

**Community Board Meeting**  
**3 June 7–9 pm, Google Meet**

**Attendance:**

- 3 resident/community groups reps
- 3 Norbiton Ward Councillors
- 2 Joint Venture partnership reps (JV rep)

1.

**Welcome and Introduction:**

JV rep welcomed the Community Board (CB) to their first meeting and outlined that the role of RBK at the meeting was to support the members on the formation of the CB. A briefing paper was provided before the meeting to board members to guide discussions on the formation of the CB and membership. CB agreed that they would like their discussion points and actions noted.

2.

**Community Board members had an initial roundtable discussion on a range of topics:**

- a. CB should be representative and take into consideration the diversity of CRE (age, disability, ethnicity, language). Membership on CB is about being an ambassador/representative for other residents and it is desirable to have resident members that are connected with the CRE community or have skills and experience of working with diversity so that the board can carry out its role and duty
- b. There are barriers to participation: time (for residents that work), language barriers, family commitments
- c. Sub groups for the CB will allow more CRE residents to participate in discussions on themes of interest and/or where they are unable to commit more time as a board member
- d. CB members should ideally have a broad interest in the regeneration and reflect diversity of CRE
- e. CB members should reflect the tenure of CRE and include secure tenants, leaseholder/freeholder, and TA while they are resident on CRE
- f. Recruitment to CB may be challenging and promoting skills development and training benefits of participation may help attract board members
- g. Opportunity to become a member should be promoted to all CRE residents through a leaflet or letter to ensure that the opportunity is fairly and transparently promoted. The leaflet needs to outline the opportunities of being a board member and what the commitment would entail, the purpose of the CB. The process for selecting members will be decided at a future by the Community Board
- h. The opportunity to participate remotely may attract board members that have other commitments but if the CB was to operate only virtually, that could also be a barrier to others. [NB virtual meetings are necessary during Covid-19 restrictions.]

	<ul style="list-style-type: none"> <li>i. CB should consider how young people (and the youth panel) can participate in the CB and consider a place or two (two places would be more supportive) for young people on CRE</li> <li>j. CB may require some expertise to undertake their role effectively. There is a training budget for the CB and reviewing a forward plan for the CB would enable CB to identify training needs. Where possible, it would be beneficial if the training could be accredited</li> <li>k. The Community Chest will be a role for the CB and further details will need to be ascertained for the board.</li> </ul>
2.	<p>Community Board expressed their gratitude to the Chair of RSG and that they would like to draft a formal thank you letter on behalf of RSG</p>
3.	<p><b>CB members raised some questions for clarification:</b></p> <ul style="list-style-type: none"> <li>a. The relationship between the CB and LLP board (JV board): JV rep explained that there is a formal provision that the LLP board will take into account reports from the CB and provide regular performance reports to the CB. The executive board (and regeneration team) will work with the CB regularly to discuss their views and ideas before taking reports to the JV Board. The Executive Board is required to specifically report the views of the CB to JV.</li> <li>b. The governance structure: The Executive Board has day to day responsibility for the project and will have director-level officers. The JV Board is constituted for carrying out the agreed business plan and monitoring the project and agreeing strategy.</li> <li>c. Planning application: will be submitted in September and it is expected that there will be a determination in February 2021. It will be a hybrid application which means an outline planning application for the whole development with detailed application for phase 1.</li> <li>d. Immediate role for the CB: formation of the CB needs to take place immediately to recruit additional members, finalise a constitution, and decide on frequency of meetings. A forward plan will be established for the CB, but CB was advised that there is a lot of work forthcoming and it was agreed that both fortnightly meetings may be necessary and CB can review frequency each time</li> <li>e. CB as a charitable organisation: discussion stated this might take too long and confirmation will be required as to whether it was possible</li> <li>f. CIL (community infrastructure levy) - Norbiton Ward Councillor stated that this is part of the council structure and local applications are considered by the neighbourhood committee and previously this purchased floodlighting for CRE</li> <li>g. GDPR: all members agreed to share their email addresses so that communications and meeting invites are visible to the CB</li> <li>h. DBS: further clarification is required about whether CB members need to be DBS checked</li> </ul>

	<ul style="list-style-type: none"> <li>i. Purpose/role of CB with LLP: Meetings with LLP Board will enable CB to have a dialogue on a regular basis</li> <li>j. Business Plan: JV rep outlined that the business plan includes both social and commercial objectives. The business plan is approved by RBK members, progress on delivery of those objectives, which will come to the CB via the relationship with the JV Board and will also be reported to the RBK Shareholders Committee. Norbiton Ward Councillor also stated that this is a joint venture and the Council will deliver more council rent properties if it is possible. Another Norbiton Ward Councillor also stated that profit and social benefit are not mutually exclusive and that the estate must be attractive, provide good social amenities and quality building in order to be a good value property to sell</li> </ul>
4.	<p><b>CB Formation:</b></p> <p>A draft for the constitution to be developed for the next meeting. It was acknowledged that the CB may want to revisit some of these decisions at the next meeting, but that the following would be included in the draft constitution:</p> <ul style="list-style-type: none"> <li>a. 4 resident members is about the right number. For further discussion by CB</li> <li>b. Membership should be reviewed annually by the CB to ensure it is effective</li> <li>c. 1 member from RBK and 1 member from Countryside as part of the Community Board</li> <li>d. As resident members will not be elected, the initial term of membership should be 1 year until consideration and agreement/elections at an AGM are possible, and may be longer depending on coronavirus implications</li> <li>e. For the initial year, the CB will rotate the role of Chair among the three chairs (4 months each), starting with One Norbiton (June to September)</li> <li>f. Other stakeholders can be invited with agreement of CB members to attend CB meetings for specific agenda items that CB feel would benefit their discussion or decision-making, for example where they are able to provide some expertise or experience that the CB can consider as part of their role</li> <li>g. All members and non-members attending a CB meeting will be required to adhere to the code of conduct</li> <li>h. CB should meet a minimum of 4 times per year, but the CB will review meeting requirements throughout the year and may meet more regularly</li> <li>i. Agendas and papers for CB should be sent 5 calendar days at present before a meeting to enable members to prepare for a meeting. Late items may be necessary from time to time. (7 days/week for usual meeting schedule)</li> <li>j. Chair's role will be to set the agenda in consultation with other CB members where possible and in review of the forward plan. Chair may also be the rep to liaise with LLP board, but this is tbd</li> </ul>

	<ul style="list-style-type: none"><li>k. CB should meet with the LLP quarterly for specific meetings that are focused on reviewing delivery and progress of the regeneration programme</li><li>l. Role of the CB in relation to the LLP board should be included in the purpose of the board and include receiving feedback from the LLP board, especially when their views/recommendations can't be taken into account</li><li>m. No comments on the outlined purpose and role, but further feedback can be provided by CB</li></ul>
5.	<b>Next Meeting:</b> Wednesday 17 June at 7 pm via Google Meet