



Brixton Neighbourhood Construction Forum OLIVE MORRIS HOUSE

DRAFT* Terms of Reference **Revised to apply from Main Contractor take-over in October 2020**

**Subject to further review by residents and MAR in light of September/ October reconsideration of approach to communications.*

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 review of 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 (at the meeting or via email)

Structure and roles

The meetings would be held as follows:

- Online as required by Covid-19 social distancing restrictions but otherwise, to be held face-to-face
- Maximum 2 hours meeting – weekday evening – 7.30pm until 9.30pm
- Meetings to be every 2/3 months 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 a month in advance so these can be put into diaries early for maximum attendance
- Agenda to be proposed by the main contractor and circulated for community comment (with deadline), 3 weeks in advance of the BNCF
- Any key issues or queries sent to the Community Engagement Manager in between meetings should be incorporated into the next meeting's agenda
- Meeting chair to be rotated between ward councillors – whilst Covid restrictions are in place, the project team will also provide a technical chair to manage Zoom
- Mini-presentations given when appropriate by the main contractor's team
- Sessions noted by the main contractor/Community Liaison Officer – minutes to be issued to all group representatives a week after the meeting

- Issues that are reported by the Forum should be managed, dealt with and reported back on by the main contractor's Community Engagement Manager
- The Terms of Reference should be reviewed and reconsidered annually to ensure it is fit for purpose as the project evolves
- Once agreed, copies of the minutes will be:
 - provided to the Brixton Construction Management Group
 - provided to BNCF attendees
 - posted on the Your New Town Hall website

Areas for discussion

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

- Approval of previous BNCF minutes
- Construction programme update
- Main Contractor's update
- Principle issues raised by community with Community Engagement Manager
- Any key points arising from Brixton Construction Management Group
- Any additional community issues
- Wider communications issues

Attendance – groups and individuals

Project team:

- Main Contractor: Construction Manager; Community Engagement Manager
- Muse Developments: Development Director/s
- Lambeth Council: Project Director
- Project consultants as required

Community:

- Beverstone Road
- Hayter Road
- Sudbourne Road
- Brixton Hill Court
- Effra Court
- Ward councillors (Brixton Hill ward councillors required to attend)
- Local businesses within the leaflet distribution area scope

Ongoing engagement/ wider communications

- MAR to take over day-to-day resident enquiries' management in October 2020 with a dedicated Community Engagement Manager:
 - One named point of contact for issues to be raised anytime during office hours with dedicated email address and telephone number.
 - Emergency out of hours contact to be provided by the main contractor
- Letters/ emails will be sent by the main contractor directly to impacted individuals regarding imminent on-site activities where impacts may be experienced
- BNCF meeting notes to be posted on the Your New Town Hall website
- Weekly site updates to be emailed to registered parties and posted on project website
- Fortnightly newsletter letter-drop to local residents and businesses
- Information board on site hoarding
- Local media activity – press releases for milestone progress

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