**CHALCOTS WORKS GROUP (CWG) MINUTES AND ACTIONS 04.03.2020**

**Attendees**

Paul Urquhart (PU), Nigel Rumble (NR), Cllr Steve Adams (SA), Cllr Meric Apak (MA), Hasan Shah (HS), Mandy Ryan (MR), Cllr Luisa Porritt (LP).

LBC: Astrid Kjellberg-Obst (AKO)- attended for 30 minutes at start of meeting,

Guest: Oonah Lacey (OL) Anthony Royle (AR)

**Apologies**

Matt Jenkins (MJ), Paula Schofield (PS), Lawrence Nicholson (LN), Cllr Tom Simon (TS),

**Minutes 26.02 2020**

* Minutes dated 26.02.2020 deferred for review and sign off 11.03.20 (All))
* Need to ensure minutes reflect concerns raised by CWG members
* Minutes to be circulated by the end of business on the Friday following the CWG (Camden)
* Publish approved minutes within two working days- website – (Camden)
* CWG representatives to display approved minutes on Block Notice Boards (CWG reps)
* All attendees to ensure minutes and papers are read prior to the CWG meeting to help speed up the review and sign off process (All)
* CWG members to send block by block feedback issues to AKO prior to CWG meeting
* TRA Chair and Vice Chair contact list to be developed (Camden)

**Contract Negotiations Update**

* AKO confirmed that she has spoken to most TRA Chairs to update on current works on site
* The preliminary works phase is now completed and scaffolding works paused until the contract finalised for the detailed works to commence.
* Camden committed to ensuring that the contract considers resident needs, meets required standards/quality and offers value for money
* There is no relationship breakdown between Camden and Wates and commitment by all to get the contract right and negotiations are on going.
* AKO presented a draft statement for review and edit by the CWG, and agreed changes confirmed prior to publication at 11am
* CWG members raised a number of concerns regarding the progress with the contract regarding, delay in agreeing a contract, concerns regarding quality and delivery of work on site, failure to seek planning approval and delay of sign off final window design.
* Agreed a statement from CWG to be included in the Chalcots Newsletter (CWG reps)
* Assurance provided that safety regarding the block sites and scaffolding in place during the pause phase.
* CWG members raised concerns that information sharing with the blocks regarding the pause phase had not happened quicker and it was confirmed that the feedback was noted by AKO.
* AKO confirmed that the major works are confirmed as being essential works and confirmed the meaning of ‘essential repairs’ as follows:

*An essential repair is any type of repair to make a property safe and / or weather tight.  Most of the time, residents can stay in the property during the works as these can be done safely with residents in situ.  Sometimes, it is necessary for residents to move out for the duration of the works due to safety reasons or due to the level of facilities and space taken in the home to carry out the works.*

*With regards to the internal works as part of the Chalcots major works, these are localised and planned in such a way to minimise the disruption in the living space.  Compared to works elsewhere, these would not fall into the category of needing to move out so that the works can take place.*

**Terms of Reference**

* Version 10 reviewed, updated and approved
* The CWG thanked PU for his time, patience and hard work to get the CWG Terms of Reference completed
* Camden Council’s Tenant and Leaseholder Engagement Code of Conduct to be attached as appendix1. (OL/PU)
* Final version to be sent to all (PU)

**Recruitment of independent chair**

* Deferred to 11/03

**Action Summary**

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| --- | --- | --- | --- | --- |
|  | **Owner** | **Date Raised** | **Anticipated completion date** | **Date****Completed** |
| Design and detailed programme information.**Action: Work is underway to share this with residents from April onwards.** | LBC | 26/02/20 | 31/3/20 |  |
| Forward Planning. Key topics in terms of timeline.**Action: AKO to share the proposal for feedback.** | AKO | 26/02/20 | 27/2/20 | 27/02/20 |
| Cladding Report.**Action: Hard copy of report to be circulated.** | AKO | 26/02/20 | 11/3/20 |  |
| CWG Final version Terms of Reference to be sent to all CWG  | PU | 04/03/20 | 11/03/20 |  |

**AOB:**

Uncompleted agenda items to be included on agenda 11/03/2020 – Recruitment approach, draft forward plan, communication