

Wickway Community Centre

Project Steering Group

Draft Terms of Reference

June 2017

1. PURPOSE

The Wickway Community Centre Project Steering Group (PSG) is established to ensure meaningful resident and stakeholder consultation and effective participation in decision-making on all aspects of appraising and implementing the redevelopment proposal for the Wickway Community Centre. This is in accordance with Charter of Principles which sets out the basis upon which the council will engage with residents, particularly around the 11,000 new homes programme.

As a formal consultation and stakeholder engagement group for the Council, the role of the PSG is to represent the interests of the immediate residents and services users (see definitions below) affected by the redevelopment proposals for the Wickway Community Centre.

For the purpose of this group the following definitions will apply:

- a. **Wickway Community Centre Site** is the area of land, bound by St George's Way, Cator Street and Ebley Close, that is being redeveloped and on which the community centre currently sits on (and bearing the same name) is to be re-provided on the ground floor of the proposed development
- b. **Immediate Resident Stakeholders** are tenants, leaseholders and owner-occupiers that live on the Gloucester Grove Estate
- c. **Non-resident Stakeholders** are:
 - i. Gloucester Grove TMO
 - ii. Wickway Community Centre management team
 - iii. Current and future service users of the Wickway Community Centre
- d. **Adjacent Stakeholders** are tenants, leaseholders, owner occupiers and businesses that live/operate within a 150m radius of the site.

The PSG is not a decision making body; rather it is expected to make recommendations to the Council relating to the redevelopment proposals for the Wickway Community Centre

2. STRUCTURE AND COMPOSITION OF THE PROJECT STEERING GROUP

The membership of the PSG will be reserved for individuals or groups representing immediate and adjacent residents, service users and businesses. This will include representatives for the residents and organisations living/operating within the site and those living/operating adjacent to the site..

Individuals seeking to represent a stakeholder group (e.g. residents of Gloucester Grove Estate) must submit a letter of support that confirms that a TRA does not exist and that is signed by at least two-thirds of the stakeholder group they are seeking to represent.

The composition of the voting membership will be as follows:

- a. Immediate Non Resident Stakeholders – 5 members (2 x Gloucester Grove TMO, 1 x Wickway Community Centre Management Committee and 2 x current & future service users) or 50%
- b. Immediate Resident Stakeholders – 3 members (1 x Westonbirt Court, 1 x Quedgley Court and 1 x other block within the 150m radius) or 30%
- c. Adjacent Non Resident Stakeholders – 2 members or 20%

Others invited to PSG Meetings in a non-voting capacity:

- Ward Councillors, Officers from LBS
- Independent advisors as required
- Other local stakeholder bodies to be decided by the PSG

The members of the PSG shall elect from their own voting membership a Chair and a Vice Chair.

PSG Members will be able to resign from the PSG by giving a month's notice.

The PSG will be able to co-opt residents to become members of the PSG. However, the portions of representation must remain unchanged. Co-opted members will have the same rights and responsibilities as other members.

The membership selection is to be updated within 3 months of Southwark Council making a formal decision to proceed with the redevelopment proposal. If the decision is not to proceed, the group will be disbanded

The PSG is a genuine partnership with all members having equal rights. Votes will be taken on contentious issues or where consensus is not achieved. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

At every meeting of the PSG the Chair (or in his/her absence, the Vice Chair) shall preside. If neither the Chair nor Vice Chair is present within fifteen minutes of the time appointed for the meeting then the members of the PSG present

shall appoint one of their number to act as Chair, whose function it shall be to conduct the business of the meeting in an orderly manner.

The quorum necessary for the transaction of the business of the PSG shall be a third of voting members of the PSG.

The PSG will have the authority to set up specific task and finish groups as it considers relevant to ensure the delivery of the redevelopment proposals and associated issues. These groups will be required to report back to the PSG.

The term of the PSG will be one year and will be renewable for the life of the redevelopment proposal and the subsequent regeneration programme.

On completion of the design development process, the PSG will be disbanded.

3. RESPONSIBILITIES OF WICKWAY COMMUNITY CENTRE PROJECT STEERING GROUP

The PSG shall be responsible for:

- Representing the interests of affected residents and service users in their consideration of the redevelopment proposals.
- Representing the diversity of the affected residents and service users.
- Promoting equality in the work of the PSG and in the redevelopment proposals.
- Working with the Council and other stakeholders to implement the redevelopment proposals.
- Providing information and sign posting assistance to affected residents and service users.
- Making representations to the Council on issues associated with the consideration of the redevelopment proposal and the implementation of the subsequent regeneration programme.

In carrying out its functions the PSG will have access to Council Officers and other advisors throughout the duration of the programme and will be encouraged to comment upon, challenge, influence and shape the proposals prior to formal Council decisions being made. The Council will make available, on request, background documents and information to aid the process of consultation.

PSG Members will be expected to:

- Attend meetings - if they have not attended 3 meetings without sending apologies the PSG can end their membership
- Read papers before each meeting
- Represent the interests of all affected residents
- Use their best endeavours to work together to enable the PSG to meet its responsibilities.
- Treat others at the meeting with respect.
- Uphold the confidentiality of information provided to them.

4. PROCEEDINGS AT MEETINGS

Notice of Meetings

The Agenda and papers for discussion shall be circulated 7 working days prior to the meeting, and only in matters of urgency shall papers be circulated 3 working days in advance

Late items will be accepted at the discretion of the Chair, and shall only be matters that are urgent and could not be included in the Agenda

Servicing of Meetings

Servicing of meetings will be arranged by the Council, which will include taking minutes, sending out papers to PSG members and circulating information to other relevant parties.

Conduct of Meetings

Agenda planning will be the responsibility of the Chair and the relevant council officer.

Items for the Agenda shall be notified to the Chair at least 14 days before each meeting.

A public record will be maintained of the decisions of the PSG. Approved minutes will be posted on the Council website.

Confidential business items will be clearly indicated on the agenda. No member shall disclose the content of, or discussions relating to confidential business items. Papers relating to confidential items will be numbered, tabled at the meeting and retained at the end of the meeting when necessary.

The first 30 minutes of PSG meetings will be open to all affected residents to attend to make representations to the PSG. Representations to the PSG or the opportunity to address the meeting will be considered, at the discretion of the chair.

Only members of the PSG will be able to vote at PSG Meetings.

The Chair will be able to vote on resolutions of the PSG.

If the vote is tied the Chair will have a second and casting vote. In the case of the post of Chair being jointly held, the joint post holders must agree how to use the casting vote.

Frequency of Meetings

The PSG will agree a timetable for regular meetings at the beginning of each term. The Chair, after consultation with the Vice-Chair, may convene an urgent meeting outside the agreed schedule to discuss any urgent issues that cannot wait until the next regular meeting.

Properties Covered by the Wickway Community Centre PSG

Alder House	1-18
Quedgley Court	1-36
Quenington Court	1-32
Westonbirt Court	1-30
Wickway Court	1-118

Cator Street	15-41 Odds
	15a – 27a Odds

Davey Street	1-33
	2 Southwark Inclusive Learning Service

Sumner Road	20-30 evens
	20a – 30a evens

Wickway Community Centre	
Gloucester Grove TMO	

