**CHINGFORD HUB** **LOCAL MEMBER’S REFERENCE PANEL**

**DRAFT TERMS OF REFERENCE**

1. **THE CHINGFORD HUB DEVELOPMENT**
	1. The London Borough of Waltham Forest’s Cabinet has approved the redevelopment of the Chingford Library and Assembly Hall sites to deliver the Chingford Hub. The Hub will consist of a new library that meets the community’s needs and will include a double height ceiling to allow for larger assemblies, re-providing the facilities that are currently available in the Assembly Hall. The Hub will be funded via an enabling residential development of around 40 much needed new homes (subject to planning), with a target of 50 percent affordable homes for local people.
2. **AIMS OF THE PANEL**

* 1. The Local Member’s Reference Panel has been established to provide Ward Members in Chingford Green and Endlebury wards with the opportunity to engage with the development of the vision and design proposals for the Chingford Hub. The Reference Panel will consider and input into the proposals as they develop and make recommendations to the Portfolio Lead Members (PLMs), Project Team and Design Teams. This will help to ensure that the new Hub meets the medium and long‐term needs of the local community in North Chingford.
1. **ROLE OF THE PANEL**
	1. The Local Member’s Reference Panel will perform the following important functions:
2. Act a conduit for the flow of information between local ward members and the PLM for Economic Growth and Housing Development and the PLM for Culture, the Project Team and the Design Team.
3. Provide a forum for ward members to input into and comment on the emerging overall design for the Chingford Hub as it develops.
4. Advise on the services that should be provided from the Hub. This will assist in ascertaining the precise size and purpose of the new facilities and help to ensure that they meet the needs of current and future users.
5. Provide input and feedback to assist the Design Team with the production of the Feasibility Study.
6. Provide input into the Concept Design and Detailed Design and feedback on whether they meet the needs of users and the community.
7. If Cabinet approves the project progressing to the planning submission and construction stages, provide ongoing input and feedback to assist with any issues that are experienced during construction.
8. Provide input to inform the fitout proposals for the new Hub and provide feedback on the fitout design proposals as these are developed.
9. **MEMBERSHIP**
	1. The core membership of the Reference Panel will be as follows:
* Cllr Simon Miller, PLM for Economic Growth and Housing Development (Chair)
* Cllr Paul Douglas, PLM for Culture (Vice Chair)
* Cllr Nick Halebi, Ward Member for Chingford Green
* Cllr Andy Hemsted, Ward Member for Chingford Green
* Cllr Kay Isa, Ward Member for Chingford Green
* Cllr Roy Berg, Ward Member for Endlebury
* Cllr Mitchell Goldie, Ward Member for Endlebury
* Cllr Emma Best, Ward Member for Endlebury
	1. Also in attendance will be Joe Garrod, Director of Capital Delivery and James Briggs, Interim Managing Director of Sixty Bricks. Members of the Design Team and other specialist advisors will be invited to attend meetings as required.
1. **MEETING FREQUENCY AND PROTOCOLS**
	1. Meetings will be held on an as required basis. A number of meetings may be required to be held at the commencement of the project and then again towards the end of the design phase.
	2. Discussions at all meetings will be recorded via meeting minutes, which will be shared with participants.
	3. All members of the Panel will agree to the Non-Disclosure of all documents to the public, unless agreed with the Chair.