

Community Board Meeting
Friday 18 MARCH 2022, 9.30–11.30 am, Google Meet

Attendance: Community Board Members: 8 members and the chair JV: 3 plus consultant Apologies: 3 members	
1.	Welcome, and apologies - Additional attendees to the meeting were welcomed. Apologies were given.
2.	Minutes and Actions <ol style="list-style-type: none">a. CB Meeting held on 27.1.22 - no proposed amendments were received and the Minutes were approved.b. A couple of members raised a concern that the minutes for 7.2.22 suggested that a vote had taken place among community board members about Queen Mary Hall. The Chair asked for a proposed amendment and it was agreed that the following additional wording is added to the end of Minute 3e 'There was no consensus'. The minutes were approved with this amendment. [Action]c. The Chair advised members that if they wish to have a vote in the future they must say so at the time.d. The Chair requested that members send suggested amendments to the minutes in advance. It was suggested the minutes are circulated following the meeting rather than going out with the meeting papers. [action]e. No comments or suggested amendments had been received on the Action Log.
3.	New Community Centre - engagement approach <ol style="list-style-type: none">a. A representative from Soundings was introduced to members. Soundings had worked with CRE residents on the masterplan proposals and will be supporting the delivery of the new Community Centre engagementb. A brief presentation was provided for members on the engagement that has taken place on the community centre to date which has confirmed the location and size of the centre. This engagement also sought the types of activities that were of interest to residents, including young people, and current hall users, with a preference for connected (indoor/outdoor, older and younger people) and flexible spacesc. Members were asked for their ideas and feedback to shape the forthcoming engagement (May to July) to ensure that CRE residents and other stakeholders could be involved, that barriers are identified and addressed, and whether there are new engagement considerations over the last 2 years Suggestions/discussions <ul style="list-style-type: none">● One of the members suggested storage as a key consideration in the detailed design given recent discussions at the board meetings

	<ul style="list-style-type: none">● A further point was raised relating to the provision of a pantry facility whilst recognising that two-thirds of the estate will not need this facility or may be provided locally● One member advised that whilst canvassing recently, the main question being asked is if the regeneration is going ahead and it was agreed that residents may need some warm up to the regeneration before the engagement takes place● It was suggested that in-person event/s and information in Piper Hall may be beneficial and a stand is included at the forthcoming Jubilee Fun Day at the CRE on 4 June.● Members were reminded that the engagement approach will take place between May and July and asked for suggestions of other activities and any challenges that need to be taken into consideration● A suggestion was made to set up a WhatsApp group to encourage engagement as this seems to be a growing trend, leaflets with pictures, or linking in with new activities taking place in Piper Hall <p><i>At this point the meeting was no longer quorate; members agreed to continue with the meeting as agenda items are discussion items. It was agreed that the minutes of the meeting will be sent out for comments and questions from members not present. [action]</i></p> <ul style="list-style-type: none">● Members were asked if there was any sense of residents being nervous about face-to-face interaction due to the Covid pandemic; it was advised that there are a few signs up on individual doors where residents don't want anyone door knocking, although in general residents seem to be happy answering their doors since lockdown has finished.● Members were thanked for their contributions to this discussion and will update members of the engagement programme
4.	<p>Construction Phase and Comms</p> <ol style="list-style-type: none">a. Members were reminded that a lot of preparation is being undertaken in advance of starting on site including finalising Section 106 and legal agreements. Due to ongoing negotiations, a definitive start date cannot yet be providedb. Communicating throughout the construction phase is important for all involved and members were given an overview of the communication that Countryside usually provides and asked for their feedback on anything they need to adapt for the CRE, taking into consideration anything that can be learnt from the VIBE construction.c. The Construction Phase Plan, which was submitted with the planning application, is one of the planning conditions to be discharged before starting on site and outlines how to manage the construction phase and mitigate against disruptiond. Hoardings and regular newsletters will be the main form of communication for residents to provide them with details about what is taking place, including visuals of the new building, health and safety, and who to contact.

	<p>e. Residents will also see staff, traffic marshalls, CCTV around perimeters of hoardings and controlled parking for construction personnel to minimise impact around the site. The Resident Liaison Officer will be the first point of contact for residents to engage with in terms of any feedback</p> <p>f. A meet the team event could be planned for residents and have the opportunity to discuss the construction phase</p> <p>Questions and discussions</p> <ul style="list-style-type: none"> ● Meet the team was a good idea and it was recommended that information posted on hoardings is easy to read (how it is displayed and written) and consideration for those with English as a second language or language barriers ● It was suggested that local businesses be included as a stakeholder group to be aware of the start on site and arrival of workers in the area. ● Regarding the Vibe development, issues of noise, particularly when pouring concrete, working at weekends and after hours, noise being heard across the other side of the estate were mentioned ● It was suggested that a respite area may be required during particularly noisy works and this will be considered. ● Members noted that some of the residents around the CRE were concerned about the Vibe drilling and it was confirmed that Countryside uses a specialist approach that minimises these impacts ● There will be concerns around vehicle access from residents in Somerset Road and Hawks Road and the impact of dumped cars on the CRE ● The hoardings used by Countryside on the small sites received positive feedback ● Members were advised that invariably some elements of the construction are noisier than others, these will be closely monitored and residents advised. Particular approaches will be used to reduce the noise and vibration monitors will be in place around the site. Concrete pours will be early in the day to avoid late deliveries because once started they cannot be stopped. ● Countryside is working closely with RBK on the energy centre with the vision of using the Hogs Mill. Block E will house the energy centre with a district heating system, the pipes will run underground and their installation will be similar to Thames Water replacing a water main.
<p>5.</p>	<p>Clerk</p> <p>a. A late paper was circulated to enable all members to consider the proposal for a clerk in the short and long term, taking into consideration previous discussions.</p> <p>b. The proposal is to provide a business support apprentice within the regeneration team who will provide, as part of their overall responsibilities, clerking roles for the Community Board. There is a process to follow and a business case will need to be undertaken. To ring-fence this apprentice opportunity for a CRE resident it would require a contribution from the social value fund which is estimated as approx</p>

