

Museum Street Community Liaison Group (Construction) (formerly  
Construction Working Group) – Kick-off Meeting

MINUTES

8<sup>th</sup> July 2024

Start: 5:30 pm

End: 7:00 pm (est.)

Location: Phoenix Garden, 21 Stacey St, London WC2H 8DG

ATTENDEES

Museum Street Project Team:

- **EW** - Eleanor Wright (Simten)
- **CTD** - Charles Thomas-Davies (Gardiner & Theobald)
- **CB** - Charlotte Booth (Gardiner & Theobald)
- **MR** - Martin Reed (Arup)
- **JG** - John Greenshields (Kanda)
- **JJ** - Jack Johnson (Kanda)
- **JS** - Jessica Singh (Kanda)

CLG (Construction) members:

- 14 members of the local community representing businesses, charities and residents joined in person. Two individuals joined virtually. The following organisations and addresses were represented:
  - LSE
  - Shaftesbury Theatre
  - Grape Street Residents
  - The Old Fire Station (14 WCS)
  - South Bloomsbury Residents Association
  - Covent Garden Community Association
  - Central District Alliance
  - Russell Chambers Residents' Association
  - Bloomsbury Residents Action Group (BRAG)
  - Covent Garden Area Trust
  - Goldsmith Court Drury Lane

- Throughout these notes individuals attending from the community are referred to as 'members'.

An agenda was shared in advance:

1. Introduction
  - Introducing the project team
  - Members introduction
  - The purpose of forming the Construction Working Group
  - Community pledges
2. Construction Programme
  - Timeline of proposed works and engagement
3. Current site activity
  - Providing an update of current activity on site
4. FAQs
  - What is most important to you?
5. General Discussion
  - Dates for the next set of meetings
  - Future meeting topics
  - Camden's Terms of References
6. Any other business

**JG** kicked off the meeting by introducing the project team and giving a brief overview of the scope of a Construction Working Group as set out in the project S106 agreement. He noted that the core intention of the group is to facilitate constructive dialogue between the developer, contractors (once appointed) and representatives across the area in the immediate vicinity of the Museum Street site.

He noted that the s106 sets specific requirements of the group that had to be met. The S106 specifically requires the group to meet regularly and provide feedback on construction phase management plans (the Demolition Management Plan and Construction Management Plan).

A **member** stated that a number of attendees had prepared a draft Terms of Reference (ToR) which was shared with the project team for review. The **member** then stated that they and other residents have based these on the experience of other similar groups in the area. A key concern from this group was seeking to ensure that constructive discussion with the community on management plans took place in advance of these documents being finalised. **EW** and **JG** confirmed that the ToRs were helpful and requested a digital copy to be shared to enable the project team to review and incorporate comments. **EW** and **JG** confirmed that there would be engagement on the construction phase plans throughout the process ahead of these being finalised.

**Some of the members** requested that the name of the group be changed from Construction Working Group (CWG) to Community Liaison Group (CLG) to reflect the aspirations of working together better. The project team acknowledged the rationale and agreed to revert on a name for the group.

*Post meeting note: the name of the group is proposed as the Community Liaison Group (Construction) (CLGC) to reflect the focus of the group on the construction phase and align with the S106.*

## **1. Introduction and Format of the meeting:**

The project team confirmed that meetings could be hybrid going forward – and that full technical equipment would be available to ensure ease of access to those online. However, **JG** encouraged members to attend in person if possible as this enables a more constructive conversation and for reviewing of documents.

## **2. Construction Programme:**

The headline construction programme was shared outlining that the first step ahead of implementation of the development (expected in Spring 2025) was pre-commencement strip-out of the buildings. [See slide 6 of accompanying presentation]. This activity sits outside of the planning permission. **JG** stated that a demolition contractor had not yet been appointed for the scheme and it is expected that they would be appointed in autumn.

**EW** introduced Arup (**MR**) who produced the draft Demolition Management Plan (DMP) for the planning application. She confirmed that they would be leading on the

initial development of the DMP which would be shared with the CLGC for feedback. The appointed contractor would then be required to adopt the principles of the draft DMP and finalise the development of the document with further input from the CLGC. There were some concerns raised about this approach by members approach and who sought assurance that the contractor would input into and own the DMP. This was confirmed by the project team. The document would then be submitted to Camden Council for approval. **CTD** confirmed that it was important that all present were able to review and input into this document as it was developed; this applies equally to the CMP in the next phase of development.

**CTD** confirmed that the project team would ensure that the appropriate contractors were selected for each stage of the project and that all aspects would be coordinated across the various teams.

**A member** asked when a contract would be appointed for the strip-out with both **CTD** and **CB** confirmed that the contract had been put out to tender in the last few weeks and that an appointment was expected over the summer/early autumn.

There was concern from some members about this appointment having been progressed in advance of the CLGC meeting. A number of residents raised negative experiences with other developments, particularly with regard to noise that occurred as part of strip-out. **JG** confirmed that the strip-out would predominantly include the removal of fixtures and fittings with noise kept to a minimum and that is well within the scope of works that can take place ahead of agreeing the formal DMP and CMP.

