

**People for Portland Road
Community Economic Development Plan Working Group**

**Terms of Reference
(Final Version)**

INTRODUCTION

People for Portland Road successfully applied to a Department for Communities and Local Government programme which helps local groups create their own community economic development plan (CEDP).

ROLE AND PURPOSE OF THE WORKING GROUP

After meeting three times with an independent advisor to the CEDP programme it was decided to set up a working group to complete tasks associated with the creation of a Community Economic Development Plan for South Norwood. In particular the use of a grant to consult people within the area and to write a CED Plan for submission to the programme.

TERM

This terms of reference will be effective from December 12th until 30th April 2017.

MEMBERSHIP OF THE WORKING GROUP

The following people have volunteered to be members of the group until April 2017 when the final CEDP will be submitted to DCLG via the CED programme.

Name	Organisation/resident/business
Anna @ Pink Icing Co	Local Business Person
Jane Avis	South Norwood Ward Councillor
Judith Burden	Secretary of SPI
David Somner	SPI
Dee Fullerton	Resident & Community Activist
Hamida Ali	Woodside Ward Counciloor
Emma Hope-Fitch	Resident & Community Activist
John Hickman	Resident & Historian
Kathy Bee	South Norwood Ward Councillor
Lou Cooper	Resident & SNTB
David Morris	Croydon Council
Paul Scott	Woodside Councillor
Chris Peskett	Secretary of PPR
Pett Norville	Resident & Local Business Person
Rachel McKoy	Resident & PPR
Samantha Williams	Resident

Ian Smith	Resident & Local Business Person
Karen Eliatamby	Clock Tower Market
Troy Samoah	Resident

In addition the following people are members of our team:

- Lorraine Hart – CED Advisor
- Elizabeth Owens – Designer

It is recognised that some members have only limited availability but are still very keen to be involved. The group will try to accommodate all members through working in flexible ways.

Additional members of the group shall be added from time to time by unanimous agreement of all members of the Working Group as set out above at one of its meetings.

WORKING GROUP TASKS

1. To organise and deliver the activities set out in the grant and technical support summary attached to this terms of reference which was agreed at a meeting of the group with the CED advisor on 12th December 2016.
2. To ensure that the grant is spent for those activities set out in the summary and in the amounts set out in the summary. Records of spending will be collated by the members of the group and submitted to People for Portland Road so that they can account for the use of the grant to the CED programme as the grant applicant.
3. Members of the Working Group will participate wherever possible and feasible for them in the programme of Technical Support provided by the CED programme and set out on the attached grant summary.

WORKING GROUP OPERATION

The working group will meet at least monthly from December 2016 to April 2017. Dates for meetings will be agreed at the end of each Working Group meeting unless the Group agrees a programme of dates in advance and it is noted and agreed at a Working Group Meeting.

Notices and Notes of Working Group meetings will be circulated by e mail to all Working Group members.

Notes of each working group meeting which set out what was agreed will be taken and circulated to each Working Group member. Each Working Group meeting will receive and agree the notes at the start of each Working Group Meeting.

The Notes of each working group meeting will be made available on the People for Portland Road web site to enable full transparency for residents and Businesses locally.

Members of the Working Group will treat each other with respect and dignity, allowing Members to air their views without prejudice and interruption.

Grant and Technical Support Summary

The grant and technical support from the CED programme will be directed at achieving the following outcomes:

Increased connectedness and loyalty to shops and local businesses as well as between people in the CED area

Increased community ownership/management of council owned property in the CED area

All grant items to be procured by People for Portland Road (PPR) CED Plan Working Group

All consultant rates assumed at £350.00 per day

Activity	Cost Estimate	Purpose	Notes
Awareness Raising event and outreach to stakeholders	£1,050	To raise awareness of CED programme and production of a CED plan and proposed projects. To consult on the use of empty council owned properties for use as a community hub/workspace/pop ups venue To identify people who are interested in having a stall in the Clock House Market or taking up workspace and helping to run a pop up venue and community hub and develop its activities	3 days for facilitator/outreach worker (£1,050)
Survey of Businesses	£1,000	To test Ideas about late night opening, supporting improvements to shop front displays and contributing to the CED plan projects	Shop visits in person on Portland Road and the High Street (2 days for facilitator/outreach worker £700) plus direct costs of postcard survey - design print and online survey (£300)
Local Business Support events	£1,850	Two events – one for existing and one for new or start-up businesses This will enable us to identify and work with those interested in	Local business support providers (1,850)

Activity	Cost Estimate	Purpose	Notes
		starting a new business/taking a stall in the market or pop up venue and with existing businesses to test ideas about improvements to services/promotion	
Publicity/Promotion/Event and working group venues	£1,100	To publicise all events as a programme and pay for meeting event venues and refreshments. Also to pay for venues for working group meetings organising the events and leading the CED planning process	Information on the CED plan process, proposed projects. Materials for consultative event on use of empty property (maps/photos/plans of properties). Includes banners for area
	£5,000.00		

Technical Support Packages

All invitations to participate in sessions to be coordinated by PPR CED Plan Working Group, drawn from participants in previous workshops and others who express an interest via the grant funded activities.

Coops UK

1 day support to be provided as appropriate and feasible to the Clock Tower Market Committee regarding their incorporation so that they can raise funds and be in a good position to take over the stalls proposed in the market extension

Locality

1 day to be provided over 2 sessions on

Acquiring/accepting a lease transfer of spaces in the PPR area from the Council

Running and maintaining spaces for a pop up venue, community hub or small workspace.

Responsible Finance

1 day to be provided over two workshops regarding finance options for taking ownership of and running spaces in the PPR area

NEF

1 day to be provided as appropriate on linking/integrating CED plan with Council and other strategies