



TERMS OF REFERENCE DOCUMENT – February 2018

Meeting Title:	Gorse Ride Project - Residents Steering Group
Organising Manager:	Zareena Ahmed-Shere – Senior Specialist (Estate Regeneration)
Sponsor:	Graham Ebers - Director of Corporate Services
Executive Member:	Councillor Richard Dolinski, Executive Member for Adults' Services, Health, Wellbeing
Ward Councillors for Finchampstead South	Councillor Ian Pittock Councillor Simon Weeks
Finchampstead Parish Council representatives	Councillor Roland Cundy Councillor Steve Bowers Councillor Richard Rampton

Authority and Background:

On 30th March 2017, Wokingham Borough Council's (WBC) Executive Committee agreed the long-term intent to progress the regeneration of the Gorse Ride Project and gave the go ahead to Phase 1. Wokingham Housing Limited (WHL), the Council's wholly owned development company was selected as WBC's development partner for the first phase of the project.

WBC sees resident involvement as key to delivering successful regeneration of the Gorse Ride Estate. Therefore it is proposed that the Gorse Ride Project Steering Group is re-established to enable full and open consultation with residents / community groups throughout the project's lifetime.

If agreed, the regeneration of the Gorse Ride estate will provide high quality new mixed tenure homes that will bring environmental, social and economic benefits to the area. The aspiration is for the regenerated estate to relate well to the surrounding area.

The regeneration of Gorse Ride would most likely take place on a phased basis.

Phase 1:

Phase 1 covers properties at Cockayne Court, Arnett Avenue (97-107 odd numbers), and 154 Barkham Ride.



WBC's Executive has agreed the details of this phase (including funding) which involves re-housing WBC tenants and demolition and clearance to make way for approximately 40 new high quality homes.

WBC Officers are working with residents living within the Phase 1 to find suitable alternative accommodation elsewhere in the Borough.

The land forming phase 1 will be transferred to WHL once planning permission is secured. The development costs for Phase 1 are estimated to be approximately £6m and will be funded from s106 affordable housing receipts.

The draft proposals for Phase 1 will be presented for public consultation and the feedback received will be used to finalise the proposals and inform the final planning application. The planning application is likely to be submitted in Spring / Summer 2018.

Main Estate

The later phases will cover the area roughly bounded by Billing Avenue, Gorse Ride South, Whittle Close and Firs Close. See Plan.

Following a tender process, an architect was appointed in September 2017. They are currently carrying out a feasibility assessment of the site and working with residents and the local community to bring forward design options and an illustrative masterplan. The preferred option will be presented to the Council's Executive Committee by March 2018 to agree the way forward for the estate.

Purpose

Gorse Ride Project Residents Steering Group is being formed in order to enable residents and local community groups to work with WBC and its partners to bring about positive change, raise and address any issues and concerns regarding the decant / rehousing strategy and emerging development proposals.

The focus of this Group will be to keep residents fully informed and involved on the project and to enable the Council's project team to engage with this Group as the project progresses from inception to construction and post occupation phases. Through this forum residents will be able to understand and examine development proposals at earliest opportunity (prior to formal Council decisions being made), comment upon, challenge, influence, raise concerns, shape proposals and help identify solutions that will enhance the scheme and bring value to the local area.

This Group will be made up of local residents (which include Council tenants, private leaseholders / owner-occupiers) within the Gorse Ride Project boundary



and also those in the surrounding area immediately outside the project boundary. The Group will have representatives from wider stakeholders, including St Mary's and St John's Parish Centre, FBC Centre, Gorse Ride and Nine Mile Ride Schools, elected WBC Ward Members, Finchampstead Parish Councillors, relevant WBC Lead Members and the Council. The professional project team that will include the appointed architects and their subcontractors will be invited to meetings as required at appropriate times so that they may present and receive feedback on draft proposals. The Group agreed to co-opt individuals if needed.