	<p>£7k–10k per annum. It would require HRA funding for the remainder of the salary costs, upon which there are pressures</p> <p>c. In the meantime, the CRE team will continue to service the Community Board and if the business case is agreed upon, the team will use their time to support and train the apprentice</p> <p>Questions and discussion</p> <ul style="list-style-type: none"> ● It was confirmed that the proposed funding of £7k–£10k from the social value budget of around £2m is affordable - there is also £600k in training obligations through the S106 agreement. ● It was confirmed that the opportunity would be open to any eligible resident on CRE ● It was confirmed that the apprentice would sit within the regeneration team and would not be assigned any tasks in housing enforcement where a conflict of interest could occur ● It was also confirmed that officers presenting at future Community Board meetings will not be expected to take minutes at the same meeting. ● The clerk would support recruitment for the Community Board and this will be included in their role [Action] ● Further advice will be sought from HR about the involvement of Community Board members in recruitment and an information session for interested candidates [Action] ● It was confirmed that the Community Board has a role more broad than outlined in the paper relating to the clerk ● Members agreed that this proposal should undertake further scoping, which would include monitoring of time spent on clerking duties, and come back to the Community Board for further feedback [Action]
6.	<p>Regeneration programme update report</p> <p>a. Due to time constraints, the Chair agreed that the responses to questions would be sent out after the meeting. [Action]</p>
7.	<p>Community Chest</p> <p>a. It was agreed that a Community Board member would provide members with an update on progress. The guidance document has been drafted and revised. Two application forms have been developed to make the programme more accessible. Further revisions have been considered by members and will be fed back at the next Community Chest meeting.</p> <p>Questions and discussion</p> <ul style="list-style-type: none"> ● RBK agreed to look into the potential impact of grant funding on receipt of benefits - there is a link to the You.gov link that could be included. ● The Chair thanked the member for doing the research. ● It was confirmed that the model answers for the small grant form would be included in the final version to support residents ● RBK has looked to see if there is any training on how to score a grant application and has gone back to the advisor who has previously worked with the Community Board. He has done some similar training elsewhere and it was suggested to invite him to hold a training workshop for members on scoring applications, which was agreed upon. Members to consider any key aspects they would like this training to cover

	<ul style="list-style-type: none"> ● The next meeting will review any further feedback and begin to consider the scoring/scoring matrix and a brief for the training workshop. ● It was also proposed that members consider involving a young person in the Community Chest subgroup
8.	<p>Recruitment for Community Board - approach</p> <ol style="list-style-type: none"> a. The Chair introduced this item and the need for more members because of the ongoing risk to meetings b. At least 2 new resident members are required and it was agreed at the last meeting to prioritise young adults. The recruitment approach needs to be agreed and members were asked about ideas for alternative approaches that are speedy and inclusive as possible. <p>Questions and discussion</p> <ul style="list-style-type: none"> ● Design a one-page advert as a flyer [Action] and advertise the opportunity: invited before the meeting to meet other members and have a tea/coffee and a general chat, forthcoming consultations, Jubilee Fun Day on 4 June ● The recruitment approach should be improved because the last approach was very daunting and slow for both residents and board members ● It was suggested that the opportunity is advertised and applicants provide a written response about themselves and what they could bring to the Community Board ● Community Board need to decide who makes these decisions and importance of fairness in any approach (e.g. not include identifying information) ● At the last recruitment round we were oversubscribed - as a few of these were from residents that did not meet the eligibility criteria, it is important to ensure this is included in the advert ● It was suggested that applicants are invited for a chat rather than relying on their ability to write a paragraph. ● Advice will be sought from HR about approaches to ensure speed, equality and fairness for this voluntary role. This will be on the next agenda. [Action]
9.	<p>Arranging Community Board meetings</p> <ol style="list-style-type: none"> a. This has become increasingly challenging as members have conflicting time commitments. The chair proposed that members hold two dates in their diaries for a series of forthcoming meetings and the date selected will be confirmed nearer to the time <p>Questions and discussion</p> <ul style="list-style-type: none"> ● It was agreed that we need all members' views, including those not able to attend today, and in particular we need to find out what makes it difficult to attend ● Another suggestion was holding meetings in person now that people feel more able to meet up and for those that cannot attend dial in via a large

	<p>screen. It was also raised that those with caring commitments may find this more challenging rather than less challenging</p> <ul style="list-style-type: none">● It was agreed to set aside two dates, with day and evening options and one will be confirmed nearer the time based on the greatest availability [Action]
10.	<p>Newsletter Suggestions</p> <ul style="list-style-type: none">● Recruitment to the Community Board● Ideas for the Community Chest● List of Community Board members, and brief intro line, and how to contact the board● Forthcoming events● <i>Post meeting note: section on getting involved for the several options that are available (Community Board, Community Chest and Community Centre</i>
11.	<p>AOB:</p> <ol style="list-style-type: none">a. Chair - the heating update was discussed within item 4.
12.	<p>Next Meetings:</p> <ol style="list-style-type: none">a. The next Community Chest Meeting is on 23 March 2022.b. The next full meeting of the Community Board will be after the local elections in May.c. The meeting closed at 11.25 am.