

**CHALCOTS WORKS GROUP (CWG) NOTES AND ACTIONS 31.7.2019****Attendees**

Hasan Shah (HS) Paula Schofield (PS) Cllr Steve Adams (SA) Roger Evans (RE) Louisa Porritt (LP) Paul Urquhart (PU) Donna Peters (DP) Nilva Thompson (NT) Sally Kikaya (SK) Ruth Craven (RC) Astrid Kjellberg-Obst (AK)

**Apologies**

Lawrence Nicholson (LN) Dave Clarke (DC) and Cllr Tom Simon (TS)

Notes	Action	Due by
<p><b>Update on the Terms of Reference (ToR)</b></p> <ul style="list-style-type: none"> <li>• The TRA are still working on the draft ToR.</li> <li>• The group commented that the Taplow Works Group (TWG) ToR looks similar to the original draft CWG ToR. The TWG was formed with support from an independent facilitator before AKO joined LBC. As ToR need to be formed based on national best practice, so likely to be similarities.</li> <li>• The CWG asked about how reps from TWG can be allocated to CWG and raised concerns with this if they are not officially elected</li> <li>• AKO highlighted there needs to be a CWG ToR so we have an understanding of how we work together going forward. There are some things that can't be consulted on. There will be an independent assessment conducted on the final proposed window design and the existing windows which we will be shared with the meeting once completed.</li> <li>• AKO expressed concern about information being shared after the CWG that is misleading or incorrect and is misinforming residents. She noted some residents have told LBC they feel intimidated and therefore have stopped engaging with LBC and the works programme.</li> <li>• CWG expressed concern about LBC not sharing the information on the windows design details. They felt the newsletter should have been clearer that the 66% preference for glazed panels was only from the 152 respondents and not the entire estate.</li> <li>• Some expressed concern that timescales seem to be slipping and felt there needs to be headline programme dates shared as soon as possible.</li> <li>• AKO highlighted information has been shared where possible and to avoid confusing residents with dates that will change. There have been and will continue to be circumstances where timeframes have changed to make sure that the work is delivered properly and to a high standard.</li> <li>• The TRA want clear and final explanation of why these windows with the dropped sill. This will be done alongside the independent assessment results in September. The design team would come for this discussion.</li> <li>• AKO reminded the meeting of the criteria that had been factored in to the decision – preventing overheating, letting in fresh air, keeping people safe. An inward opening is better but because of the option for wide opening (purge ventilation) we need to drop the sills to prevent the risk of using the current sill as step and then there is a risk for people falling. This risk is reduced by dropping the sill for windows that can open more widely.</li> <li>• Who will be doing the independent validation? - BRE will be doing the windows assessment.</li> <li>• How will Cllrs interact with the fuller engagement model? Cllrs engagement can be at an estate wide level and meet for casework and one to one with AKO.</li> <li>• Need to have some technical representation on the CWG and other block by block groups. For technical input at the CWG meetings, there will be a team that will have an overview of the estate wide works and day to day works.</li> </ul>	AKO	Autumn 2019

Notes	Action	Due by
<p>Quality inspectors (1 for each block) will be working closely with the RLOs making sure standards are upheld. The team will also have resident engagement and people skills.</p> <ul style="list-style-type: none"> <li>• AKO proposed that the estate wide group should perhaps meet monthly with a suggestion for the block by block to meet every 2 weeks as there will be more issues that can be dealt with at block level or even dealt with without needing to come to a meeting.</li> <li>• The block by block should feed into the estate wide engagement and shouldn't be parallel with RLOs and QIs having an important role in feeding back to the estate wide group where issues haven't been resolved at block level.</li> </ul>		
<p><b>CWG notes and newsletter</b></p> <ul style="list-style-type: none"> <li>• It was agreed to have notes from the meeting published on the website. Will look at level of info provided in LBC committee meeting minutes for content comparison.</li> <li>• The Chair asked to revisit the newsletter approach as we move into the next phase</li> </ul>	SK to manage this	7/8
<p><b>Wider updates</b></p> <ul style="list-style-type: none"> <li>• An audit is in place looking to action anything outstanding from phase 1 and 2.</li> <li>• AK confirmed that the new team will be completely in place by September and will be working through these outstanding issues.</li> <li>• The outcome of the cladding fire tests were positive in terms of containing the fire. Awaiting the certificates and the detailed report. AK will share the final report given.</li> <li>• The Wates standards document was discussed in the meeting. There will be a link in the next newsletter so that residents can have a look at the document and make comments. The CWG gave comments on what to include: <ul style="list-style-type: none"> <li>- Only to use one lift at a time</li> <li>- No private mobile phones</li> <li>- Professional boundaries</li> <li>- No use in the lift during the school run</li> <li>- No smoking on the scaffolding and mast climbers</li> <li>- All appropriate PPE worn</li> <li>- No wolf whistling</li> <li>- No shouted conversations</li> <li>- No music</li> </ul> </li> <li>• There is a proposal to have screens in the lobbies for information updates. The feeling from HS was that it may not be a good idea due to impact on the space, especially as this may damage the floor and exiting lobby space arrangements. PU noted that we need to be mindful of the risk of trip hazards. SA suggested we could look at just outside the blocks given the tunnelling and scaffold poles that will be in place to clamp the screens from.</li> </ul>	<p>LBC to share report once received</p> <p>LBC will pass the comments back to Wates</p> <p>AK to look into the options for screen placement.</p>	
<p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>• Proposed for 7<sup>th</sup> August to look at ToR.</li> </ul>		