>	<p><b>Site Working Hours</b></p> <p>Confirmed that this will be 8am – 6pm Mon-Fri and 8am to 1pm on Saturdays</p>	

