

# Appendix 2 - ST. RAPHAEL'S ESTATE

## 'INFILL PLUS' CHARTER

### **Our Vision: Making St Raph's a better place for us to live, work and play**

#### **Introduction**

The St.Raphael's 'Infill Plus' Charter (the Charter) is an agreement between Brent Council (the Council) and the residents and stakeholders who live and work on the St.Raphael's Estate.

The Charter sets out in detail how the Council will deliver an 'Infill Plus' development for the St.Raphael's estate.

The St.Raphael's Voice Board (SRVB) is a constituted group recognised by the Council to represent all residents who may be affected by the proposals. The principal roles of the SRVB are set out in Appendix 1.

#### **Created by and for residents**

The Charter was created by the SRVB. Residents like you have had direct input into this document through engagement on the St Raph's Draft Resident Charter and through surveys, surgeries and discussions online.

This Charter means that residents will know exactly what they will get with the Infill Plus proposals. The Charter maintains our open approach by making it 100% transparent to residents that the Council are delivering what they promised.

#### **Delivering on the Council promises**

The Charter will be supported by many initiatives to deliver on the Council's pledges. The Council will work with residents to prioritise these initiatives, and track and report progress bi-annually so that they remain **accountable to residents**. This will allow us to say with confidence that "the Council promised X and delivered it by doing Y and Z".

The Charter reaffirms the Council's commitment to deliver the best possible Infill development for St Raph's, with residents at the heart of the proposals.

#### **A Residents Charter built on four themes**

The Charter is built around four themes of:

- Putting local residents first;
- Building high quality affordable council homes for social rent;
- Being an active place-maker (community builder);
- Being a responsive, progressive & transparent landlord.

**Delivering the Charter will make St Raph's a better place to live, work and play.**

## **Putting local residents first**

### **Consultation**

Continue to consult and work with SRVB and residents in decision-making and shaping the future St Raph's.

### **Keeping the community together**

Council tenants living on St Raphs who are overcrowded will be able to move into a new home on the estate that's the right size for their family.

### **More homes for Brent families**

Increase the number of council-owned homes available for Brent families.

### **Listen**

Listen sensitively to the views of the wider community, to ensure the Infill Plus plans benefit local residents.

## **Building high quality affordable council homes for social rent**

### **New homes**

Build modern new homes with private outdoor space (balcony or garden) at social rents for St Raph's council tenants currently statutorily overcrowded, and new Brent council tenants on the social housing register.

### **Quality**

Ensure the new homes will be built to the latest building and energy efficiency standards.

### **Considerate contractors**

Ensure considerate contractors are used, with access to a resident liaison officer throughout the delivery of the infill masterplan. (See Appendix 2 Considerate Contractors)

### **Disruption**

Make every effort to keep disruption to a minimum.

## **Being an active place-maker (community builder)**

### **Invest in St Raph's**

Commit to investing in St Raph's over the next ten years, to make it a better place to live, work and play.

### **Community priorities set by local community**

Listen and deliver community priorities around:

- Landscape and Play;
- Infrastructure Improvements;
- Connectivity;
- Community Amenities.

### **Maximise Social Value opportunities**

Continue to engage and work with community partners and stakeholders to maximise social value opportunities for St Raph's, including a commitment to a community led initiatives fund for St Raph's.

### **Homeowner assurances**

Homeowners and leaseholders will not have to contribute a penny towards the delivery of the estate wide improvements (with the exception of any improvements made to their homes / blocks in accordance to the terms of their lease).

## **Being a responsive, progressive & transparent landlord**

### **Responding to the needs of St Raph's**

Respond to the priorities of St Raph's residents, including carrying out some immediate estate wide improvements in the first six months (starting October 2021).

### **Commitment to provide an excellent value for money service**

Manage and maintain our Council rented homes ensuring that we receive a good, value for money service and have the peaceful enjoyment of our home and neighbourhood.

### **Transparent Communication**

Maintain regular, open, and honest communication throughout the delivery of the infill masterplan.

### **Independent advice**

Offer access to an independent tenant and leaseholder advisor throughout the delivery of the infill masterplan.

**Delivering the charter will make St Raph's a better place to live, work and play.**



# ST. RAPHAEL'S ESTATE

## 'INFILL PLUS' CHARTER

### **Appendix 1 - St Raphael's Voice Board Principal Roles**

The St.Raphael's Voice Board (SRVB) is a constituted group recognised by the Council to represent all residents who may be affected by the proposals.

