

Terms of Reference - Museum Street Construction Working Group

November 2024 Agreed by resolution of all members

Introduction

These Terms of Reference (TOR) describe how the Museum Street Construction Working Group (CWG) will function to represent the local community's interest to the property developer and contractors over the period of construction surrounding 1 Museum Street or Selkirk House.

The format of the Museum Street Construction Working Group is aligned with the CWG guidance from the London Borough of Camden (LBC) and the specific requirements in the s106 agreement relating to the planning consent for Selkirk House, 166 High Holborn and 1 Museum Street, 10-12 Museum Street, 35-41 New Oxford Street and 16A-18 West Central Street, London, WC1A 1JR (1MS) section 4.8 "Construction Phase Working Group".

Regular CWG meetings will be held locally with the Developer and other members of the developer's consultant team ahead of and during the construction phase to report to the community about the progress of the construction and upcoming activities and identify ways to manage and mitigate the impact on the local community.

The CWG brings together local stakeholders - community members who live near the site, community groups, institutions, businesses, and local councillors - to participate and encourage engagement and discussion about the construction with the developer and appointed contractors. Meetings are open to all those impacted by the construction process and the aim of the CWG is to provide an open forum between the community, developers, contractors, and LBC. Meeting dates, minutes and agendas will be available on the project website and via the project mailing list.

All planning documents can be found on Camden's planning portal by searching this application no. 2023/2510/P.

Key documents can be found on the project website www.museumstreetproject.info.

As set out in the s106, it is the responsibility of the developer to bring together local residents, businesses and other stakeholders, along with representatives from LBC, to "convene no less than 5 meetings of the Construction Working Group prior to implementation of the demolition and construction works, to consult with the Construction Working Group on matters relating to the Demolition and Construction Phase of the Development including (but not limited to) the proposed Construction programme, the Demolition and Early Works Management Plan, the Detailed Basement Construction Plans and the Construction Management Plan(s)."

Residents, businesses, community groups and organisations from the areas below and those on the Simten project mailing list have been invited to be part of the process. The first meeting was held on 8th July 2024 at Phoenix Gardens Community Centre. At the second meeting on October 14th volunteer members of the CWG were formally appointed.



Figure 1: Plan indicating immediate neighbourhood zones.

1. Objectives

As set out in the S106 section 4.8 and the LBC CWG guidance the Construction Working Group's objectives are, to:

- A. Ensure effective, regular, and transparent communication between the community and developer/contractor about activities and potential impacts resulting from the construction phase of the development.
- B. Ensure the developer and their contractors conduct the construction process in a considerate manner
- C. Ensure interests and priorities from across the community are heard and considered as part of the enabling, demolition and construction phase and identify opportunities to manage and mitigate impacts such as but not limited to minimise noise, pollution, and vibration nuisance and any access restrictions.
- D. Foster a cooperative relationship between the community, the developer, and contractors.
- E. Facilitate community feedback and input on matters and key documents relating to the Demolition and Construction Phase of the Development including (but not limited to):
 - a. The proposed Construction Phase programme,
 - b. The Demolition and Early Works management Plan(s),
 - c. The Construction Management Plan (s) and
 - d. The Detailed Basement Construction Plan(s)
- F. Review comments, suggestions and complaints received (i) from the community either directly to the CWG, or (ii) by the contractor(s)/developer, regarding the demolition and construction phase activities and their management and report on the action taken.

In addition to the above, through feedback from the first meeting the following aims have been identified; -

- G. Monitor the developer and contractor's adherence to the requirements of section 4.8 of the S106 agreement, for example the provision of a 24-hour telephone complaints and alerts service (4.8.8)
- H. Identify opportunities for the design and delivery of the construction phase Employment, Training and Skills plans and wider social value activities during the construction phase.

3. Who is involved?

The Community: residents, residents' associations, community groups, business owners and representatives, retail representatives and institutional organisations including education and religious institutions who may be impacted by the construction phase. All CWG meetings are open to non-members from the wider community who may attend and make requests to make direct representation or as an observer.

Museum Street Construction Working Group members:

The CWG represents the local community (MSCLG – Museum Street Community Liaison Group) and those who will be, or are mostly likely to be, directly impacted by any demolition or construction activity. CWG Members shall:

- A. Represent the interests and concerns of the immediate and wider community including, residents, other community groups, businesses, institutions, and local organisations with an interest in the construction zone area as appropriate.
- B. Monitor the progress of the development and adherence to agreed plans and standards and those concerning mitigation issues.
- C. Review and feedback on documentation presented to the CWG in a timely manner and make recommendations where appropriate.
- D. Shall make reasonable effort to attend, in person or by internet, not less than six CWG meetings over any period of twelve consecutive meetings

Developer and Contractor(s)

The developer, Simten and, once appointed, the contractor(s) shall:

- A. Provide regular updates on project progress, interruptions, exceptions, timelines, and any changes to plans in the manner agreed between the parties.
- B. Share construction phase information and data as may be reasonably requested by the CWG members
- C. Ensure that updates and information on the construction phase including submissions to the council (such as conditions discharge) are effectively and clearly communicated to the CWG and wider community by appropriate means and in a timely manner including a) via the mailing list that shall include all opted-in CWG members b) updates to the CWG meeting, and by posting to the CWG website
- D. Address concerns and feedback from local stakeholders in a timely manner.
- E. Ensure the development meets high standards of sustainability, safety, and quality.
- F. Adhere to the obligations of section 4.8 of the S106 agreement and provide progress reports to the CWG on the delivery of these.