Aim

To ensure a meaningful and inclusive resident engagement in the forthcoming potential regeneration of the Gorse Ride Estate

Objectives:

To:

- To represent interests of residents and wider community affected by the development proposals.
- To work with WBC to influence the overall regeneration vision for Gorse Ride.
- To review and provide feedback on high level design options put forward by architects in order to shape and influence the final design, layout, external appearance, access arrangements and boundary treatments of development proposals, including phasing of development and decant / re-housing strategy.
- To monitor the impact of the development on the community and to continue to review and raise residents issues and concerns as they arise as the scheme progresses.
- To identify potential risks and issues that could impact the project as they emerge.
- Assist in minimising disturbance to the existing resident and local community groups during the development / implementation of the proposals.
- To raise awareness and promote open and positive communication between all parties with an interest in this project and better understanding and appreciation of the project's objectives. This will include providing information and updates to affected residents.
- Review proposed communications and meeting arrangements
- Assess the benefits of the project post implementation



Membership / Start Date / Likely Timescale:

The first meeting took place on Tuesday 31st October 2017 at 11am. The Group will meet initially on a monthly basis, however the frequency of future meetings may be revised at a later date according to the speed of project progress.

This Group will meet for an initial period leading up to the Executive decision in March 2018. If the regeneration is then agreed, the Steering Group will continue until the project has been implemented and all regeneration outputs / benefits have been delivered.

The Group will be asked to nominate a Chair and a Vice Chair at the first meeting. If there is more than one nomination for Chair and Vice Chair positions then Council officers will administer a voting process to enable Steering Group members to appoint individuals to these roles.

The meeting quorum will be 5 numbers of the Group, which will include a minimum of 1 WBC Officer, 1 Councillor (either Borough or Parish), 3 Resident Members.

Meeting agendas and notes will be provided by the Organising Manager at least 3 working days prior to meetings and preferably before a weekend.

The Group will aim to have a minimum of 3 and a maximum of 15 Resident Members. It is intended that at least 2 Resident Members will be Council tenants and 1 Resident Member will be a private leaseholder / owner-occupier. To enable local views of the Gorse Ride resident community to be voiced, resident membership from each street / road within the estate is to be promoted. Where more than 15 residents wish to join the Group the Chair, will be put in place a process to select representatives. This could be through an election, application process or other method to ensure that the membership is truly representative.

The Group will be attended by a least one Officer of WBC who will co-ordinate the scheme and provide specialist advice and information on physical progress of the project. Development partners and their contractors once appointed, will be invited to meetings at the appropriate stages in the development programme to enable meaningful engagement. If they are unable to attend the Organising Manager will ensure that updates on progress are provided and agreed actions are followed through.

WBC councillors representing Finchampstead South Ward and up to 3 Finchampstead Parish Councillors will be invited to all meetings of the Group, along with the Executive Member for Adults' Services, Health, Wellbeing and Housing and Business or his Deputy.



**GORSE RIDE PROJECT
RESIDENTS STEERING GROUP**

Meetings papers (agenda and previous meeting notes) will be circulated to Group Members at least two working days in advance.

The Chair (or in his or her absence, the Vice Chair) shall preside over every meeting of this Group. If neither the Chair nor Vice Chair is present for the meeting then the Group members shall appoint one of the members of the Group present to act as Chair to conduct the business of that meeting in an orderly manner.

All members of the Group (except WBC Officers) will have equal voting rights. Votes will be taken on contentious issues or where consensus is not achieved. Where there are equal votes the Chair of the meeting will have a second or casting vote.

Members will be able to resign by giving one month's notice in writing.

Roles and Responsibilities of Group Members / Stakeholders:

Functional Area	Name	Role Within the Group
WBC Project Manager for Gorse Ride South	Zareena Ahmed-Shere	Project Co-ordinator / Organising Manager Organise meetings / topics for agenda Property and Regeneration Issues Liaison with the WHL and any other appointed Development Partner and their subcontractors . Liaison with internal WBC officers
WBC Category Manager – Economic Prosperity and Place	Louise Strongitharm	WBC Senior Manager for Project
WBC Category Manager – Housing Operations	Simon Price	Housing stock / tenants
WBC – Community Development Worker	Jennie Grieve	Community House – resident liaison
WBC – Housing Officer	Matthew Viccars	Estate management / tenant liaison
Residents	Steve Bowers (Chair) Claire McEnoy (Vice Chair)	Community representation



