



Church Street Regeneration Community Group (CSRCG) Terms of Reference

1. Background

Westminster City Council is committed to significant investment in the Church Street area. Although Westminster has some of the most affluent wards in the Country, Church Street has disproportionately higher levels of unemployment, poor housing, low health, and socio-economic outcomes. The Church Street Regeneration programme aims to be the catalyst for change through; better quality affordable housing, a redeveloped market, improved shared spaces and the provide a range of employment, skills, and training opportunities.

As the Council's largest regeneration area with multiple projects at different stages of development, work will be carried out over a number of years. Due to the nature of the regeneration taking place across the Church Street Ward, it is important that the Council and community representatives within the ward continue to play a key role in the delivery of the programme. We want residents and stakeholders to have a holistic oversight of the regeneration programme and how the Council engages and works with the community across its projects.

2. The Church Street Community Regeneration Group

Westminster City Council wants to put meaningful resident engagement at the heart of the Church Street Regeneration Programme. The Church Street Regeneration Community Group is to be established to enter into regular dialogue with Westminster City Council about the overall goals across the programme. The group will build an active relationship with the project team and provide recommendations on how the council engages with members of the community across several significant project streams. This for example will include workstreams but not limited to, the development of Sites A, B and C, the Health and Wellbeing Hub and new homes, and future phases of the Green Spine. Furthermore, the given the importance of the Church Street market and businesses the CSRCG will provide input on the redevelopment of the market through the proposals for Sites ABC.

It is important the CSRCG has oversight and provides recommendations on how these projects are being delivered, particularly working with the Council to ensure residents voices are heard from those residing in Sites ABC, Lisson Grove, local people, and organisations across the ward.

The purpose of the CSRCG is to bring together residents, community groups and business representatives under a unified structure to provide strategic influence on engagement and participation and the delivery of the regeneration programme itself. The group will provide a strong community voice in influencing how the Council carries out its work by working

alongside project officers and ensuring that the views and voice of community is represented throughout the decision-making processes.



3. Aim

To represent a community led focus on the progression of the Church Street Regeneration Programme.

4. Objectives

The CSRCG will:

- Be an overarching body representing the interest of residents and local stakeholders in the progression and delivery of the regeneration scheme and its project workstreams.
- Ensure activities are aligned with the Council's values of fairness and inclusivity.
- Work collaboratively with the Council on key aspects of the regeneration programme and identify engagement gaps, key learning, and make recommendations.
- Continually provide feedback and oversight on whether the delivery of the regeneration scheme is meeting the expectations of residents and members within the community.
- Work with the project team to clarify concerns or queries expressed by current and returning Church Street residents and local stakeholders across the project workstreams.
- Work with and support the council to ensure that development decisions are taken in an open and transparent way.
- Prioritise the Regeneration Programme of Church Street, but to raise key housing, anti-social behaviour, business and market, and socio-economic programme matters which can be signposted to relevant Council departments.

The Council pledges to:

- Share learning, emerging thoughts and policy developments that have a bearing on the regeneration programme.
- Provide up-to-date briefing notes apprising the CSRCG on key developments concerning the regeneration programme.
- Work with the CSRCG to be able to make recommendations and be informed of key project workstreams across the Church Street programme that will support the development of meaningful collaborative processes.
- Take the lead on arranging regular meetings of the group and carry out the timely administration of the group.
- Provide timely briefings and communication resources on key issues and deliverables to do with the regeneration programme and related issues to support members on the CSRCG. Timely defined as:
 - Two weeks prior to meetings Council Officers will contact members to request agenda items to be covered under Any Other Business
 - Agenda: Circulated at least 2 working days prior to the meeting.



- Meeting minutes distributed within 5 working days following the meeting.
- Meeting minutes and the agenda will be published the Church Street website once approved by members.
- Identify translation, interpretation and accessibility needs. The Council commits to undertaking all reasonable adjustments and measures to ensure that the needs of members are met in line with the Equality Act 2010.
- Provide visibility to project workstreams, timetables and its milestones.