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- G. Procure that appropriate professional representative of the Developer and Contractor(s) attend meetings of the CWG.
- H. Provide CWG with written information about reasonable complaints, comments and suggestions received and action taken in respect of them.
- I. Organise and attend all CWG meetings.
- J. Arrange meetings at a suitable time and location within walking distance of the site and agreed with CWG.
- K. Provide administration and secretarial support including accurate minutes recording discussion and any decisions taken as required and set out in the s106 agreement. Minutes are to be circulated within 10 working days of each meeting.
- L. Appoint a liaison officer responsible for the liaison between the developer and contractor(s) with the CWG and with community members including but not limited to the owners and/or occupiers of the residential property, businesses in the locality and other interested parties. The liaison officer shall attend all CWG meetings. Contact details for the liaison officer shall be posted to CWG website.

Camden Council

Officers and local ward councillors will be invited to attend each meeting.

4: Governance and Structure

(i) Membership

- A. The CWG shall be represented as follows –
 - a. Up to eight members representing a cross section of the community, with the aim of a minimum of the following from the immediate area:
 - i. two representatives from the business community,
 - ii. one representative from an institutional organisation
 - iii. three representatives representing the residential communities
 - b. Camden Council will have an option to appoint two further members
 - c. The project manager appointed for the developer plus one additional representative from the developer
- B. In addition, the CWG members, excluding council and developer members- may elect a chairperson.

(ii) Location and frequency

- A. The venue will always be within walking distance of the site and will have suitable provision for online participation.
- B. The frequency of the meetings shall initially and thereafter during the demolition and construction phase shall be monthly on the second Monday of each month. The frequency may be varied by agreement of the CWG provided the interval between any two meetings is not greater than six months.
- C. Notice of CWG meetings must be given at least ten working days prior to the planned date, by email or by posting to the project web site.
- D. Any member of the public may attend the meetings and be given the same notice after they have registered their interest in receiving communications.
- E. Members of the CWG shall be entitled on reasonable grounds to request, in writing to the developer or contractor, a meeting of the CWG with not less than 10 days' notice (unless a shorter period is agreed by CWG members).

(iii) Administration

- A. The responsibility for ensuring that the meetings take place lies with the developer.
- B. The developer and the contractor(s) are required to be present and update each monthly meeting about project progress and answer questions from those attending relating to the construction activities.
- C. The developer/contractor will keep accurate written minutes of each meeting recording discussions and any decisions taken. The draft minutes will be shared within ten working days from the meeting.
- D. The developer/contractor will provide relevant documents as outlined in the S106 to the CWG, in good time for comment, discussion and feedback, before submission to the council. alongside uploading to the Museum Street Project website. Such documents shall include but not be limited to, -
 - a. Demolition and Early Works Management Plan(s) (DEWMP) – including Site Waste Management Plan (SWMP) Plans detailing waste handling during demolition and construction
 - b. Detailed Basement Construction Plan(s) Construction Management Plan(s) The developer shall seek to ensure materials and documents can be easily understood by the general public without the need for specialised or technical knowledge. The CWG may request clarifications to be addressed.

- E. Should a conflict of interest arise by any meeting attendee, this should be declared at the beginning of each meeting.
- F. Meeting attendees – whether as observers, members, representatives of the Developer, Contractor, or other guests are always expected to behave in reasonable, respectful, and polite manner.
- G. A fund of £5,000 will be available for the project duration to cover incidental expenses incurred by the community and support wider community engagement (beyond activities covered directly by the developer or contractor). These costs are to be agreed with the Developer before being incurred. All balance at the conclusion of the project will be split equally between the Holborn Community Association and the Covent Garden Community Association.
- H. Where the majority of CWG members make a reasonable recommendation in connection with the management of the construction phase which is put to the developer or contractor, then the developer or contractor shall make reasonable endeavours to implement the recommendation, providing the resolution complies with the Demolition and Early Works Management Plan(s), the Construction Management Plan(s). Where such a recommendation is not adopted this shall be notified to the next meeting CWG in writing with reasons.

(iv) Communication Protocols

- A. The Construction Working Group section of the project website shall be the focal point for visitors to view all documents connected to the functioning of the CWG.
- B. Other communication channels such as site posters, leaflets, mailing, mirror posting to the BRAG website and other forms of advertising may be employed as appropriate.
- C. Links to further information and relevant documents - such as the planning documents - available at: <https://camdocs.camden.gov.uk/HPRMWebDrawer/PlanRec?q=recContainer:%222023/2510/P%22>
- D. The developer shall maintain communication channels (email, telephone, and website).
- E. Should the developer for whatsoever reason cease to operate in their capacity as the primary developer for the 1 Museum Street development, then the Developer will make their best effort to transfer access, control, and management to the new owners, noting they will be bound by the same s106 agreement.
- F. The developer shall notify the CWG of materials to be uploaded to the CWG section of the project website.
- G. The CWG may seek clarifications of materials and recommend information and materials to be posted to the CWG section of the project website.
- H. Attendees shall reserve the right to have their name and if applicable, their organisation represented and recorded in the minutes; or to use a minimum of the first part of their postcode recorded in the minutes.

(v) Other items

- A. The parties shall schedule the sixth month, and then annual reviews of the TOR and the collaboration's effectiveness.

Agreed and adopted unanimously by resolution of MSCLG CWG members, the Developer and the Contractor attending the December 2nd 2024 liaison group meeting at Dragon Hall Covent Garden



Trevor Shonfeld

Chair MSCLG