**GORSE RIDE PROJECT
RESIDENTS STEERING GROUP**

	Chris Wallace Annette Lenton Kerry Player Doug Bates Mike Jones Jo Launchbury Zaheer Sheik Matt Sales Jade Morgan-Jones	
St Mary's and St John's Parish Centre	TBC	Local stakeholder
FBC Centre	Jim Gallagher	Local stakeholder
Gorse Ride Infant and Junior School	Esther Saxton	Local stakeholder
Nine Mile Ride School	Barbara Wojnaa Jim May	Local stakeholder
Ward Councillors	Cllr Ian Pittock Cllr Simon Weeks	Resident Liaison / community representation
Parish Councillors	Cllr Roland Cundy Cllr Steve Bowers Cllr Richard Rampton	Resident Liaison / community representation Steve Bowers is the elected Chair
Executive Member	Cllr Richard Dolinski	Executive Member for Adults' Services, Health, Wellbeing and Housing

Decision making

This is a Steering Group and has been established to advise and oversee the implementation of the agreed objectives for the site. The Group will meet to discuss issues, express views and make recommendations. However the Group has no executive decision making powers on behalf of the Council. Decisions shall be made in accordance with the mechanisms in the Council's Constitution.

Indicative Timetable

As the Project is still at an early stage, the detailed project plan is being worked up. However, some indicative high level milestones are included below:



**GORSE RIDE PROJECT
RESIDENTS STEERING GROUP**

Phase 1

- Pre-application advice and community consultation – early 2018 / Spring 2018
- Planning application submission – Spring / Summer 2018
- Start-on-site Autumn 2018 / Late 2018
- Estimated Completion – Spring / Summer 2020

Main Estate

- Masterplanning and Feasibility, including community involvement – late 2017/early 2018
- Executive Decision – Spring 2018

No deletion, addition, or variation of these Terms of Reference shall be made unless discussed and agreed by the Group Members at meetings and agreed in writing by the following authorised Group Members or their proxy.

Signature:		(Organising Manager)		(Date)
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Signature:		(Group Chair)		(Date)
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Signature:		(Project Sponsor)		(Date)
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Signature:		(Resident)		(Date)
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WOKINGHAM
BOROUGH COUNCIL

