

Pears Building Construction Working Group (CWG) terms of reference

Draft 1

- 1. Terms for a working group which will operate during the construction of the Pears Building, a medical research centre being built in the grounds of the Royal Free Hospital from 2018-2020. It will house the UCL Institute of Immunity and Transplantation, a world-class research facility currently located in the main hospital building. This project is a collaboration between the Royal Free London NHS Foundation Trust, the Royal Free Charity and University College London.**
2. Members of the group include the Royal Free Charity; Willmott Dixon, the developers; the hospital trust; Hampstead Hill School; St Stephen's Church; and residents of Pond Street as well as representatives of Camden Council, local councillors, other residents living in the immediate area and local groups representing or working in the local community. There will be an open invitation for any local person or group to attend.
3. The purpose of the group is to provide an open forum between the community and the developers to make sure the works are in accordance with the commitments in Section 106 of the planning permission granted by Camden Council.
4. The group will aim to promote a two-way conversation between those responsible for the development and nearby residents and the wider local community in order to minimise disruption and foster good relations between the organisations involved.
5. The developers will undertake to keep the neighbours of the site and the wider community regularly informed about the progress of the works, to warn of any operations such as demolition or piling that are likely to affect those living close to the site boundary, to explain measures taken to monitor and mitigate disruption, to hear residents' views on how effective they are and their suggestions for improvements where necessary.
6. Meetings of the group will be held approximately every six weeks and advertised on the charity and trust websites, on the site hoarding and via email to local stakeholders who have asked to be notified. A draft agenda will be published at the same time, at least three weeks before each meeting, and comments invited. A final agenda will be circulated at least a week before the meeting. In the event of an urgent meeting being called, at least a week's notice will be given.
7. Notes of decisions and key discussion points will be made available within 14 days of the meeting. Agendas, meeting notices and other relevant documents will be published in a designated area on the charity website.

PH

14.5.18