

**Community Board Meeting**  
**Thursday 23 June 2022, 5.30 - 7.00 pm, Google Meet**

<b>Attendance:</b> <b>Community Board Members:</b> 5 members and the chair <b>JV:</b> 3 members <b>Apologies:</b> 6 members	
1.	<b>Welcome, and apologies</b> The attendance at the meeting was not quorate. There were no decisions required so the meeting took place with this noted.
2.	<b>Minutes and Actions</b> <ol style="list-style-type: none"> <li>a. Minutes 18.3.22: amendments had been received from one member after the meeting which were highlighted in yellow in the version sent out with the agenda; no further amendments were received. It was agreed to wait for a quorate meeting before signing the minutes from that meeting.</li> <li>b. No comments or suggested amendments had been received on the Action Log.</li> </ol>
3.	<b>Information on new homes on CRE - heating and insulation</b> <ol style="list-style-type: none"> <li>a. A Countryside representative gave a short presentation to remind members of the proposals for heating and noise insulation; previous meetings of the Community Board and RSG have covered these items.</li> <li>b. Energy and heating are one part of the environment and sustainability objectives at CRE; alongside transport, resident's health, ecology, building design and fabric, construction methods and social impact.</li> <li>c. Countryside has previously carried out energy assessments on empty homes at CRE. The key findings were that energy consumption in older homes is quite stark when compared to new homes.</li> <li>d. The energy approach to CRE is based on what planning policy in London requires, which is a centralised energy system. Block E will contain the new Energy Centre which will connect to each of the homes. Heat and hot water will be provided through the HIU (heat interface unit), as shown in the Tadlow Hub showroom cupboard. The heat comes from linking into Kingston District Heat Network, in particular taking waste heat from the Hogs Mill. Roof spaces will use photovoltaic cells (taking energy from the sun). KDHN provides an opportunity to take waste heat from the Hogs Mill and then squeezing it through pumps before it comes into the site. CRE will be one of the key users of the KDHN; other users have also been identified. Gas boilers will be provided as a backup. Block B will not be able to connect at the start of the scheme so we need to have a backup, and KDHN will take over when it is ready for use..</li> <li>e. Noise - Building Regulations are tough regulations to meet. The developers are also required to provide a noise assessment as part of the planning application and to consider noise to ensure that homes are designed with external factors in mind, e.g. road, and aircraft noise. Sites will be designed differently according to their location. Building Regulations look at two sections: E1) outside noise, and E2) sound transmission inside the home and building, to ensure there is not any</li> </ol>

	<p>sound transmission between rooms in the building and divides into airborne sound (such as traffic noise) and impact sound (such as slamming a door). The developers need to ensure Building Regulations are met, prove they have been met and test homes when built. Countryside chooses to use robust standard details, where the method of construction is an element, e.g. at wall junctions, to show they meet the Building Regulations. The Countryside representative gave an example of a party wall, level of insulation, ensuring construction teams will construct to that level of detail. Countryside will always design in excess of the regulations, to ensure there are not any customer issues and also to ensure they meet the regulations.</p> <ul style="list-style-type: none"> <li>f. A member raised the issue of insulation, internal heat in properties and ventilation. The Countryside representative confirmed this has been taken into account. Over the last 10 years plus, fabric performance, e.g. air tightness, has improved. However, it can lead to homes overheating. It is a requirement for Planning to provide a heat assessment, to show buildings can cool and are shaded. This is likely to become more of a focus over the next few years.</li> <li>g. Conscious that the slides alone may be difficult to interpret, the Countryside representative is happy to brief other members and take them through the slides outside of the CB meeting. A member suggested that it may be sufficient to provide the slides/diagrams with an explanation. An open offer was left for CB members to have the slides. This was left as an open invite to members</li> <li>h. The Countryside representative agreed to send a copy of the Good Practice guide to one member and to download and forward document Part E of the Building Regulations to another member. [Action completed]</li> </ul>
<p>4.</p>	<p><b>Regeneration programme update report - advance questions</b></p> <ul style="list-style-type: none"> <li>a. 2.4.2 - A question was asked if CB members could be provided with copies of statutory notices when they are produced. It was confirmed this would be possible although it should be noted that the issuing of statutory notices is often outside of Countryside's control. The Countryside representative confirmed that if they know that notices are going up they will advise and can unpack the details of the notices</li> <li>b. 5.7.2 - Recruitment options to CB: it was acknowledged this has been going on for some while; the CRE team is reliant on other parts of the Council providing information; we have been doing the best we can to work with colleagues to get this sorted</li> <li>c. 6.6.2 - Project Cosy: this is the final update on this piece of work</li> </ul>
<p>5.</p>	<p><b>Newsletter suggestions</b></p> <ul style="list-style-type: none"> <li>a. Members were reminded that this was a standing agenda item for members to propose topics for future newsletters.</li> <li>b. It was confirmed that a member had suggested that several engagement items could be one new item in a forthcoming newsletter.</li> <li>c. The current newsletter focused on the new community centre engagement project. Members were assured that this project is seeking views on the internal design which has not yet been set and that there had been a lot of interest from residents at the Jubilee Fun Day</li> </ul>