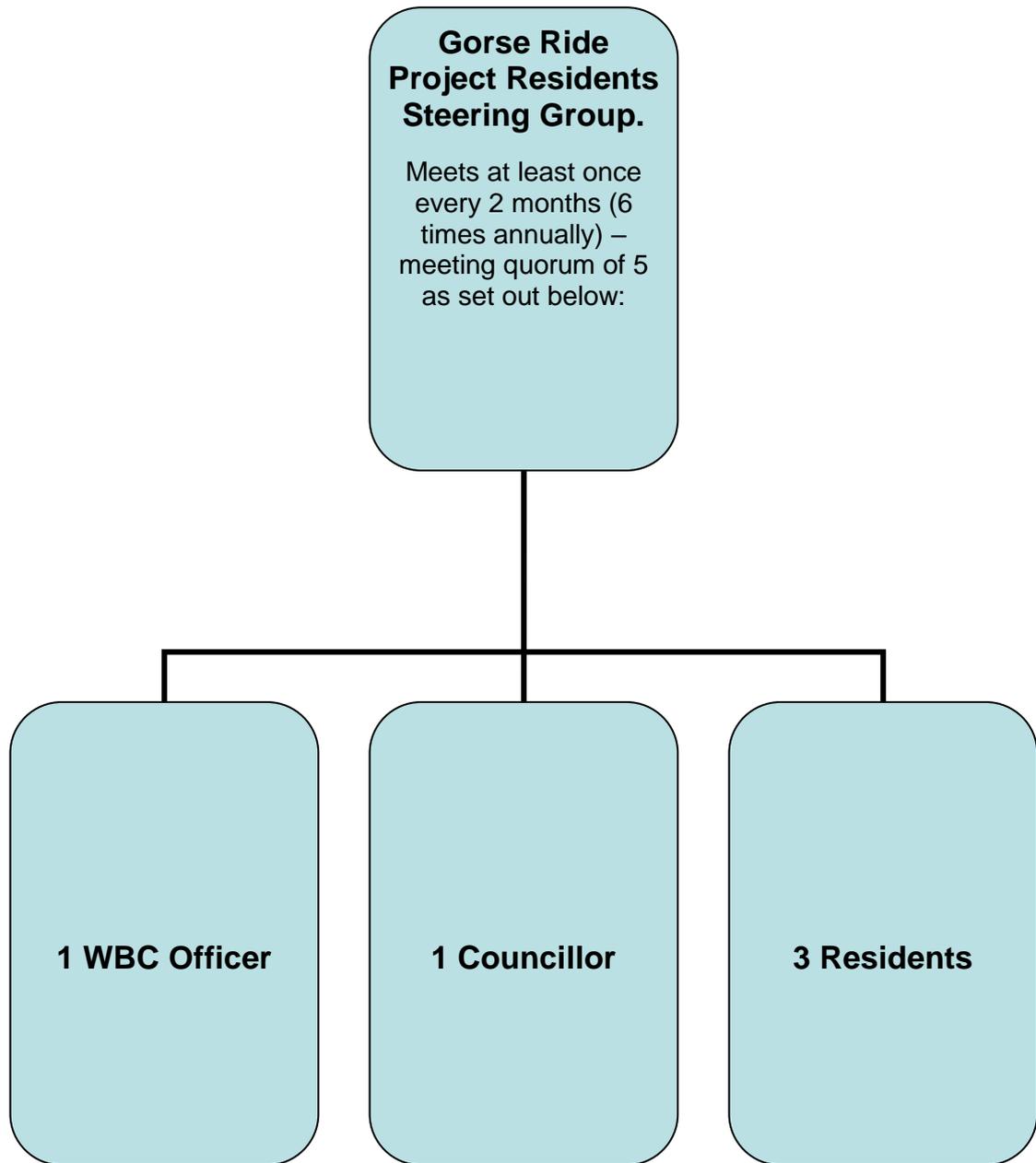
GORSE RIDE PROJECT
RESIDENTS STEERING GROUP

Signature:		(Resident)		(Date)
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Signature:		(Resident)		(Date)
Signature:		(Councillor)		(Date)



**GORSE RIDE PROJECT
RESIDENTS STEERING GROUP**



Steering / Group Structure / Governance



Terms of Reference for the Chairperson / Vice Chairperson

The Gorse Ride Project Steering Group comprises of residents and stakeholders who will be directly impacted by the emerging redevelopment proposals.

The central aim of the Steering Group as stated in the Terms of Reference is:

To ensure a meaningful and inclusive resident engagement in the forthcoming potential regeneration of the Gorse Ride Estate

The Gorse Ride Steering Group will play a key role in steering both the physical and social regeneration of the estate by enabling resident's / stakeholder views to shape the regeneration proposals. Through this forum residents will be a sounding board to the WBC Gorse Ride Professional Design / Project team. By voicing resident's perspectives at all stages of the regeneration programme the Steering Group will be able to play a key role in influencing decisions.

The elected Chairperson will ensure that the above aims and the objectives stated in the Terms of Reference are met. They will be responsible for the following:

1. Leading and inspiring the Steering Group in achieving its aims and objectives.
2. Planning and agreeing items for the agenda at least 1 week in advance of the meetings with WBC's Organising Manager / Senior Project Manager
3. Reviewing and signing off the minutes (prepared by the WBC Officers) for circulation
4. Chairing Steering Group Meetings in an orderly manner
5. Monitoring actions arising from the Steering Group Meeting to ensure they are followed through and implemented.
6. Being fully informed and aware of all matters discussed at the Steering Group, so that appropriate responses can be sought to queries raised by the community.
7. Being a figurehead/go-to person for the Gorse Ride community on regeneration issues.
8. Ensuring all members (tenants / homeowners / stakeholders / WBC officers and their representatives) are given a chance to contribute and are encouraged to do so
9. Where appropriate agree for professionals or individuals with specialist knowledge to be "co-opted" to join the steering group for a fixed period to contribute to its aims and objectives.
10. Seeking professional advice / support from WBC officers where necessary
11. Act as the spokesperson for the Steering Group on any media interest, including inputting to, and commenting on, any press statements produced by WBC Officers in relation to the Gorse Ride project.

The Vice Chair will be responsible for supporting the Chair with the above mentioned tasks and acting in their place where necessary.