**CHINGFORD HUB** **COMMUNITY ENGAGEMENT AND USER GROUP**

**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 GROUP**
	1. The Community Engagement and User Group has been established to provide the local community and library users in North Chingford with the opportunity to engage with the development of the vision and design proposals for the Chingford Hub. The Community Engagement and User Group will consider and input into the proposals as they develop and make recommendations to Project Team and Design Team. This will help to ensure that the new Hub meets the medium and long‐term needs of the local community in North Chingford.
3. **ROLE OF THE PANEL**
	1. The Community Engagement and User Group will perform the following important functions:
4. Via attendance at the meetings, act a conduit for the flow of information between the local community and library users and the Project Team and the Design Team.
5. Provide a forum for the community and Library and Assembly Hall users to input into and comment on the emerging overall design for the Chingford Hub as it develops.
6. 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.
7. Provide input and feedback to assist the Design Team with the production of the Feasibility Study. This will be captured in a ‘Community Engagement and User Group Feedback and Requirements Document’, which will be produced at the Concept Design stage and updated at the Detailed Design Stage.
8. Provide input into the Concept Design and Detailed Design and feedback on whether they meet the needs of users and the community.
9. 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.
10. Provide input to inform the fitout proposals for the new Hub and provide feedback on the fitout design proposals as these are developed.
11. **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)
* Six to ten community members and library user representatives, including Love North Chingford, Lea Valley Heritage Alliance, Age UK and library users
* One ward councillor from Chingford Green or Endlebury or the Leader of the Opposition
* Joe Garrod, Director of Capital Delivery, London Borough of Waltham Forest
* Aydin Spigaloglu, Head of Libraries, London Borough of Waltham Forest
* Erin Bryne, Head of Area Regeneration (North), London Borough of Waltham Forest
* Simon Parry, Development Manager, Sixty Bricks (Project Manager)
	1. The groups listed have all expressed an intertest in becoming involved in the project to the Council. Further representatives will be invited via the Council’s database of community groups in North Chingford.
	2. 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.