

# Church Street Regeneration Community Group

Meeting 1: 27/07/2023

Held at 33 Church Street

<u>Attendees</u>		<u>Apologies</u>
Alan Stirling (AS) (Chair, Church Street Neighbourhood Forum) Carole Spedding (CS) (Vice Chair, Church Street Neighbourhood Forum) Achim Von Malotki (AVM)(Lisson TARA) Lena Choudary (LC) (CEO, Mosaic Community Trust) Louise Hall (LH) (Community Engagement Lead, Mosaic Community Trust) Glenys Arthur (GA) (Friends of Church Street Library) Barbara Grahame (BG) (Friends of Church Street Library) Luka Zumbach (LZ) Church Street Ward Resident Sean Gainford (SG) Church Street Ward Resident Carolyn Keen (CK) Westminster Adult Education Service Safira Afzal (SA) Church Street Ward Resident Reverend Claire Dowding (CD) St Paul's Parish Kahlil Botros (KB) Church Street Ward Resident		Linda Hardman (LH) (Friends of Church Street Library) Mohammed Shiraz (MS) (Church Street Business Association Chairman) Elsie Hall- Thompson (EHT) (Church Street Ward Resident)
<u>Westminster City Council</u>  Stella Hales (SH) (Communications and Engagement Coordinator) Martin Crank (MS) (Senior Programme Manager) Lukas Holden (LH) (Communications and Engagement Manger) Devrim Zarif (DZ) (Programme Manager Retail and Markets)		<u>Handouts provided at meeting:</u> - Church Street Regeneration Projects Update Handout July 2023 - List of future meetings - Draft Terms of Reference/code of conduct - Action item list from April 2023 meeting
<u>PPCR – Provisional Independent Chair</u> Janet Edwards (JE) PPCR- Independent Tenants & Leaseholder Advisor) Pamela Kovachich (PK) (PPCR- Independent Tenants & Leaseholder Advisor)		
Item	Notes	Action
1.	<p><u>Welcome and Introductions</u></p> <p>1.1 The Chair welcomed the members and officers to the meeting. Each member provided individual introductions.</p> <p>1.2 The agenda was circulated ahead of the meeting outlining the format of the meeting as follows:</p> <ul style="list-style-type: none"> <li>• Action items from previous meeting</li> <li>• Terms of Reference, provisional and future Chair</li> <li>• Church Street Regeneration Projects Update.</li> <li>• Church Street Community updates</li> <li>• Any Other Business</li> </ul> <p>1.3 This is the first meeting of the Church Street Regeneration Community Group, following a discussion meeting with key Church Street Stakeholders in April 2023.</p>	

<p>2.</p>	<p><b><u>Action List Review</u></b></p> <p>At the start of the meeting the Provisional Chair reviewed actions items from a preparatory meeting on 13 April 2023. The items are listed below, completed, and ongoing actions are marked as such. The list of items was shared with attendees.</p> <p>2.1 Items</p> <ul style="list-style-type: none"> <li>• Correct factual inaccuracies in the Social Value document for the Joint Venture Procurement Process (Site A) on Social Value-<b>action completed</b></li> <li>• Ensure that residents and local organisations are up to date with key developments in the Church Street regeneration such as the Joint Venture partnership - <b>ongoing action</b></li> <li>• Identify who is required to join the Church Street Regeneration Community Group and actively participate on it. It is important residents from Sites A, B &amp; C are involved – Resident information sessions held, newsletter feature and targeted door-knocking held --<b>ongoing action</b></li> <li>• Terms of Reference to include a schedule of meetings for 6 months -<b>action completed</b></li> <li>• Confirm who from the Senior Leadership Team will attend meetings – Martin Crank, Senior Programme Manager attended this session</li> <li>• Circulate a draft Terms of Reference for comments which will be agreed at the next meeting- <b>action completed</b></li> <li>• Minutes and agendas to be published on-line at churchstreet.org. Minutes will be circulated within 5 working days of the meeting -<b>ongoing action</b></li> <li>• Identify Chairperson and establish process of selection-<b>ongoing action</b></li> <li>• Greenspine Walk with stakeholders to identify required fixes/issues– <b>action completed</b></li> <li>• Produce a regeneration programme update with timeframes and key milestones- <b>action completed</b></li> </ul>	
<p>3.</p>	<p><b>Church Street Regeneration Community Group (CSRCG)</b></p> <p><b>Terms of Reference - Overview, Objectives and Membership</b></p> <p>3.1 A draft term of reference was shared with the Group ahead of the meeting for comments and input. At the meeting LH walked through the Terms of Reference covering each section. The CSRCG reviewed and provided feedback as outlined below:</p> <p>3.2 The diversity of the membership needs to be reviewed to ensure the CSRCG is representative of the ward and other key stakeholders and residents. It was suggested that local schools, businesses, the antiques quarter, and the market be represented.</p> <p>3.3. LH explained that businesses have been included, the Chair of the Church Street Business Association is a proposed member but could not attend the meeting on this occasion.</p> <p>3.4 MC clarified that the previously mentioned representatives of the community (such as businesses) were approached to attend. This will be addressed and the suggestions made regarding on the membership will be taken forward as an action</p>	<p>Action –Council officers to carry out further engagement with stakeholders/residents</p>