**A member** requested that a management plan for the strip-out be produced and consulted on with the group. These concerns were acknowledged by project team and **CTD** agreed to share a high-level summary programme in the first instance and that we can add more detail as we go on. **JG** confirmed that the purpose of today's meeting was to give residents an overview and kick off with discussions.

It was agreed that a strip-out scope, programme and management plan be shared with the group at the appropriate point once a contractor is in place, and prior to strip-out starting. It was noted that appointment was expected in late summer/early autumn and that the project team would revert to the group with dates for a meeting on the topic asap.

There was a general consensus among attendees that it should be ensured that the strip-out contractor should have awareness of the area before commencement. **EW** and **CTD** agreed and confirmed that this would form part on the contractor's induction once appointed.

**A member** asked if they could have sight of what was put into the tender document to ensure that concerns were already taken into consideration. **CTD** confirmed that

no contractor has yet been appointed and **CTD** committed to sharing a draft management plan in ahead of commencement.

**A member** asked if it was possible to avoid noisy works on Saturday mornings (including from strip-out or demolition) and that issues such as these need to be agreed as part of the tender process. The project team acknowledged this request however reported that construction working hours are set out by Camden and include Saturday mornings. This request was not agreed to, however.

*Post meeting note: This topic of working hours and activities will be picked up in a future meeting, with the team is committed to ensuring that impacts are minimised where possible.*

### **3. Current site activity:**

Details of current site activity were shared. These include investigations associated with the development and health and safety works to the existing building. **A member** raised the question regarding current work on site, and what was happening with the temporary fencing, as it hasn't been removed yet. **CB** confirmed that abseilers are currently on site inspecting the state of the cladding and securing/replacing where needed. All of the permits for this work have been agreed with LB Camden and **JG** confirmed that these can be hosted on the project website.

**EW** acknowledged that the health and safety investigations and remediation were taking a long time. This is due to options to access and repair the cladding. It is anticipated that the works would conclude over the summer and that subject to the access requirements, the fencing would be removed at the end of by the end of July. **EW** confirmed that the team will keep the group updated with any further developments via the mailing list and website.

### **4. FAQs**

**A further request from a member** was that it would be helpful to have a weekly/ fortnightly update of activity on site. **JG** agreed that once on site, a look ahead programme could be issued, and that Kanda would explore the potential to populate a calendar on the website. However, there was some concern by another member that this required a proactive approach by the community in viewing the calendar and requested notification of noisy activity in advance in order to arrange alternatives where needed.

## 5. General Discussion

The meeting then moved on the proposed topics for other meetings. **JG** asked the group if there were any comments that they had. A variety of **members** inputted on this point with comments including the need for a meeting specifically regarding strip-out and meeting in both August and December. Members raised the need for a dedicated project 'hotline' should there be any concerns which was agreed to be provided by the project team during the construction phase, including out of hours options. The approach to pre-construction including strip-out will also be established. (ACTION: Project team)

A **member** stated that they needed to form their own steering group which would input into the wider discussions of the CLGC/CWG. The project team agreed that that would be happy to work alongside chosen representatives.

A member living adjacent to the site asked what happens if a major incident occurs that damages neighbouring buildings and who would be responsible if this happens. The project team confirmed that there would be management processes in place for contractors if incidents occurred and that the expectation is that this would then be addressed by those responsible.

The member also requested if a survey of neighbouring buildings could be undertaken to provide a baseline to assess any damage that may occur during works. **CTD** stated that as part of the basement impact assessment (a draft of which was submitted with the planning application) a number of specific neighbouring properties are identified for a photographic survey to be undertaken for this purpose. These properties will be contacted in the coming period. **CTD** noted that in addition to this, the Party Wall process also includes a provision for a photographic survey.

A request was made by a member for noise and vibration and air quality monitors to be installed on/ around the site at the earliest opportunity. The project team confirmed that monitors will be installed ahead of start on site in locations agreed with Camden.

Finally, a couple of residents stated that they didn't want individual names to be mentioned in the minutes that would be published on the website going forward. So as to accommodate this request all participants (outside the project team) have been referred to as 'member[s]'.

The meeting closed at 7:35pm.

## ACTIONS

- Finalise the Terms of Reference (members to share a digital copy of their proposals with the team) – ahead of next meeting. ToRs to be agreed by the group
- Confirm the parameters of the 'strip-out' phase, programme and share a draft contractors plan – expected late summer 2024
- Further meeting on strip-out to be arranged; meeting dates to be reviewed accordingly – Project Team to follow up in late July/early August following contractor procurement
- Confirm whether upcoming road closure on High Holborn is in connection with the development investigations- asap
- Share installation of proposed locations of construction noise and vibration sensors on/ around the site at the earliest opportunity – expected autumn 2024
- Site work information and relevant documents to be available via the website – ongoing
- Explore the communication strategy for site activities in the short and longer term and revert to the group. (with a particular reference to noisy works) – method TBC ahead of work starting
- Site contact number to be arranged for demolition and construction phase. (note, community hotline number will be set up and shared with neighbours at this time and during strip-out) – Spring 2025