

Community Board Meeting
15 July 2020, 7–8.30 pm, Google Meet

Attendance: 3 resident/community groups reps 3 Norbiton Ward Councillors 2 Joint Venture partnership reps (JV rep)	
1.	All members in attendance. Apologies from JV rep. Welcome to JV rep. Chair stated that agenda items should be an informative exchange with residents and enable residents to raise questions.
2.	Masterplanning and Phase 1 consultation process — the board members were provided with a briefing on the upcoming consultation process. <ol style="list-style-type: none">a. Booklet would be printed and sent to all households in the consultation area and would be available online to ensure everyone in the consultation area has access to the information and an opportunity to feedbackb. Consultation will run for 4 weeks, and it is anticipated that this will commence from 27 July until 21 Augustc. Feedback form will be provided which can be dropped through 2 Tadlow letterbox, the form will also be available on the website to complete online, and residents can also email their responses or use the freephone number to verbally provide feedbackd. Residents can email and phone in with any questions they have and the design team will be available for any in depth conversationse. As this consultation is taking place under social distancing measures, the regeneration team will be calling residents identified as potentially needing further support. This may include those households where a translation has been required before, residents over 65 years old, residents with a disability, and residents on a current support call list. Members were asked to provide any feedback on demographics that may need support. There were no comments on thisf. Members asked about how long the consultation would normally be and it was explained that exhibitions to date had run on a Saturday and the following Monday, but because this is a different approach due to Covid-19, and because this takes place over the summer holiday period, this has been extended to 4 weeks. Members agreed that this was sensible and sufficientg. Members asked about posters and banners to advertise and it was confirmed that this had been discussed but not decided. All households will be sent the booklet, which would not normally happen, as well as text message reminders, so residents will be aware. It was agreed to take this feedback for further discussion by the regeneration team (ACTION RBK)

	<ul style="list-style-type: none"> h. A member asked about the feedback forms and it was confirmed that this will be collated by Soundings and provided to the design team for consideration. JV rep stated that they will respond and report on resident feedback i. It was raised that this booklet may confuse or worry some residents who feel that they have already voted for the regeneration. It was confirmed that the regeneration team are sensitive to this concern and are designing the booklet to follow on from the Landlord offer and that a covering letter will clearly explain this consultation j. It was suggested that the Tuesday Club had a lot of attendees and that the consultation could be promoted through this group. It was also suggested that some people will only want to interact in person. Members were informed that RBK are still working remotely and there was no planned face to face work but this suggestion would be passed on [Action RBK} k. It was confirmed that this consultation would be with neighbouring residents and CRE residents and that ward councillor could confirm to neighbouring residents that they will be able to feedback comments and that the consultation is expected to take place over August. l. This consultation may lead to other questions from residents about when they will move etc. and it was confirmed that the team, as always, will be available to talk to residents and that the regeneration team have made initial contact with Phase 1 residents and are welcome to, and do, contact the regeneration team when they have questions m. It was suggested that FAQ could be printed/available for residents
3.	<p>Minutes and Actions</p> <ul style="list-style-type: none"> a. Recruitment leaflet — discussions took place after the previous community board meeting with regards to the email address. The regen team one will be used because this provides RBK security. This was agreed by members b. A member asked about members getting access to the inbox and it was confirmed that the process for handling enquiries has not been decided but it was suggested that the clerk could manage the emails and provide a report to CB on emails to the community board showing number and type of enquiries. A concern was raised about whether the clerk could be trusted to deal with the enquiries and it was confirmed that any complaints would be investigated by RBK who will employ the clerk. c. Changes to minutes: change point 3g to state two places are for young people. Change 4q to “quorum of 6 of whom 3 must be residents. Add to 5A that a member has raised that “there were risks attached to the clerk being a resident” [post meeting note: completed] d. Accuracy was agreed by members and minutes passed e. Actions were reviewed with a number of items on the forward agenda for the community board including the role profile for the clerk. The board agreed to pause Action 4 and that although transparency is important,

	<p>that this might be a bit early to consider and the board would reconsider this in the future</p> <p>Actions arising:</p> <ul style="list-style-type: none"> f. JV rep was asked about the Community Chest, but stated that he did not have details to hand but that the Community Board at Acton Gardens administer the grants process and award grants that range in terms of both type and value. He confirmed that there is a process and rules. It was confirmed that the Community Chest is on the forward plan for the board to review in more detail, including the terms of reference [action: forward plan] g. There was a request that the suggested changes to the constitution by the community board are updated in the draft and shared with the board. This will be done following review of the concluding sections at this meeting. h. Regeneration team have met with youth services to discuss involving young people in the programme and community board
4.	<p>Recruitment leaflet: revised leaflet was shared on the screen for members to view and live edits were made by RBK and ward councillor during the discussion</p> <ul style="list-style-type: none"> a. There were a few suggestions provided to improve the leaflet’s accuracy and these were identified, discussed, and the final copy agreed b. There was a discussion about logos and whether 6 logos were too many and it was proposed that the ‘CRE Regen’ logo could be used as this reflected the purpose of the community board. It was suggest that the RBK logo could be dropped, but it was highlighted that this is a joint venture and it has to be there with Countryside’s logo c. It was suggested that the resident and community organisations may wish to consider the use of their logo and their independence. Their use was agreed by each chair on the board. It was suggested that they are sized appropriately.
5.	<p>CB Constitution: a draft outline had been sent to members before the meeting and started at role of the Chair</p> <ul style="list-style-type: none"> a. Section 13 needs to detail the role of the chair b. It was agreed that training for the role of chair should be provided c. It was suggested that there be 2 vice chairs and these posts be held by the three chairs. There was a discussion about this. A member felt that the role of chair and vice chair should be held by the three chairs or a member with 2 years experience on the board. This suggestion was not agreed on the basis that all members of the board are equal, appointments should be democratic and elected by other members, and not self appointed. It was discussed that membership to the board would be by election at an AGM, and that the role of chair and vice chair will then be made by the members. It was added that there is a code of conduct to enable the board to deal with any matters that arise.

	<ul style="list-style-type: none"> d. Section 14 — add that this is the cambridgeroadestate.com website and members accepted their names to be published as members e. Section 15.3 It was agreed to add non-attendance to 3 consecutive meetings without valid reason could result in membership being terminated f. Section 16 — there was a question about the budget for the Community Board and it was confirmed that it was agreed at the last meeting that this will be discussed with the board. It was also noted that this budget is more about supporting residents to be involved in the board and will likely vary depending on the needs of members throughout the programme g. Section 17 — members felt it was important that they can suggest training opportunities and needs h. Section 18 — majority of the board to decide changes to the constitution i. Equal opportunities section — the board was asked for any aspects they felt this section should include. No suggestions were provided but recommended that this include latest guidance. This section will be drafted with the equalities officer at RBK j. Code of conduct section: the board was asked for any comments. None were provided
6.	<p>Training for board members: it was requested to add this to the agenda at the last meeting for early discussion by members</p> <ul style="list-style-type: none"> a. Members asked about the training package at Acton Gardens and it was explained that this is around skills (like being a chair and running a board) and technical aspects of regeneration b. Members also suggested training on finance and building communities
7.	<p>AOB:</p> <ul style="list-style-type: none"> a. Chair asked about comparative size between the current hall provision and new community centre [Action RBK/CS].
8.	<p>Next Meetings: Wednesday 29 July and 12 August. Confirmed time 7pm</p>