	<p>item.</p> <p>3.5. Additionally, it was suggested that more residents living in Church Street should be part of the membership, LH explained that there is representatives from across the ward but the group would benefit from additional Sites A, B and C residents particularly.</p> <p>3.6 It was noted by members that not all stakeholders can be included as part of the membership, as it would be challenging to work with an exceptionally large group. There will also be ways residents and other stakeholders will be engaged through other platforms (such as workshops, drop-ins, events) and workstreams.</p> <p>3.7 SG enquired about what can the community realistically influence in the Church Street Regeneration Programme. SG said some residents might be reluctant to participate because they consider that their views are not always listened to. He cited the building heights of Site A. MC explained that the design for Site A is at an advanced stage that it is not feasible for the Council to go back on (particularly as GLA funding is allocated based on this element starting on site). However, the Church Street residents' ballot gave an undertaking and commitment that the residents will collaboratively design Sites B &amp; C, with the CSRCG being established as a platform to ensure the council can listen to, be held accountable and allow transparency with the Church Street Regeneration Programme.</p> <p>3.8 AVM, suggested that the name of the group should be re-worded from 'Church Street Community Regeneration Group' to the 'Church Street Regeneration Community Group'. The wording makes it clear what the Group stands for. This was supported and agreed by members.</p> <p>3.9 The wording/title of the Lisson Grove Health Hub is used inconsistently in the Terms of Reference. The attachment of 'Lisson Grove' to the title of the hub limits the vision and potentially misrepresents the understanding of what the hub is, it infers that it will only serve Lisson Grove residents. Wording which represents the wider Church Street Ward should be considered to ensure it is understood as a ward wide asset.</p> <p>3.10 CK said that the words 'health and wellbeing' in the title does not represent their service as an educational provider or their users. The term 'health and wellbeing hub' is misleading and confusing when applied in context of their service.</p> <p>3.11. LH explained that the Lisson Grove Programme is a mixed development which includes, housing, public realm, and statutory services as part of a holistic programme. Therefore, it is important we talk about the hub as part of this specific programme.</p> <p>3.12 Further to the discussion it was suggested that; the 'hub' needs to be a standalone project to reflect the complexity of the development, it could be called Site D, or the Hub Site, or the Church Street Health and Wellbeing Hub. However, the latter suggestion lacked endorsement as others felt that it doesn't reflect services such as employment, training, and education. LH explained the hub is a significant strand of the Lisson Grove Programme and that the council is currently engaging with residents on the Hub element as a distinct workstream of this programme.</p>	<p>highlighted to increase representation</p> <p>Action –Future publications on the Lisson Grove Health Hub should include reference to the Church Street Ward to ensure it is understood as a ward wide asset.</p>
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	<p>3.13. It was further mentioned that if the name of the 'Hub' is constantly changed, it creates inconsistency, and the community might have difficulty latching onto the idea.</p> <p>3.14. The terms of reference should make an explicit mention of the importance of the Church Steet market as a key stakeholder.</p> <p>3.16. Colleagues from Housing should be invited to attend meetings. Working in close collaboration with Housing Services will be beneficial in developing deeper understanding of housing related issues in context of the regeneration.</p> <p><b>Terms of Reference - administration and Governance of the Church Street Regeneration Community Group</b></p> <p>3.17 AMV recommended a quorum requiring the minimum number of members present for a meeting should be included in the terms of reference. It was recommended that the terms of reference should be amended to say 'not more than or less than' to determine whether the requirements to form a quorum are satisfied. A minimum and maximum number was suggested.</p> <p>3.18 Members agreed the terms of reference should be amended to include that stakeholder organisations can nominate a substitute to attend in the absence of the named representative should they not be available.