

Minutes

Title	100 Avenue Road – Construction Working Group 01
Project	100 Avenue Road (Swiss Cottage)
Date	13/12/2018
Location	Swiss Cottage Library Events Room
Time	18.00-19.300
Chairman	Barry Coltrini

Attendees	
Barry Coltrini	Essential Living (EL)
Camilla Lesser	Essential Living (EL)
Juey Thanyakittikul	Essential Living (EL)
Chris Riches	John F Hunt (JFH)
Gabriel Stetco	John F Hunt (JFH)
Sam Hamilton	John F Hunt (JFH)
Elaine Chamber	WRRRA
Edie Raff	CHRA
Peter Symonds	CRASH
Rashid Iqbal	The Winch
David Reed	Save Swiss Cottage Action Group
Leo Cassarani	Swiss Cottage Councillor
Tom Simon	Belsize Councillor
Steve Adams	Belsize Councillor
Simon Pearson	Camden Councillor
James Renwick	Camden Council S106 Manager
Janine Sachs	Save Swiss Cottage
Debbie Scully	Central School of Speech and Drama

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#	Item	Who	When
1	Introductions		
1.1	B.C. introduced the project and confirmed that CWGs for 100 Avenue Road would be happening fortnightly, or more or less frequently as required during construction. The demolition is due to start on site 07.01.19 but this will only be set up works.	NOTE	COMPLETE
2	Chair		
2.1	E.C. requested an independent chair to hold the CWGs. This should not be someone from the Council or the Contractor. This was accepted as general consensus.	NOTE	COMPLETE
2.2	S.A. suggested EL should come up with options for a chair at the next meeting. This should be someone who understands construction and can make a continuous commitment. EL to pay reasonable expenses.	EL	17.01.19
3	Dashboard Report		
3.1	Consensus that there should be a monthly dashboard report showing progress over period, actions over next period and key indicators for that month such as vehicle movements, noise, dust and vibration statistics, H&S incidents. EL to draft a template ahead of next CWG meeting.	EL	17.01.19
3.2	Contractor progress reports should also be available to view.	EL	17.01.19
3.3	R.I. asked for dashboard reports going forward to be issued 5 working days before any CWGs.	EL	17.01.19
4	Monitoring		
4.1	E.C. requested a document listing vehicles the contractor would use and what pollution minimisation (particulate filter) data each vehicle has.	JFH	17.01.19
4.2	E.C. requests raw information from Winchester Road monitor should be available for CWG members.	JFH	17.01.19
4.3	JFH confirm that all monitors are fitted with triggers which send texts to the Project Manager and Structural Engineer	NOTE	COMPLETE
4.4	EL confirmed there will be a new CWG website ready in January 2019. This should be an information hub for meeting minutes, upcoming actions, monitoring data and contacts.	EL	17.01.19
4.5	D.S. requested monitor position to be moved closer to Eton Avenue. All other monitors agreed to be in right positions.	EL	17.01.19
4.6	EL confirmed that historic monitoring reports will be uploaded to their new CWG website.	EL	17.01.19
4.7	E.C. commented that there were vulnerable people living near the development site. B.C. confirmed a respite room is a last resort measure and he does not anticipate this being needed during the build. J.R. confirmed Camden do not support this approach as then contractors are not building correctly.	NOTE	COMPLETE
4.8	Request heard for a monitor near Mora Burnett House. EL acting on request by Camden to keep all monitors within their ownership boundary. If Camden confirm acceptance then they are happy to install.	CAMDEN	17.01.19

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4.9	S.H. informed group that JFH's policy is 2 hours for noisy works and 2 hours of no noisy works (2 on, 2 off).	NOTE	COMPLETE
5	Payments		
5.1	E.C. asked for a summary of the S106 and CIL payments.	CAMDEN	17.01.19
6	Complaints		
6.1	EL to advise on complaints procedure. JFH confirm that contact details will be readily available on their notice board as a first point of call.	CAMDEN	17.01.19

Next Meeting	6pm, 17 th January 2019
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