

Construction Working Groups: guidance for developers and contractors

A well-coordinated Construction Working Group (CWG) can vastly improve the relationship between the local community and the development. The following is a set of principles that the London Borough of Camden consider should be adopted:

Meeting attendees

Prior to the first meeting (at least 14 days in advance), details of the proposed Construction Working Group should be sent to anyone consulted on the initial CMP (also those who subsequently made comments during the consultation process) and the Ward Councillors.

The proposed working group needs to be functional – if significant interest was shown during the preparation of the CMP then the developer / contractor may seek to limit the CWG to a workable number. Meetings however should always be open to the public.

Invitees to be included as members of the CWG should include:

- Ward Councillors
- Those representing a group of residents (e.g. residents association, an estate manager)
- Those who own/occupy nearby buildings identified as potential receptors of noise or dust
- Nearby schools / institutions
- Other construction sites or businesses in the locality whose operations may conflict with the construction (e.g deliveries)

In addition, attendees from the appointed contractor is essential.

Chairing of meetings

A Chair for the meetings should be appointed as soon as possible. It is recommended that the Chair should:

- Be independent of the owner / developer / contractor.
- Be approved by the majority of attendees (not including those representing the owner / developer / contractor); with such arrangements reviewed on the same basis as when necessary.
- Have prior experience of chairing similar meetings.

Should no suitable candidate initially come forward, the owner / developer should seek to appoint from outside of the CWG attendees, and if necessary to pay for a professional service to chair the meeting (the choice of such a chair should be

agreed with the CWG). It is advised that such a person has experience of planning or construction projects.

Frequency of meetings

The frequency of meetings should be agreed by the CWG. However we would expect a minimum of once a month. Experience however indicates that a well-run development with an engaged CWG tends to meet more in the very early stage of development (sometimes once every two weeks) with the frequency of meetings becoming less as the build commences. CWG members and residents should be notified at least 14 days in advance of a meeting as to the time and location of the meeting, with the confirmed agenda circulated within 7 days of the meeting.

Format of proceedings

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. The proceedings should follow the following process:

- Introductions
- Actions from previous meeting
- Report on the progression of work – supported with a written summary and made available in hard copy for attendees – the summary should produce information graphically (and where relevant express this against any targets in the approved CMP) in an easy to understand format. The summary should include:
 - activities undertaken on site
 - amount and type of deliveries
 - air quality/noise monitoring data
 - complaints received and actions taken
 - updated delivery programme
- Open discussion on issues since the last meeting and any actions to be undertaken.
- Contractor to report any possible future exceptional works that may be required and seek approval of the CWG.

Depending on the scale and nature of the CWG, it may be advisable to appoint an independent 'Programme Officer' to deal with the day to day administration and communication.

Questions – if you have any questions on Construction Working Groups please contact planningobligations@camden.gov.uk.