

## **British Library Extension Terms of Reference for Construction Working Group**

### **Purpose**

The purpose of the group (CWG) is to provide an open forum between the local community, Mace as construction manager, Mitsui Fudosan UK as developer and Stanhope as development manager. This is to make sure the works are managed with due care and consideration in accordance with the parameters set out in the Construction Management Plan. It is not a decision-making body.

### **Aims**

The CWG aims to:

- Keep residents, neighbours and the local community informed on a regular basis as to the progress of the works
- Highlight in advance of any operations that are likely to have an impact on those living close to the site boundary and explain any mitigating measures
- Review of regular monitoring reports
- Provide an immediate point of contact for residents and local businesses, should any issues arise as a result of the works; for example, construction vehicles blocking the streets, site alarms going off or non- safety lighting left on over the weekend.

### **Duration**

The Construction Working Group shall continue in operation for the duration of the construction work on the project.

Parties invited to be involved:

- Somers Town Neighbourhood Forum
- Ossulston Street TRA
- STCA/Living Centre
- Walker House TRA
- British Library
- Francis Crick Institute
- Mitsui Fudosan and/or their representatives
- LB Camden local councillors
- LB Camden Construction Management Plan Enforcement Officer
- HS1
- Autograph Hotels

- Other interested parties
- Stanhope
- Representatives from Mace's construction team
- Consultants working on the project that may, from time to time, be able to assist with communicating issues relating to the build.

### **Meetings / Responsibilities**

- The responsibility for facilitating and ensuring that the meetings take place lies with Mace and Camden Council.
- Meetings are to be held at a pre-arranged date and frequency agreed with resident and community representatives. This may be monthly subject to the agreement of the group.
- Meetings will be held at a regular time and weekday, usually outside normal working hours. It is planned that these will be held in person at a local community venue close to the site but may be held on line for example for minor updates if agreed by the group.
- We will try to keep meetings to 90 minutes but they may be up to two hours long.
- Mace as contractor is required to be present to give an update on progress and answer any questions from the group about the works.
- Mace will produce a report of each meeting.
- The date of the next meeting will be circulated.

### **Publicity and invitations**

The dates and time of the meetings should be publicly available 10 days in advance. These will be notified to attendees and published on the project website.

In the event of an emergency or ad hoc meeting being needed, notice of 1 week is usually required.

Residents, residents' groups and any other interested parties may join (people may join at any time) an email distribution list which will:

- Publicise the date place and time of the meetings.
- Publish notes of what took place at the meetings,
- Provide links to further information and relevant documents - such as the
- Construction Management Plan and the project website.

### **Key contacts**

Mace stakeholder manager – David Demolder [david.demolder@macegroup.com](mailto:david.demolder@macegroup.com)

LB Camden CMP enforcement officer - Tuwahid Uddin  
[Tuwahid.Uddin@camden.gov.uk](mailto:Tuwahid.Uddin@camden.gov.uk)

Project webpage - [www.blextension.co.uk](http://www.blextension.co.uk)