</p> <p>3.19 It should be made clear to members representing organisations that they are expected to report back to their respective organisations, the work of the CSRCG, actions and decisions taken.</p> <p>3.20 CS enquired about the tenure for serving on the Group, expressing concern that a 2-year term is too short. MC explained that the term stated in the Terms of Reference is in purely indicative and that the issues can be explored as the group develops. However, it should also be borne in mind the need to renew/ refresh the membership to give others the opportunity to serve.</p> <p>3.21. Members discussed how often meetings should take place, and it was agreed that every 8 weeks is reasonable as it allows the time to carry out preparatory work ahead of meetings. It was also discussed that meetings could be called if required in addition to regular meetings.</p> <p>3.22 All minutes and agendas pertaining to the Church Street Regeneration Community Group are to be published on-line at churchstreet.org to ensure transparency. In addition, an email will be sent out 2 weeks ahead of meetings inviting members to provide any items they want included on the agenda for discussion.</p> <p>3.23. The terms of reference should be clear on the procedure to recruit new member to ensure the membership is diverse. It should state that within it aims.</p> <p>3.24. The terms of reference to be explicit on its commitment to be accessible. It should recognise other disabilities such dyslexia and ensure that members needs are met.</p> <p><b>Establishing a Chairperson</b></p>	<p>Action: Update importance of Church Street Market in terms of reference</p> <p>Action: Housing services invited to future meetings</p> <p>Action: Terms of reference to be updated with member substitutions and a quorum of members.</p> <p>Action: Terms of reference to be updated and recirculated for the group with intention</p>
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	<p>3.25. Group members interested in applying for the position of Chairperson are to submit an expression of interest setting out their suitability and experience for the role. PPCR provisional role for the Chair is expected to be just for this first initial meeting.</p> <p>3.26 The council will notify the CSRCG with the procedure and protocol for the election of the Chairperson</p> <p>3.27 The Chair will be selected by a confidential vote at the next meeting on 21<sup>st</sup> September 2023. The successful candidate if needed will be supported by PPCR as they acquaint themselves to the role.</p> <p>3.28 Candidates can either self- nominate or be nominated by a third party. If the latter case, the person(s) nominating candidate should ensure the individual is committed to the role.</p>	<p>to agree at next meeting.</p> <p>Action: Chairperson call out for expressions of interests to be shared with members</p>
<p>4.</p>	<p><b>Church Street Regeneration Projects and Community Updates</b></p> <p><i>A handout updating the Group on the progress and timescales across the Church Street regeneration programme and the Lisson Grove programme was shared at the meeting.</i></p> <p><b><u>4.1 Sites ABC</u></b></p> <ul style="list-style-type: none"> <li>• LH provided an update on Site A of the demolition of garages which has been completed. The next phases of demolition are dependent on the remaining decanting the properties. WCC Cabinet has approved the use of CPO should they be needed but the council will always and continue to negotiate as the default position.</li> <li>• Members suggested offering Luton Street units to remaining residents. MC confirmed that all feasible options are being considered.</li> <li>• It was explained two residents from Sites A,B and C are taking part in the Joint Venture procurement process expected to last until early 2024.</li> <li>• Key milestones and forthcoming milestones were shared.</li> <li>• LH updated there will information update sessions for residents of ABC to attend including leaseholder and tenant sessions, temporary accommodation, returning residents and a breakfast morning taking place during August/September/October 2023.</li> </ul> <p><b><u>4.2 Daventry/Penn House</u></b></p> <ul style="list-style-type: none"> <li>• Daventry House previously known as Lisson Arches has been handed over to the council for final checks on the building before residents move in.</li> <li>• Daventry House was selected from a series of suggestions with connections to the local area by Penn House residents for the name of their new home. It marks an end of World Ward Two street party on nearby Daventry Street <a href="http://www.churchstreetmemories.org.uk/page_id_155.aspx?path=0p18p">http://www.churchstreetmemories.org.uk/page_id_155.aspx?path=0p18p</a></li> </ul>	

