

Construction Working Group for Plot 7 – Brill Place tower

Notes of meeting, 30 January 5.30-6.30pm at Phoenix Court offices

Present:

Rachel Johnson	Phoenix Court (local business)
Hugh Griffiths	LBSP (developer)
Guy Hallifax	Francis Crick Institute
Cllr Roger Robinson	Ward councillor
Mark Hopson	LB Camden Project manager
Oliver Jones	LB Camden Head of Green Spaces
Henry Leak	Phoenix Court (residents)
Lita & Sarah Smith	Charrington Street (residents)
Esther Caplin	Local development champion (resident)
Louise Trewavas	LB Camden Project & engagement (facilitator and note taker)

Agenda Item	Action	By
Terms of Reference for the group discussed and agreed.	Circulate the Terms of Reference for any further comments	LT
The membership of the group is primarily targeted at those living and working immediately adjacent to the site. It's a liaison group rather than a decision making body.	Follow up on representative from Coopers Lane estate.	LT
The development has been agreed and is going ahead, so the role of the group is to be consulted on construction management and mitigating any impact on local residents and organisations.	Follow up meetings to be arranged with Clyde Court and Monica Shaw residents as residents unlikely to attend	LT (with EC)
	Once contractors are appointed a newsletter will be produced updating everyone living around the site.	LT & HG
Presentation by Hugh Griffiths Overview of the development and anticipated timeline. The build is likely to start in April 2020 and the anticipated completion is Summer 2022. The most disruptive work is likely to occur earlier in the programme – 2020 through to Summer 2021.	Circulate to the group	LT
	Further discussions will be ongoing with the Crick over impact to them.	HG
	Site hoardings will show contact details for the site manager.	HG and LBC
Construction management plan A short discussion was had about the CMP and vehicle movements through the area. <ul style="list-style-type: none"> Brill Place and the space in front of the Crick will be primarily impacted Vehicles are likely to approach from Midland Rd and use Purchase Street, ie to the north of the site NB a key concern from residents is lorries sitting with engines running 	Bring forward further details once a contractor has been appointed	HG
	Continue to liaise closely with FCI and other stakeholders as the plans develop	HG and MH
Date of next meeting:	Weds 4 March, 5.30-6.30pm, Seminar Rm 5, Francis Crick - thanks Guy!	

Terms of Reference

Construction Working Group for the residential housing known as Plot 7, Brill Place, Central Somers Town.

Scope:

The group covers the construction phase of Plot 7 (Brill Place) of the development known as Central Somers Town: planning application reference 2015/2704/P and pending Minor Material Amendment application 2019/5882/P

The Plot 7 development at Brill Place is bordered by the Crick Institute, Coopers Lane estate and Clyde Court, Purchase St open space, Edith Neville primary school, Monica Shaw Court, and Phoenix Court including the refurbished offices.

Purpose:

The purpose of the group is to provide an open forum between the community, Camden and the owner and its contractor, to make sure the works are managed with due care and consideration in accordance with the commitments in the Construction Management Plan (CMP). The CMP is a dynamic document, regularly updated, which summarizes the customer care commitments and management of vehicle movements, tree protection requirements, monitoring of air quality, noise and vibration, and other items of direct interest to residents.

Aim:

- to keep residents and stakeholders informed on a regular basis as to the progress of the works and hear feedback on any issues arising.
- to warn in advance of any operations (e.g. piling, demolition etc.),
- for the developer/contractor and Camden to consider the views, suggestions and experiences of those impacted by the construction, with a view to mitigating concerns and improving outcomes.

Duration

The Community Liaison Group shall continue in operation for the duration of the relevant construction phase.

Remit

The Construction Working Group:

- Provides a forum for engagement where all individuals are treated respectfully and an open exchange of view is encouraged.
- It is not a decision-making body. It may make reasonable recommendations to the developer/contractor and the council, with respect of construction activities and the Construction Management Plan. Reasonable endeavours should be made to implement any reasonable recommendations, and to provide feedback to the group.
- Provides a focus for community liaison with the contractor regarding how the works are being carried out, and provides a direct interface to help resolve and mitigate any issues arising.

- Members of the group are invited to add items to the agenda and ask for relevant parties to be invited to speak on those subjects; for example, air quality monitoring, parking enforcement.
- The group does not hold a budget or make any financial decisions.
- Operates within the limits of the planning permission, planning conditions and any shadow legal agreement / legal agreement. The group is directly consulted if there is any proposal to amend these.
- Is directly consulted about the draft Construction Management Plan (CMP). Members will have two weeks to provide written comments to the council on the draft CMP before the document is agreed. Development cannot begin until the council has approved the CMP.

Membership

According to the shadow legal agreement, the Construction Working Group shall be convened from such persons (subject to a maximum of 12 people and always including at least one representative from the owner/developer and the council) as the Council shall nominate as having a direct interest in the carrying out of the development of plot 7 and/or local residents' associations, local business organisations and local schools. The project managers for the development or their nominated deputies and a representative from the relevant contractor shall be a member of the group.

