

100 AVENUE ROAD CONSTRUCTION WORKING GROUP

DRAFT TERMS OF REFERENCE

1. The name of the group is 100 Avenue Road Construction Working Group (CWG)

2. Aims or purpose of the group is to:

To represent and reflect the views and concerns (based upon experience) of local stakeholders, including residents, business owners and service providers.

The CWG will be one of the ways that we keep residents and businesses up to date and for you to communicate any issues which arise as a result of the works. The CWG will also be involved in monitoring the Construction Management Plan and will be consulted regularly. The timeline below outlines the milestones achieved and expected:

- Initial consultation meeting with Camden and TfL officers: September - November 2017
- Exhibition/Public Meeting: October & November 2017
- Publish CMP following public meeting feedback and seek officer comment: December 2017
- Submit CMP for formal approval to Camden: December 2017
- Camden approval of CMP: February 2018
- First CWG: February 2018
- Demolition Commences: August 2018
- Hold bi-monthly CWG meeting

At the CWG Essential Living will chair the meeting and keep records setting out all issues raised and plans and mitigation to address any complaints.

3. Terms of Reference

Group members will:

- Attend meetings, training events and visits as necessary to ensure that the tasks are fulfilled
- Be kept up to date in a timely manner of all relevant and pertinent information relating to the regeneration plans and proposals
- Make suggestions and comments on reports to the chair .Recommendations/ suggestions should be made by Group consensus. And if required vote can be taken
- Advise and assist the London Borough of Camden on stakeholders' views regarding the services and standards
- Have access to all relevant information
- The membership breakdown is to be discussed at the first meeting. The organisations should nominate their own members.

Equalities

The Group will value equality and diversity in all aspects of its role and responsibilities. This also means that the group will aim to reflect the local community; that training and communication will be tailored to ensure that “hard to reach” groups are not excluded. The group will work towards the elimination of discrimination against anyone on the basis of: race, colour, ethnicity, age, disability, national origins, sexual orientation, faith, gender, marital status, or income.

Membership

The Working Group will be comprised of Essential Living, the main contractor, residents, local businesses, stakeholders, Camden Council officers and ward members

Facilitator/Chair

The group may wish to have a facilitator or a Chair for meetings and this is open for the group to decide. The chair will be elected by the working group members. The Development Manager will be responsible for agreeing the agenda, associated paper work, notes of meetings, and action points to be followed up etc.

Meetings

Group meetings will be planned to suit the needs of the maximum number of members but can be held during normal office hours. Meetings will aim to be less than 2 hours
The working group meetings will be held every 8 weeks

Record of Meetings

A record of the group meetings will be made in the form of minutes/notes showing discussions and required actions. This can be done by either a member of the group or the Consultation and Engagement officer. Where possible, minutes/notes should be sent as soon as practicable after each group meeting. Where possible, agendas and reports should be sent out 7 days in advance of meetings. Group members will be expected to have read paperwork prior to the meeting.