The principal roles of the SRVB are:-

- 1) Work with the Council to achieve the delivery of a successful 'Infill Plus' plan for the estate and comment on the options proposed by the Council, architects and developers etc.
- 2) Participate in the evaluation and selection of consultants, developers and contractors etc.
- 3) Assist in communicating information to all residents on the estate and reflect the residents' opinions on the proposals to the council.
- 4) Participate in the preparation of information material that is circulated to the residents.
- 5) Nominate two members of the SRVB to attend the Council Project Board meetings
- 6) Nominate members of the SRVB to attend the St.Raphael's Community Design Review Group, subject to them signing the code of conduct. (See Appendix 3)
- 7) Attend training events as and when required.
- 8) Consider/comment on 'Infill Plus' options proposed by architects and designers to ensure it is aligned with community priorities.
- 9) Consider/comment on the environmental and open space aspects of the plan.
- 10) All SRVB meetings shall be minuted and made available online at [www.brent.gov.uk/straphs](http://www.brent.gov.uk/straphs). Matters that are deemed confidential by the Chair may be redacted.

# ST. RAPHAEL'S ESTATE

## 'INFILL PLUS' CHARTER

### Appendix 2 - Considerate Contractors

It is important that the construction stage of the infill project does not have an adverse impact on existing residents living on the St.Raph's estate.

In order to minimise these impacts, it is recommended that the following should be adhered to by contractors.

- 1) The boundary of the infill site shall be made secure with hoarding.
- 2) The rear access to the gardens of existing properties adjacent to the site shall be maintained during the build.
- 3) Permitted site working hours shall be Monday to Friday 8am to 6pm. Saturday 8am to 1pm. No working on Sundays and Bank Holidays.
- 4) All workers on site must be made aware of the need to keep noise and disruption to a minimum from building works, including equipment, plant and machinery, music, vehicles or any other sources.
- 5) Petrol and diesel engines used to power equipment and plant should not emit smoke once the running temperature of the engine has been reached. Bonfires are not permitted.
- 6) Prevention measures should be taken to minimise the formation and spread of dust and dirt. Where driving through the estate, the wheels of construction vehicles should be cleaned before entering / leaving the site.
- 7) The parking of contractors cars, vans and lorries on the existing St.Raphael's estate roads is not permitted, other than designated areas for contractors.
- 8) The Contractor shall appoint a designated person to liaise with SRV, PPCR and the Council.

# ST. RAPHAEL'S ESTATE

## 'INFILL PLUS' CHARTER

### Appendix 3 - St Raphael's Community Design Review Group

#### Terms of Reference

The Community Design Review Group is a sub-committee of the St. Raphael's Voice (SRV) that represents the interests of all residents living on St Raphael's Estate in matters relating to the future of St. Raphael's Estate.

The SRV in partnership with Brent Council and the design team have developed an Infill Development Masterplan. The Community Design Review Group builds on and progresses this work by ensuring residents are involved in informing and reviewing designs for the Infill Development scheme.

#### **Membership:**

- As recognised community representative all members of the SRV Board are invited to join the Community Design Review Group.
- Membership will also include other residents of the St. Raphael's Estate who will be able to express interest in joining the group. To ensure that there is representation from across the estate it may be necessary to limit places.
- Members will be expected to contribute constructively to informing and reviewing design proposals.
- Members are expected to commit to attending and participating in sessions regularly (these may include training, meetings, workshops, visits etc).
- The group is a consultative and advisory body.
- The group will operate with equal opportunities for men and women, regardless of nationality, religious beliefs, race, gender, age, sexuality, disability, marital status, or other potential cause for discrimination.
- Members should conduct themselves in a reasonable manner when attending meetings or any other function in connection with sub-group.
- Any offensive behaviour, including racist, sexist or inflammatory remarks, shall not be permitted and constitute a breach of reasonable manner;
- ***All members must sign the attached code of conduct when you join the Community Design Review Group***

#### **Role:**

- To work with Brent Council and the design team, other authorities and organisations to inform and review design proposals as they develop

- To provide a resident perspective on design matters and bring local knowledge beyond that of the design team and council
- Offer advice on design proposals which will lead to their improvement
- To work with Brent Council and the design team to ensure the provision of regular information to, and consultation with, the community on matters of Infill Development design
- To provide updates to the St Raphael's Voice Board on design issues and progress.

**NB:** The group's role is specifically to inform and review the design of the Council's Infill Development plans and not to review or promote alternative proposals.

**Servicing of sessions:**

- Sessions will be convened by Brent Council/Design Team
- Sessions will be led and facilitated by the Design Team
- Notes of sessions will be taken by the Design Team