5. Membership

Church Street is celebrated as one of the most culturally diverse and vibrant communities in the borough. Therefore, it is important that membership of the group is representative of the diverse local population. Likewise, it is important that the group operates in an impartial manner and equally represent the views of all ethnic, cultures, gender, and faith beliefs across the spectrum of the local population. It is important that the group remains apolitical and understands the needs and demographics of the local community. We will ensure that the group provides a voice for all stakeholders living or working within the Church Street area to include:

- Secure Council Tenants and Leaseholders - (currently living in Church Street Sites ABC, Lisson Grove, and the wider ward)
- Community Partners (from faith groups, voluntary community sector service providers and resident associations)
- Businesses and Church Street market representatives
- Representatives from local schools, early education providers and adult education services.
- Council representatives

It is anticipated that the group will have 20 members.

6. Chairing

It is proposed that an Independent Chair can initially support to chair the group (from PPCR, the Independent Resident Leasehold Advisor). Over time and as the CSRCG develops, it is possible that the chair could be transferred to a member of the group/or within the community.



The Chair/ Vice chairperson of the CSRCG is responsible for:

- Approving the annual cycle of meetings, meeting agendas, chairing, and facilitating meetings, monitoring decisions taken at meetings and ensuring they are implemented.
- Leading and mentoring other members to fulfil their responsibilities and enabling access to training/coaching/information to enhance the overall contribution of the group.
- Annually review in conjunction with the members the group's structure and role, ensuring agreed changes are implemented.
- Encouraging team working among members and encouraging them to identify and recruit new members as required through an open and transparent process.
- Creating a strong, profitable, and fulfilling working relationship with members and the Project Team through review and self-reflective evaluation of contributions and effectiveness of the CSRCG.
- Acknowledging and investigating any breach of the code of conduct highlighted by any group members or other stakeholders. (Any breaches should be referred to the council to investigate - dependent upon the type of breach- in accordance with council policy)

7. Membership and Meetings

- The CSRCG will strive to continually ensure that the membership is diverse and reflects the population and local characteristics of the Church Street ward.
- Members shall serve for an initial period of two years from date of appointment. The suggested tenure is indicative and will be subject to review as the CSRCG evolves. Vacancies can be filled as they arise, in line with the membership requirement.
- A minimum of 10 members will be required to form a quorum for a meeting to take place
- Membership can be renewed for a further two years.
- A procedure for recruiting new members to be agreed by the CSRCG.
- The CSRCG will meet every 8 weeks and members are expected to be available for meetings.
- Additional meetings may be arranged to account for the level of work and involvement required.
- Meetings will be held face to face with a hybrid online provision for those unable to attend in person.
- If a named member representing an external organisation cannot attend a meeting, they can nominate a substitute to attend in their absence.



8. Code of Conduct/Governance

All members of the CSRCG are expected to:

- Represent the interests of all residents and stakeholders affected by the Church Street regeneration.
- At the start of each meeting any CSRCG member or Officer with an interest in particular topic on the agenda must declare it.
- Attend meetings – members who have not attended three consecutive meetings without sending apologies risk losing their place on the CSRCG.
- To present fact-based evidence in support of any claim, request or proposal or need and expect the same from any other interested party.
- To ensure no breach of lease or tenancy is committed in any representations to the group.
- To hold WCC to account by ensuring the group receives timely accurate updates of any meeting held in respect of the regeneration. To include the communication of direct internet links to online documents, including those to official meetings.
- Treat others with respect in meetings and expect the same in return from all stakeholders.
- Act objectively in a non-partisan manner.
- Read papers before each meeting and provide input to documents and deliverables within 4 working days of issue.
- To act as an advocate for the group and its members as well as its aims and objectives which could include participation in publicity, media and communications to fellow residents and the wider community.

| Signature of the Terms of Reference of the Church Street Regeneration Community Group | | | |
|---|--|------------------------|--|
| Name of Representative | | | |
| Name and contact of Substitute | | | |
| Organisation (if representing one) | | Resident (Please tick) | |
| Telephone | | | |
| Address | | | |



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| Email | |
| Signature | |
| Date | |