	<ul style="list-style-type: none"> <li>d. It was confirmed that the Community Hub programme and this project are coordinated and have recently run a joint session with staff to consider the use of community assets. Colleagues will receive the feedback from the new Community Centre engagement and give their own feedback</li> <li>e. Members were asked to encourage other residents to come forward and engage on the proposals. A member advised that there will be a meeting with residents to debate the use of QMH.</li> </ul>
6.	<p><b>Community Chest Working Group: Guidance document and forms - final feedback before print</b></p> <ul style="list-style-type: none"> <li>a. The next step is to get the guidance document and the application forms designed but there are a couple of areas to be decided</li> <li>b. Members were asked whether the funding rounds should be published on the website (where it is easier to change the dates) or in the guidance document (which would require a reissue of the document). Challenge is that members may want to change the funding rounds and it was suggested that the guidance says “see the website for dates”. One member suggested there may be other changes to the guidance document and to include them in both the guidance document and website. It was agreed that the dates will be included in the guidance document.</li> </ul> <p>1) The suite of documents has been shared with another Community Chest scheme and the feedback was that the CRE programme was simple and clear to understand. The only change recommended was to the wording about meeting the Community Board and that this might be off-putting in their view. A member felt that applicants should be open to this if they want funding, others that the application should be sufficient to assess bids. It was agreed that the guidance is worded so that there is an option to talk about bids. Amendments to the guidance documents will be made.</p>
7.	<p><b>Community Chest documents: final changes</b></p> <ul style="list-style-type: none"> <li>a. Community Chest - small funding document; the officer advised that advice from the Dept of Works and Pensions means that receiving funding whilst on benefits is more complicated than we can put in the guidance because it depends on the benefit being received. Important to ensure that benefits are not affected and there is an option to nominate someone else to manage the funds on their behalf. A CB member advised that, previously, shopping vouchers were provided to avoid any risk of having to pay back previous benefits.</li> <li>b. There are some editorial changes on number 16: whilst we do not want to be too onerous for the small grants, we would like to see what success would be - and agreed CB members' suggestion.</li> <li>c. Members agreed that the CB had sufficient opportunities to review the documents. As this meeting was quorate for the Community Chest working group and there had been no further suggestions or amendments received, it was agreed that the documents were now finalised and ready for LLP approval and design.</li> </ul>
8.	<p><b>Community Chest - process for assessing applications</b></p>

	<ul style="list-style-type: none"> <li>a. Members had been sent a draft process map ahead of the meeting. An updated version was presented and members were talked through the steps and advised that the process would take about 6 weeks from receipt of an application to approval of a grant, followed by 2 weeks to receive the grant. Members were asked for their views on the time, in particular, the time provided for CB members to assess applications. Feedback suggested that this will depend on the time of year: outside of holiday times, there should be a faster turnaround; so, 6 weeks to process an application should be sufficient time unless it is within a holiday period</li> <li>b. Members felt that a week to review applications at home was sufficient</li> <li>c. The officer advised that the Acton Gardens Community Chest funding rounds are March, June, September and December and members reviewed the application tracker information from Acton Gardens showing the number of applications at each round.</li> <li>d. Members discussed the requirement for the funding report to go to the Executive Board. It was confirmed that grants need to go to the Executive Board before being processed. This was for formally noting and would only refuse a grant if it had concerns or process had not been followed or were not in keeping with the Social Value Strategy (and would likely to ask for additional information initially). It was expected that it is likely that the Executive Board will likely ask for further information. It was also confirmed that the LLP will get reports on its role in the Governance structure</li> <li>e. The next step is to have the programme approved by the LLP and then the documents will be designed. The exact timelines could not be provided because the LLP date has not been confirmed. Members agreed to provide feedback on the legibility of the designed documents electronically.</li> <li>f. It was hoped that documents would be ready to launch in September and that the launch could be discussed at the next CB meeting. The launch will include posters on CRE noticeboards, flyers and social media posts. It was agreed it would be helpful to give examples of other projects elsewhere.</li> <li>g. CB members will be provided with a handbook, which is being written following the training session for CB members and the trainer will also assist members in scoring their first round of applications.</li> <li>h. Send one member a list of Acton Gardens projects [Action - complete]</li> </ul>
	<p><b>AOB</b></p> <p>There was not any other business.</p>
<p>10.</p>	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>a. CB next meeting - either Wednesday 7 or 14 September at either 10 am or 5.30 pm. Members were asked to keep these slots free in their diaries; A member suggested sending out hold diary invites for both meetings, which was agreed as helpful to members [Action - complete]</li> </ul>