

Minutes

Title	100 Avenue Road – Construction Working Group 02
Project	100 Avenue Road (Swiss Cottage)
Date	17/01/2019
Location	Swiss Cottage Library Events Room
Time	18.00-19.30
Chairman	Barry Coltrini

Attendees	
Barry Coltrini (B.C.)	Essential Living (EL)
Camilla Lesser (C.L.)	Essential Living (EL)
Juey Thanyakittikul (J.T.)	Essential Living (EL)
Chris Riches (C.R.)	John F Hunt (JFH)
Gabriel Stetco (G.S.)	John F Hunt (JFH)
Sam Hamilton (S.H.)	John F Hunt (JFH)
Nick Ward (N.W.)	John F Hunt (JFH)
Chet Thapa (C.T.)	John F Hunt (JFH)
Elaine Chambers (E.C.)	WRRRA
Rashid Iqbal (R.I.)	The Winch
Leo Cassarani (L.C.)	Swiss Cottage Councillor
Tom Simon (T.S.)	Belsize Councillor
James Renwick (J.R.)	Camden Council S106 Manager
Luisa Porritt (L.P.)	Belsize Councillor
Heather Akif (H.A.)	Central School of Speech and Drama
Rex Addo (R.A.)	Camden Council Market Officer
Sajjad Daultana	Camden Market trader

#	Item	Who	When
1	Introductions		
1.1	B.C. introduced the purpose of the CWG and did a round of introductions.	NOTE	
2	Chair		
2.1	B.C. suggested appointing an independent chair from the Considerate Contractors Scheme (CCS). E.C. opposed this as she felt the body would be sympathetic towards the contractor.	NOTE	
2.2	JFH to circulate CCS website to attendees to determine if they would be a good choice. https://www.ccscheme.org.uk/ .	JFH	25.01.19
2.3	E.C. asked for Camden to look at if they could appoint a chair from and independent pool at Camden. J.R. responded that	NOTE	

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	these are usually note takers and not chairs, they also wouldn't have a good construction knowledge.		
3	Dashboard Report		
3.1	B.C. tabled the dashboard report template and talked through what would be shown under each heading.	NOTE	
3.2	L.C. asked to add a row in the lorry movement table of actual movements next to predicted so we can assess if it has been over or under.	EL	25.01.19
3.3	L.P. asked about the complaints procedure. JFH to provide more in depth description of their procedure in next dashboard but explained that the first point of call should always be the site manager, whose details are displayed on the site entrance.	JFH	25.01.19
3.4	JFH also explained that as their company policy and CCS audit they will ensure all complaints are dealt with promptly, logged and will be completely closed out.	NOTE	
3.5	J.R. asked that if any complaints are to be made please direct them to the demolition contractors and not the Council. The council can be copied in for reference.	NOTE	
3.6	R.I. asked for community indicators to be added as necessary as the dashboard naturally evolves over the construction period. R.I. also requested a section on noise and third party involvements (perhaps baseline monitoring and licences). B.C. also suggested a 'community concerns' section.	EL	25.01.19
3.7	T.S. requested that the text, particularly for the vehicle compliance register, be in a larger format.	EL	25.01.19
3.8	R.I. requested for the vehicle movement table to be changed colour as the red, amber, green colour palette makes you feel that there have been some exceedances in vehicle movement numbers even though it is just the presentation and not the case.	EL	25.01.19
4	Monitoring		
4.1	C.R. clarified that the site was in a low emissions zone (LEZ) and not an ultra-low emissions zone (ULEZ). He highlighted the anyone who desires to check the emissions of a particular construction vehicle is free to do so at https://tfl.gov.uk/modes/driving/ultra-low-emission-zone/vrm-checker-ulez and JFH also perform this check to feed into their log.	NOTE	
4.2	Any instances of idling should be reported directly to the project manager.	NOTE	
4.3	R.I. checked that even though vehicle registration is checked at the entrance gate to site, any vehicles making their way to site are still affiliated as such and are liable for their actions. JFH confirmed this was the case.	NOTE	
4.4	E.C. asked how high new monitors on site would be placed. JFH confirmed they would be placed on the upper portion of the hoarding.	NOTE	
5	Vehicle Movements		

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5.1	C.R. said predictions of vehicle movements have been higher than actual numbers. Table of predicted movements for next period was handed out.	NOTE	
5.2	Market traders said that they are happy with the vehicle movements and management of site so far and hopes this will continue.	NOTE	
5.3	B.C. commented that set up of traders on site continues to evolve every week and so far the banksmen walking trucks slowly, the funding of 4 x car park spaces at the nearby car park and provision of custom made tables to trade from is working well.	NOTE	
5.4	L.P. asked if JFH can keep Fridays in consideration to reduce vehicle numbers as it is also quite busy (although not as busy as Wednesdays). It was acknowledged that movements on Fridays are still well within the allowed limits.	NOTE	
6	Lighting		
6.1	E.C. requested that the additional floodlights on the footpath should be switched off. J.T. confirmed that these needed to be in place in order to maintain the same LUX level as agreed with Camden lighting. J.T. also clarified that this was a temporary measure until the integrated lighting in the hoarding is installed next week.	NOTE	
6.2	E.C. asked for all lights in existing building to be switched off. JFH explained that it will be switched off at night everywhere apart from the ground floor as there is security inside. They can draw the blinds on the ground floor level to dim the light emission.	NOTE	
7	Complaints		
7.1	E.C. requested that her comments made to M.W. should be addressed immediately. JFH confirmed the best point of call would be the project Manager, G.S.	NOTE	
7.2	E.C. requested that no events were to be held on Saturday afternoons and Sundays on the Swiss Cottage open space throughout the construction phase. J.R. said he had no power to agree to this but could talk to Camden events.	NOTE	

Next Meeting	6pm, 31 st January 2019
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