

Terms of Reference
Maitland Park Estate Construction Working Group
24 April 2020

Purpose

The purpose of the Construction Working Group (CWG) is to provide an open forum between the community, contractors, and the London Borough of Camden (LBC) acting as developer, to make sure the works are managed with proper care and consideration, and in accordance with the parameters set out in the approved Demolition and Construction Management Plans.

The Construction Working Group is not a decision-making body. As a matter of law, the Council is not able to delegate any decision making powers to the CWG. The Council as a public landowner is legally bound to make decisions based on public law principles and duties. These include the Council's fiduciary (financial) duties, broader strategic and corporate objectives, and other relevant considerations. Decisions on any aspect of the delivery of the building contract can only be made by the relevant officers working for Camden Council.

The Terms of Reference of the Construction Working Group relate to the Council's public law role as landowner and broader land regeneration responsibilities. They do not relate to the Council's separate role as regulatory Local Planning Authority for the area. These will be exercised independently in accordance with legal principles relating to Planning.

The Construction Working Group brings together local stakeholders - residents who live on the Estate, neighbours and local councillors - to participate in the CWG to encourage engagement and discussion. Membership of the CWG, who are not linked to the contractor or to the council, will not exceed 12 people.

Objectives

The Construction Working Group's objectives are to:

- Keep residents and the local community informed, on a regular basis, about the progress of the works.
- Advise residents in advance of any operations that are likely to have an impact on people living close to the site boundary and explain any mitigating measures.
- Provide an immediate point of contact for residents, neighbours and local businesses, should any issues arise as a result of the works; for example,

construction vehicles blocking the streets, site alarms going off or non-safety lighting left on over the weekend. While this is the forum in which to raise issues we ask, as an exception, that you advise us immediately if you observe any unauthorised access outside of working hours.

- Provide LBC with local knowledge and solution-focussed ideas to resolve issues as they arise.
- To listen to issues and concerns from attendees and to act as a sounding board ahead of any engagement events, including but not limited to, consultation on the re-provision of the Multi-Use Games Area (MUGA).

Duration and Membership

The Construction Working Group will continue to operate for the duration of the construction on Maitland Park Estate.

We want the CWG to reflect the demographics and tenure make-up of the population of Maitland Park Estate. We are actively working to ensure the CWG has an age, gender, ethnicity and tenant / leaseholder balance to reflect the people living on the estate.

We also want the involvement of residents who are under 25, and people living with disabilities.

We will ensure the timing and the location of the meetings encourage these groups of people to participate.

If you consider Camden officers are not meeting these commitments we invite suggestions on how we can improve this.

The frequency of meetings will depend on the amount of work underway that requires residents' input and involvement. It is envisaged that meetings will take place at intervals no more than monthly and no less than quarterly i.e. every 1-3 months.

The main parties involved include:

- Residents of Maitland Park Estate and the surrounding area, as well as business owners who may be impacted by the demolition and subsequent construction works and who are interested in taking part in the CWG and feel they can commit to attending most meetings;
- Groups or organisations representing or working with the local community, such as tenants and residents associations;
- Camden Council officers involved in project management and/or engagement;
- Representatives from the main contractor, demolition / construction team or any subcontractors (if progress updates are needed from them);
- Haverstock ward councillors;
- Consultants / Specialists assisting Camden Council officers on particular areas of work such as on the consultation of the re-provision of the MUGA.

The CWG has an active duty to promote openness, equality, diversity and fairness in all its conduct and activities.

Meeting admin and responsibilities

- The responsibility for ensuring that the meetings take place lies with the contractor. The contractor is required to be present to give an update on progress and answer any questions from the group about the works.
- Responsibility for minuting the meetings lies with Camden Council officers attending. All attendees will be sent the minutes of these meetings by a Camden officer once email addresses are provided.
- Meetings are to be held at a pre-arranged date and frequency agreed with resident and community representatives. It is expected that meetings will be held in the early evening after 5:30pm on weekdays (exact time and dates to be agreed with members).
- The venue will be somewhere within or in close proximity (short walking distance) to Maitland Park Estate. This will be confirmed prior to every meeting.

Members and attendees of the CWG responsibilities

- Everyone is expected to be punctual. If you are late please still do attend and at the end of the meeting ask another attendee to update you on what you missed.
- Membership of the CWG is based on members acting as representative and being responsible for informing other residents of the items discussed at the meeting, particularly residents who cannot get to meetings or have difficulty reading the information we provide.
- CWG members are entitled to freely express their opinions at CWG meetings. The CWG is an open, and inclusive group. Issues must never be personalised.
- CWG members are expected at all times to behave in a reasonable, respectful and polite manner when speaking to residents, contractors, council officers, councillors and any other persons or organisations that the group liaises with, including at any meetings that they may attend on behalf of the CWG.
- Verbal abuse or abusive behaviour towards anyone by any CWG member will not be tolerated and those involved will be removed from the group.
- CWG members must ensure that their private and personal interests do not influence their membership and their contribution to the CWG. Everyone must be meticulous about declaring dualities or conflicts of interest at all times. When the group discusses an item which poses a conflict of interest for any member or other person present, that person must declare their interest. Failure to do so could result in being asked to step down from the CWG.

Publicity and invitations

The dates and time of the meetings will be publicly available at least 10 days in advance. In the event of an emergency or ad hoc meeting being needed, notice of 5 days is required.

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,
- Provide links to further information and relevant documents - such as the Construction Management Plan - available at:
<https://www.camden.gov.uk/maitland-park>