The membership reflects those people and organisations in closest proximity to the build:

Tenants and residents

- Coopers Lane residents (TRA)
- Phoenix Court residents
- Charrington Street residents
- Clyde Court sheltered housing and Monica Shaw Court sheltered housing*
- Local development champion (Esther Caplin)

Schools and children's centres

- Edith Neville primary school
- Hampden Children's Centre

Camden

- Ward councillor
- Project officer from CIP & regeneration team, and/or engagement lead
- Green Spaces officer (representing Purchase Street open space)
- *Sheltered housing manager for Monica Shaw and Clyde Court, if residents are unable to attend.

- Other LB Camden directorates may also have an input in an advisors or regulatory capacity for example: Environmental Health, Sustainability, Highways Management & Transport Planning, Planning and Development control

Key local organisations

- Francis Crick Institute
- St Pancras station (operations manager or similar)
- Local Globe (Phoenix Court)

The owner/developer:

- Brill Place Limited / LBS Properties
- Main Contractor (appointed Construction Liaison Officer)

Construction Liaison Officer

The owner shall appoint a Construction Liaison Officer responsible for liaising with the Council, residents' groups, local people and businesses and other interested parties about the operation of the Plot 7 Construction Working Group and the management of the construction phase; such person shall attend meetings of the group.

Meetings

- Meetings will be advertised to members by email at least one week in advance.

Responsibility: LBC Project Stakeholder and Engagement Officer

- Notes will be kept of each meeting, to be circulated to members of the group within seven days of each meeting.

Responsibility: LB Camden in partnership with the owner/contractor

- A project web page to publicise dates of meetings, along with notes of the discussions, will be set up after the first meeting of the CWG

Responsibility: LB Camden in partnership with the owner/contractor

- The group will usually meet monthly at a regular time/place and date as agreed
- Members can choose to alter the date, frequency and time of the meetings by mutual agreement. Any member of the group shall be entitled, on reasonable grounds, by giving written notice of not less than 10 days to the Liaison Officer to request a meeting of the plot 7 Construction Working Group (or lesser period in an emergency).
- The owner/contractor is required to be present to give an update on progress and answer any questions from the group about the works
- Residents, resident groups and other interested parties may join an email distribution list which will publicise the meetings and provide links to further information/relevant documents. Items for the agenda will be invited via the email distribution list.

- The Meeting Facilitator is responsible for the conduct of the meeting, and has the power to exclude any person judged to be acting in a disruptive, threatening or aggressive manner.

Construction information and point of contact

The owner shall provide a telephone complaints service available during working hours to local residents and businesses, to be staffed by a representative of the contractor, during the construction process.

The owner and contractor shall circulate regular (usually monthly) newsletters. The newsletter will provide information about the progress of the construction with particular focus on 'high impact' construction activities/phases, and contact details for the site manager.

Complaints

Depending on the nature of the complaint, the contractor and/or Camden officers will report on any complaints and actions taken at meetings of the construction working group.

Key contacts:

For the contractor

The site manager appointed will act as point of contact with the local resident and the business community. Contact details will be displayed upon the site hoardings and on any other documents issued relating to the development where public contact is required.

Any comments should be directed in the first place to this appointed person.

For Camden

The first point of contact is Louise Trewavas (Stakeholder Engagement, CIP)
Email louise.trewavas@camden.gov.uk 07913 324 341

Alternatively, a project manager for the central Somers Town development.

Date of draft document: 23 January 2020

Discussed and agreed at the first meeting of the CWG, 30 Jan 2020



Brill Place – Plot 7 Construction Working Group Meeting

30th January 2020

Development Overview



- **22 storey residential tower**
- **68 private residential units (subject to planning)**
- **Ground floor commercial unit**
- **Single storey basement**

Brill Place - Site Location



Target / Indicative Construction Programme



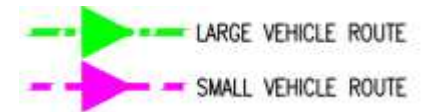
Milestone	Target Date
Site Set Up	April 2020
Basement Formation Works	April – October 2020
Frame Works	October 2020 – August 2021
Cladding Works	March 2021 – January 2022
Internal Fit Out Works	May 2021 – May 2022
Practical Completion	May 2022

Brill Place – Key Stakeholders



- **Local residents**
- **Local businesses**
- **LBC & the wider CST**
- **Planning Authority**
- **Francis Crick Institute**
- **Green Spaces**
- **Open space users**
- **Edith Neville Primary School**

Brill Place – Proposed Site Vehicle Routing (to be agreed with LBC)



Brill Place – Proposed Phase 1 Logistics Plan (to be agreed with LBC)



Brill Place – Proposed Phase 2 Logistics Plan (to be agreed with LBC)



