



Brixton Neighbourhood Construction Forum

Terms of Reference

Forum objectives

The aims of the Forum will be to:

- facilitate a productive and neighbourly relationship between any contractor working on this development, local residents, local businesses and community groups to deliver ideas and solutions to issues discussed
- ensure the community's ongoing input into the management of the construction process
- provide the opportunity for the community's issues to be reported and resolved by the contractor/ council
- give early warning by the main contractor of any potential disruptions so these can be minimised
- ensure awareness by all of the development programme i.e. what is happening when
- facilitate widespread engagement with all local residents, businesses and community groups
- log issues from this Forum, feedback progress and outline how the issues have been resolved

Structure and roles

The meetings would be held as follows:

- Maximum 2 hour meeting – weekday evening – 6.30pm until 8.30pm
- Meetings to be bi-monthly with a review of frequency to be undertaken after six months
 - Opportunity for ad hoc/ emergency meetings to be requested/ considered if required
 - Meeting dates will be proposed six months in advance so these can be put into diaries early for maximum attendance
- Agenda (see suggested areas for discussion below) to be proposed by the main contractor and circulated/ agreed 24 hours in advance with the Forum
- Any issues or queries sent to the on-site YNTH Community Liaison Officer in between meetings should be incorporated into the next meeting's agenda
- Meeting chair to be rotated between group representatives and to include ward councillors
- Mini-presentations given when appropriate by the main contractor's team
- All agenda items to be interactive – Q&As throughout
- Sessions noted by the main contractor/Community Liaison Officer – minutes to be issued to all group representatives a week after the meeting
- Notes to include issues logged, actions agreed, by whom and by when
- Issues that are reported by the Forum should be managed, dealt with and reported back on by the main contractor's Community Liaison Officer
- The Terms of Reference should be reviewed and reconsidered annually to ensure it is fit for purpose as the project evolves

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- Once agreed, copies of the minutes will be:
 - provided to the Brixton Construction Management Group
 - posted on the Your New Town Hall website
 - provided to group representatives for circulation
 - included in e-newsletters sent to the community e.g. Future Brixton newsletter
 - put in easily accessible communal areas

Areas for discussion

At each meeting, it is proposed that the Forum covers a mix (as appropriate) of the following topics:

- Construction programme update
- Main Contractor's update:

Main Contractor reporting	Forum discussion/ response
1. Reporting back from Brixton Construction Management Group	Followed by community discussion/ questions
2. Reporting back on how community issues raised from and since previous meetings have been dealt with	Followed by community discussion/ questions
3. Construction management – explanation of the activities on-site up to the next meeting including what residents should expect to see/hear and how it might impact them	Followed by community discussion/ questions

- Community update – in addition to queries forwarded to the Community Liaison Officer in between meetings, each attendee/representatives to report back any additional issues from their group
- Wider communications issues – discussion on wider communications activities required in the next period based on impacted individuals from point 3 above

Attendance – groups and individuals

Main Contractor:

- Construction manager
- Consultants as required
- Community Liaison Officer

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Residents:

For consistency, ideally each residents' group should have two or three attendees at each session. Representatives from the following residents' groups should be invited:

- Porden Road Residents' Association
- Arlington Lodge Residents' Association
- Olive Morris House neighbouring residents
- Brixton Hill Court residents
- Blenheim Garden Tenants' Association
- St Matthew's Estate Tenants and Residents' Association
- Bay Tree Residents' Association
- Acre Lane Residents' Association
- Josephine Avenue Residents' Association
- Helix Road Residents' Association
- Leander Road Residents' Association
- Torrens Road/Horsford Road Residents' Association

Others to be invited:

- Ward councillors from all surrounding wards (Brixton Hill ward councillors required to attend)
- Brixton Seventh Day Adventists
- Sudbourne Primary School
- Effra Road School
- Electric Brixton
- Black Cultural Archives
- The Ritzy
- St Matthew's Church
- Businesses at the The Brix
- Friends of Rush Common
- Tesco
- Lambeth College/Trinity Academy/ South Bank Engineering UTC (opening 2016)
- Businesses at Arlington Lodge
- Businesses along Acre Lane
- Trinity Homes
- Universal Pentecostal Church
- Clapham Youth Centre
- Lambeth Council Officer
- Local police/PCSO
- TfL representative



Wider communications:

- Wider communications strategy to be set with local input from those in the Forum
- Specific provisions will be made for those who do not have access to the internet
- Neighbourhood Construction Forum meeting notes to be issued to group representatives (for them to publicise through their various communications channels)
- Meeting notes to be posted on the Your New Town Hall website/local e-newsletters/communal areas
- Letters to impacted neighbours (individuals / stakeholders) where appropriate
- Potential for twice yearly update newsletter
- Local media activity – press releases for milestone progress
- Social media activity – dedicated Facebook page/Twitter
- Site hoardings could be utilised as notice boards

Interim engagement with representatives (in between meetings)

- One point of contact for issues to be raised anytime during office hours – currently Charlotte Wills or Jo Sintern at GL Hearn, yournewtownhall@glhearn.com, 0344 225 003 on behalf of Morgan Sindall and Muse Developments (the main contractor)
- Once construction begins, a Community Liaison Officer will be appointed by the main contractor and will be the main point of contact for residents
- Emergency out of hours contact to be provided by the main contractor during construction periods
- Letters/ emails will be sent by the main contractor directly to impacted individuals (as well as to group representatives) regarding imminent on-site activities where impacts may be experienced; impacted individuals will be identified in consultation with the residents' representatives

Code of conduct of forum members

- All Forum members must conduct themselves in a way that does not cause offence to others or bring the Forum into disrepute
- Members must treat others with respect and must avoid racist, sexist or other derogatory remarks or actions
- Members must allow others to speak without interruption or other inappropriate behaviour
- Members must be sensitive to the needs of those who may not be used to speaking in public or whose first language is not English
- Members who feel that this Code of Conduct has been breached should raise the matter with the Chair at the earliest opportunity, for the Chair to take appropriate action