

CHALCOTS WORKS GROUP (CWG) NOTES AND ACTIONS 03.10.2019**Attendees**

Roger Evans (RE) Paula Schofield (PS) Mandy Ryan (MR) Paul Urquhart (PU) Cllr Steve Adams (SA) Lawrence Nicholson (LN) Cllr Tom Simon (TS) Kalice Cooke (KC) Donna Peters (DP) Michael Brazil (MB) Sally Kikaya (SK) Kirk King (KK) Astrid Kjellberg-Obst (AK) Rob Vigar (RV)

Notes	Action	Due by
<p>Announcements.</p> <ul style="list-style-type: none"> • The lifts in have been repaired will continue to be monitored and audited. Apex lifts will be meeting to discuss all of the lifts on the estate. • Works update was discussed in the meeting. Prep works will start on Taplow and Bray. Evening meetings will be had on the 8th and 10th October for Taplow and Bray TRA with a look at the approach to the works including scaffolding and looking at the sample window and show flat. Dorney and Burnham will follow. • An update was requested on Blashford. It was shared that there are still discussions about Blashford regarding the potential replacement of corner posts. • The BRE validation that will look at the Window decision should be available in 10 days. • A new quality inspector will be joining the Chalcots programme from 20 October. It was confirmed that there will be a quality inspector dedicated for each block. 	LBC to Share full report as provided by the BRE	Once shared by BRE
<p>Feedback on the show flat</p> <p>The meeting discussed the visit to the test flat to see internal works approach from the previous meeting</p> <ul style="list-style-type: none"> • There was a question as to whether there has been any research into the possible handle options. The options would be as per building regulations and they can add adaptations for residents with a mobility need. • The group discussed the various cleaning options and whether self clean was possible • How will residents open the window with the management tool and who will have access to the management tool? • It was confirmed that the sill will not be lowered where there are worktops. • Update on Blashford. RV confirmed that a window was taken out and put back in, there are structural challenges at Blashford which they are still looking into. • It was enquired whether a corner post be installed but it was confirmed that one already exists. • There is still a concern about cost and the value of the works. Camden are working on a lessons learnt on the entire programme. • The group asked if we could revisit the rationale of the window design. The meeting was reminded that BRE are working on an independent report. 		

<ul style="list-style-type: none"> • SA asked what questions have BRE been asked to cover. AK confirmed safety, regulation and future proofing. • CWG asked for more information on the proposed radiators including the BTU rating of the existing radiators and the proposed ones. Camden will look at options and BTU ratings. • What will happen in the kitchens especially the piping and the electric conduits? Wates confirmed that they are looking at this especially since not all flats have piping in the same place. • What if some kitchen have worktops by the window but some don't, what will happen with the lowering with the sill? LBC to confirm • In response to Q about how to prepare for moving of radiator, AKO highlighted importance of residents signing up for getting to know you and your home appointments. • Some residents have left their details to have the getting to know you and your home appointments but have not had an appointment booked. It was confirmed that the RLOs have had responses from 132 properties and are booking appointments. • Some residents have changed their flats (with or without permissions). • This will be dealt with on a case by case basis and will have to be considered against the tenancy or leasehold agreement. • Commenting on the transom on the window panel, can it be one piece of glass? • The sill height of the window mock-up had been checked and measure confirming that it reflects the height in residents properties • It is possible for the corner of the sill to be smoothed off – this will be considered. <p>Other additional comments</p> <ul style="list-style-type: none"> • The slim wall radiator – some commented attractive but It was also commented that the dial for the standing radiators is very low down • CWG felt a point needs to be made not to wash the fixed window panels on the outside. Instructions regarding cleaning windows should be provided • They also advised when the approach to the works is finalised, pictures and measurements in all the different flat types should be circulated 	<p>Camden to provide list of current radiator options BTU.</p>	
<p>Update on previous phase works</p> <ul style="list-style-type: none"> • The Quality inspectors are contacting resident to ensure works are completed. • It is proposed that scaffolding will go up on 4 November. • Underground car parking will be closed – more information in newsletters/letters to affected residents. <p>Comments</p> <ul style="list-style-type: none"> • CWG asked if it would be possible to park in two zones • Can there can be a choice of the parking zones on the streets? 		

<ul style="list-style-type: none"> • It was enquired why the parking have to be out to install the scaffolding this is for health and safety reasons. • It was requested that Camden be mindful of errors with codes for the fobs for underground parking • Some people estate parking goes out with the rent so that needs to be noted when changing the permit • LBC will contact residents to advise on how payment will be managed. 	<p>LBC – updates will be sent in newsletter/letters around parking</p>	
<p>Newsletter discussion</p> <ul style="list-style-type: none"> • CWG asked for an update on the telephone survey. They said some residents have not been contacted yet • Can the contractors contacts been shared to all residents in the newsletter? • The newsletter needs to update about the additional heating reimbursement 		
<p>ToR</p> <p>The draft terms of reference were discussed at the meeting</p> <ul style="list-style-type: none"> • It needs to be decided who will run the block by block meetings. • There was a suggestion to combine all feedback from Camden and the TRA versions and then go through point by point • Camden talked about the resident engagement principles. The intention is to have as many channels as possible to make sure residents are at the centre of works. This would allow for and opportunity for first hand dialogue and allowing residents to have the channel and confidence to report issues. • 1 works group per block to discuss detailed snagging per flat but also in the communal areas. • There will be the customer liaison officers as the one key contact using the Chalcots phone line and email with call logs that can hold Camden to account if a complaint is not resolved. • There is no hierarchy to the groups and there could be a rep from the block groups at the estate wide meeting. The QI can be the conduit from the block group to the estate group • The meetings are looking to be monthly but at first stick with CWG as weekly. • There was an impression that we had already agreed on the ToR. But the works have changed so we need to move on to a phase 3 ToR • A commented was that it would be more relevant to have the block by block groups rather than the bringing individual cases to the CWG making the CWG more works focused overall. . • There needs to be a transition arrangement into the CWG if the reps to this meeting change • Having two reps per block at CWG seems to work and suggests that we have one from the block by block group and one from the TRA • Some commented on concern around reps in the TRA having been elected but the existing works block group just opted in. 		

<ul style="list-style-type: none"> • All blocks will manage the block meeting in a way that works for them and not led by Camden. • The meeting discussed membership and considering getting an independent chair for the CWG. It was suggested it could be someone who does not live in the area and not a Cllr. Suggests someone from another region who can chair the meeting. Could have a recruitment process with CWG being on the panel. Need to consider what the cost time benefit would be for the person and if they are willing to volunteer? Some attendees thought that this is good idea and we should try it. 		
<p>Next meeting The Terms of reference will continue be discussed at the next meeting</p>		