**CHALCOTS WORKS GROUP (CWG) MINUTES AND ACTIONS 11.03.20**

**Attendees**

Paul Urquhart (PU), Nigel Rumble (NR), Cllr Steve Adams (SA), Cllr Tom Simon (TS), Cllr Meric Apak (MA), Hasan Shah (HS), Mandy Ryan (MR), Paula Schofield (PS)

LBC: Astrid Kjellberg-Obst (AKO), Abdul Khalique (AK)

Guest: Oonah Lacey (OL)

**Apologies**

Matt Jenkins (MJ), Lawrence Nicholson (LN), Cllr Luisa Porritt (LP)

1. **Minutes from 4/3/20 and matters arising**

1.1 Brief overview of 26/02 notes and actions with suggestion made that ‘notes and actions’ to be changed to ‘minutes and actions’ going forward.

1.2 Thank you to all the representatives for their input of work in putting the Terms of Reference in place.

1.3 Huge thank you to HS for creating the CWG from the outset.

1.4 Minutes should be written down as a record of what was discussed.

1.5 The group discussed to include initials placed next to comments that lead to actions as a means of accountability. It is felt that this is already included and representatives are invited to ask for this when they review the minutes and feel initials are missing.

1.6 It was agreed to number each discussion item for ease of reference.

1.7 SA to send statement to OL for inclusion.

1.8. Hard copies of minutes, agenda, and papers to be provided at meetings.

1. **Works Update**

2.1 No relationship breakdown with Wates. AKO will brief representatives via email on Friday 13/03 and share timelines when possible. AKO reassured that the current final negotiation stage was about finding agreement and alignment on final detailed aspects of the contract.

2.2 Arup’s role is to specify the designs from an architectural and engineering point of view.

1. **Terms of Reference**

3.1 The Terms of Reference were finalised at the last meeting and should now be published.

3.2 This can be done in conjunction with the next newsletter.

1. **Block Feedback**

4.1 Resident in Burnham is being charged for the parking bay which is being taken out of their rent and this issue has yet to be resolved.

4.2 Burnham Resident Meeting 08/03/20. Majority of residents still opposed to the window design.

4.3 PU welcomes clear communication about the window design so residents can understand the reasoning (Window design discussion is in the forward plan to be discussed in 18/03 meeting).

4.4 Path to Adelaide Rd requires paving. TS – Can this be done or can it be made a priority as soon as it is possible to do so?

4.5 AKO is doing everything to make sure enhanced cleaning regime is going to happen.

4.6 Hoist lift in Bray and Burnham has loose rope clunking against metal. Representatives requested that the ropes be secured to prevent unnecessary noise.

1. **Resident Offer**

5.1 The principles of the resident offer is based on feedback from the drop in sessions held in October to December 2019.

5.2 It is essential that LBC is fair in what we offer to residents across the borough and why.

5.3 The group discussed various aspects and principles and shared views on compensation.

5.4 The group discussed that we need to involve more representatives to shape the offer in terms of priorities, ease of access, etc. and it was suggested to arrange a workshop with the elected resident Reps from all TRAs on the estate.

**Action Summary**

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| --- | --- | --- | --- | --- |
|  | **Owner** | **Date Raised** | **Anticipated completion date** | **Date**  **Completed** |
| Printed copies of agenda and minutes.  **Action: AK to arrange printed copies for meetings going forward.** | AK | 11/03/20 | 18/03/20 |  |
| Detailed Window Designs  **Action: AKO will update.** | AKO | 11/03/20 | 18/03/20 subject to contract negotiations |  |
| Minutes to be numbered.  **Action: AK to implement.** | AK | 11/03/20 | 18/03/20 |  |
| Car parking space query raised.  **Action: AK to follow up.** | AK | 11/03/20 | 25/03/20 |  |
| Hoist lift has loose rope.  **Action: Wates to contact TRA to be shown where issue is.** | AK / Wates | 11/03/20 | 18/03/20 |  |
| Dust and equipment in Dorney.  **Action: Dorney representative will contact AK and JC.** | AK / JC | 11/03/20 |  |  |

**AOB:**

* BRE Report will be discussed in the next meeting if received on time.