	<ul style="list-style-type: none"> <li>• The council last held an information session with Penn House residents on the 4<sup>th</sup> of July 2023, and each resident has a relocation officer assigned to them to support them during the moving process. It is expected residents should start moving in end of August during September. Each resident's needs are different, and we expect two residents will move a day into their new home.</li> <li>• The CSRCG was offered the opportunity to tour Daventry House, which was positively welcomed.</li> <li>• The council is also planning to hold a welcome event for residents of Penn House once they have moved and settled in and will extend the invite to CSRCG who may be interested and know some of the residents moving in. This is expected late September/early October.</li> <li>• Concerns were raised about the remaining hoarding on Lisson Grove. The bus stop and post box remain out of use because of the hoarding. The hoarding is expected to come down when moves take place, but is currently still standing due to highway works.</li> </ul> <p><b><u>4.3 Church Street Triangle</u></b></p> <ul style="list-style-type: none"> <li>• DZ updated on the Triangle project. Arbeit – are now appointed as the operator. They will work within the community to support new tenants into the spaces. They have begun talking to key stakeholders in the area and will be hosting future open and information days which the community will be kept updated on</li> <li>• The build of the project is anticipated for completion in September 2023, with tenancy of units expected over Autumn/Winter 2023.</li> </ul> <p><b><u>4.4 Green Spine</u></b></p> <ul style="list-style-type: none"> <li>• Following a meeting with the council's Place Shaping team and residents on 6 July 2023, it was decided that the council will look at options to remove the equipment outside Hlisham Court and present alternative solutions based on feedback received. The Placing Shaping team is currently looking into the available design and cost options, and the Church Street and Place Shaping team will inform residents of a future meeting to discuss the options.</li> <li>• Items raised on a walkabout with stakeholders on 6 July 2023, have been collected and instructed to be looked at. This includes relocation of a picnic bench on Broadley Street Gardens, the removal of temporary broken fencing along the Green Spine and an adjustment to make a kerbside more accessible outside of the Luton Stret development.</li> </ul> <p><b><u>4.5 Lisson Grove</u></b></p> <ul style="list-style-type: none"> <li>• LH provided an update of recent engagement that has taken place including a Collaborative Away at Bromley by Bow (which some members present attended/ and drop-ins around the community which included at the Church Street Market, Lisson Grove health centre, Broadley Street Gardens and the Portman Centre</li> </ul>	<p>Action: Arrange opportunity for members to tour Daventry House</p> <p>Action: Members to be updated on the proposed event with Penn House residents.</p> <p>Action: Confirmation of when hoarding will be removed</p> <p>Action: Further updates continued to be informed to members</p>
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	<ul style="list-style-type: none"> <li>• Workshops have also taken place with Marylebone Bangladesh Society, Mosaic Community Trust and leads from the Voluntary and Community Sector.</li> <li>• LH explained there will be further Lisson Grove engagement sessions to present feedback from the collaborative away day and other sessions to date. The Church Street team will contact stakeholders to update on this future session.</li> <li>• The publication 'Your Lisson' was published within the community updating the wider community on the programme.</li> <li>• Initial door knocking sessions have been taking place by the council with residents of Gayhurst House with further information sessions planned for these residents later in the year.</li> </ul>	
5	<p>AOB</p> <p>5.1 No other business spoken about</p>	

*Next meeting: 21<sup>st</sup> September 2023 5:30-7:00 35 at Church Street*