

Community and Construction Working Group Terms of Reference

Site: Highgate Newtown Community Centre/Fresh Youth Academy/Wood Workshop

Purpose

The purpose of the group is to provide an open forum between the community, contractors, and the developers to make sure the works are managed with due care and consideration in accordance with the parameters set out in the draft Demolition and Construction Management Plan which will be reviewed once prepared.

The project includes new residential housing units, a new community centre building and youth facilities, and new public space.

Aims

The CWG aims to:

- Keep residents and the local community informed on a regular basis as to the progress of the works
- Warn in advance of any operations that are likely to have an impact on those living close to the site boundary and explain any mitigating measures
- Provide an immediate point of contact for residents and local businesses, should any issues arise as a result of the works; for example, demolition vehicles blocking the streets, site alarms going off.

Remit of Community and Construction Working Group

- Provides a forum for engagement where all individuals are treated respectfully and an open exchange of views is encouraged. It is not a vote taking or decision-making body.
- Will be directly consulted about the draft Demolition and Construction Management Plan.
- Will be consulted about the best use of Section 106 resources;
- Provides a focus for community liaison with the contractor regarding how the demolition and construction works are being carried out, and provides a direct interface to help resolve and mitigate any issues arising;
- Can 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, as well as items brought to the attention of the group by the local community;
- Does not hold a budget or make financial decisions;
- Operates within the limits of the planning permission and planning conditions; and is directly consulted if there is any proposal to amend these.

Duration

The Community and Construction Working Group shall continue in operation for the duration of the Demolition and Construction work on the HNCC/FYA/WWS on Bertram Street.

Proposed party involvement:

- Residents living around the site; in particular on Bertram Street, Winscombe Street, Chester Road, Croftdown Road and Pentad Housing Association.
- A representative from Brookfield School.
- Groups or organisations representing or working with the local community HNCC & FYA, tenants and residents associations (Brookfield & Chester Road TRA's) & Neighbourhood forums (DPNF) Friends of Highgate Library (FOHL).
- Invitation open to the public
- Representative from local businesses Star Pub & Nisa Local and other construction sites
- Safer Neighbourhoods representative
- Camden Council officials involved in project management/engagement.
- Representatives from the demolition team at M & M Demolition.
- Camden councillors particularly ward councillors from the Highgate ward.
- Independent facilitator/chair.

Meetings / Responsibilities

- The responsibility for ensuring that the meetings take place lies with the Developer LBC Officers.
- Meetings are to be held at a pre-arranged date and frequency agreed with residents and community representatives. (Bi-monthly from when main demolition and construction work commences).
- Meetings will be held at a regular time and weekday, usually outside normal working hours.
- The venue TBC, during COVID-19 lockdown, remote meetings using Microsoft Teams will take place.
- Future meetings to be recorded for note taking purposes.
- Meetings should be 'round table' discussions providing the opportunity for all participants to be involved including in the setting of the agenda and the content /format of any written reports. Action notes / minutes should be kept of the meeting.
- Open discussion on issues since the last meeting and any actions to be undertaken.
- The contractor is required to be present to give an update on progress and answer any questions from the group about the works.
- Contractor to report any possible future exceptional works that may be required and seek approval of the CWG.

Publicity and invitations

The dates and time of the meetings must be publicly available at least 14 days in advance. In the event of an emergency or ad hoc meeting being needed, notice of 1 week is required, with a minimum of 3 people requesting the meeting. The meeting agenda should be provided within 7 days in advance of the CWG.

Residents, residents' groups and any other interested parties may join an email distribution list which will:

- Publicise the date place and time of the meetings.
- Publish notes of what took place at the meetings.
- Paper copies of CWG notes available on request.
- Paper copies of CWG notes to be made available in the library when lockdown has been lifted.

Provide links to further information and relevant documents - such as the Demolition Management Plan, air quality monitoring data, frequently asked questions, notes from the meeting - available at [www https://consultations.wearecamden.org/](https://consultations.wearecamden.org/)