

CHALCOTS WORKS GROUP (CWG) NOTES AND ACTIONS 16.10.2019**Attendees**

Matt Jenkins (MJ) Hasan Shah (HS) Paula Schofield (PS) Anthony Royle (AR) Lawrence Nicholson (LN) Paul Urquhart (PU) Cllr Steve Adams (SA) Cllr Tom Simon (TS) Donna Peters (DP) Sally Kikaya (SK) Niall Tierney (NT) Astrid Kjellberg-Obst (AK)

Notes	Action	Due by
<p>Phase Three Works Update</p> <ul style="list-style-type: none"> Wates technical staff attended the meeting to give an update on Phase 3 works preparations <p><u>Scaffolding</u></p> <ul style="list-style-type: none"> The start of the installation of scaffolding at Taplow and Burnham is Scheduled to start on 4th November but this date may be pushed back to allow time for resident engagement Wates showed drawings that marked where scaffolding will be placed and where there will be no access There will be a hoarding around the scaffolding that will be made of durable materials. Bray TRA suggestion was to make the area a bit brighter for the lower floors. Wates will consider this. System type scaffold are louvered which will allow more light. Similar platform was used during the Blashford window test The plan is to try to keep daily movement as 'normal' as possible. The ramped areas will remain open. Wates are looking at possibilities to have a walkway to bin sheds and bike sheds. Timelines are looking at one week per floor to put up the scaffolding Netting will be perforated and a lighter colour, should allow more light. On the rail side of Blashford it has to be blue <p><i>discussion</i></p> <ul style="list-style-type: none"> The TRA request that the allotment areas and play areas stay open. Wates are looking into what is possible but the placement of the Taplow play area means it definitely cannot stay open. It was noted that the scaffolding plans need to consider placement of poles so that they don't intersect a window opening It was enquired whether the scaffold will be going all the round blocks. Wates confirmed this. There was a request for clarity on the timescales and that the windows and cladding will be installed after scaffolding has gone up. Wates confirmed that the estimates schedule will be 1 week per floor for the scaffolding to be erected and then the replacement works will start from the top There was an enquiry about the roof works. Wates stated that they will involve overlay, insulation. Slab system will all come off and be replaced. The approach to this is currently being assessed such as for the flow of water. It was asked whether the drain and pipe work will be closed off. Wates confirmed that they will not be closed off. Camden added 	<p>Drawings of the will be shared at the next meeting showing where the scaffolding will be placed and areas where there will be access</p> <p>Camden and Wates to engage with ground and 1st floor residents and get feedback on the hoarding walkways</p> <p>Camden to share draft of the initial timeline</p> <p>Camden to Shares Wates contacts</p>	

<p>that the approach to the works will aim to maintain function where possible.</p> <ul style="list-style-type: none"> • What about the extractor units and will they be decommissioned. Wates stated that they are looking at everything including heating and ducts. If they find they are not being used, there is a possibility that they can be decommissioned and converted to storage space. LBC noted that there needs to be a better after understanding of residents use before that decision is made. • The TRA enquired whether the roof works will affect 22nd floor. Wates confirmed that the roof works will affect everyone but will not be majorly intrusive. Residents will be updated and need to keep in contact with RLOs • It was noted that there are plans for abseiling in December for a festive event and whether this will still be possible with the scaffolding will be up. Wates made a note of this for the schedule to make sure the abseil can still happen. • The TRA noticed that newsletter draft said installation at Dorney and Burnham will start 6 weeks later so after 12 weeks they will all will be started. Wates confirmed that is the proposed schedule. • It was enquired whether there will be a programme timeline for the whole of the project that is shared. LBC confirmed that one is being drafted and will be shared • The meeting would like an update on the final contract sum. Camden updated that there are a few items still need to be fine-tuned and it is looking at mid-November for the final sums • It was noted that the timelines shared previously are different to what is being mentioned now. There was a reiterated request for the programme timelines. New activities seem to be added to the works that will add costs. Activities need to be assessed on the cost benefit analysis. Camden confirmed that the additions to the programme of works are being assessed with consideration to the cost benefits. • The TRA asked how many teams there will be on site during the works. Wates stated that they are looking to have 9 teams working on the site. A number of operatives needed to fit the windows and Material will be taken away for recycling • The TRA are concerned for the length of disturbance for residents. Will the internal works realistically be 2 weeks? LBC and Wates confirmed this was the aim. • Wates stated that the teams are willing to assist in moving around furniture. RLO appointments could look at what assistance might be needed and to rearrange the room for a fixed time such as for 6 months. It was agreed that the RLOs will have to interact with every resident. • How long are the teams going to be on a floor? Wates stated that times can't be sure because there are multiple factors to consider and works are looked in on each elevation going from top to bottom. • Clarity on whether the previously proposed internal screen will still be installed. Wates clarified that the screens will not be needed. 	<p>LBC when ready end Oct/early Nov</p>	
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<ul style="list-style-type: none"> • Clarity on needing to have access to flats above and below. Wates explained that the existing window frames are double height so there will need to have access to flats below. 		
<p>Phase 1 and 2</p> <ul style="list-style-type: none"> • Camden shared that there is ongoing engagement with relevant residents or a link in with next of kin who have outstanding works or may need extra support. Decoration jobs can be raised too. There is a tracker and monitoring sheet that this is being updated throughout the process. • Camden had a meeting with lift contractors. It is the expectation that the contractors are proactively maintaining the lifts to minimise lift outages. • The TRA are concerned that operatives seem to be just sitting on benches. Also, the loud noise heard from the lift through a resident's wall is still happening. This issues has been raised but then nothing has been done. It was suggested that the contract manager comes to the estate and has a look. 	<p>Update on the number of outstanding phase 1 and 2 works at the next meeting</p>	
<p>Terms of Reference (ToR)</p> <ul style="list-style-type: none"> • There was some disagreement on the plans for the engagement model discussed in the previous meeting. AK is happy to get the feedback but everyone needs consider being inclusive and it is up to the blocks • AK suggests there could be dedicated time for introductions of new people to the CWG. • Prior to the meeting, Camden shared points to consider for the ToR <i>ToR should include/reflect:</i> <ul style="list-style-type: none"> - Future model which we are working towards - Reflect the spirit of collaboration - Independent chair - Needs to align with the works program - Allow for external guest on invite - Allow for attendance of block by block progress work group members - There is an obligation to have a terms of reference in place to ensure that staff and residents are kept safe and that the group does not discriminate - Ensure TOR is inclusive and does not exclude - Groups mutual commitments - ToR not to reflect transition arrangements - Start date to be agreed • It was suggested why not have block by block drop-ins. Camden agreed that all avenues should be explored to engage • Camden shared that feedback from Wates coffee drop-ins was that residents are wanting to get involved. The TRA is happy to know who they are and get them involved • It was noted that if a meeting is cancelled, information that was meant to be shared at the meeting still needs to be passed on in email. 		

There was conversation on the creation of the Taplow Works Group (TWG) with some concerns expressed over representativeness and mandate by CWG members.	LBC will look into the process of forming the TWG and confirm any issues back with CWG.	
Next meeting The Terms of reference will be discussed at the next meeting		