

## **Gurnell Leisure Centre** Sounding Board

### Terms of Reference (DRAFT)

#### **Purpose**

The Gurnell Sounding Board will provide a way for Ealing Council to engage with interested parties and stakeholders on the replacement of Gurnell Leisure Centre. It will be a forum for stakeholders to discuss the plans as they are developed and will also act as a way of better informing stakeholders on how the scheme is progressing.

The forum is intended to help stakeholders:

- Find out accurate, up-to-date information about the Gurnell project, through the consultation and planning stages, and what local communities can expect - for example, emerging evidence and design of options,
- Understand what the scheme means for them and how it will progress over the years,
- Provide a sounding board for stakeholder views to be expressed and recorded.

The community sounding board is being established in addition to more general public engagement activity to be carried out as part of the project, including public engagement, planning consultation and general communications. The sounding board would however be encouraged to provide comment on more general communications plans.

#### **Membership**

The initial list of invitees has been selected to balance a wide range of stakeholder interests whilst also allowing sounding board meetings to be focused and productive to encourage views to be openly and freely shared. The membership of the sounding board will be reviewed by the Chair on an ongoing basis.

The following bodies have been invited to be represented at the inaugural meeting of the sounding board, these include;

- Pitshanger Health & Fitness
- Pitshanger Community Association
- Drayton Community Association
- Gurnell Grove Residents Association
- Save Gurnell
- Ealing BMX
- Empowering Action (EASE)
- Martin Estates
- Perivale Residents Sports & Social Club
- Ealing Skatepark Association
- Good Gym

- Ealing Wildlife Group
- Ealing Swimming Club
- Sport England (sports planning)
- Sport England ( facilities development)
- Swim England ( facilities development )
- GLL (operator)
- Everyone Active (operator)
- Featherstone School Sports Partnership

Cleveland Ward Councillors and the constituency MP will also be invited as will selected Council officers including representatives from the Parks and Leisure, Regeneration and Planning Services.

## Meetings

The intention is that the sounding board will itself, via the independent chair, take ownership of the format and style of ongoing meetings on the basis that this needs to be an independent forum acting as a conduit between key stakeholders and the Council.

- Sir Sherard Cowper-Cole has been appointed as an independent chair. The forum will be impartial and will be run and steered independently. The role of the Chair will be to encourage debate, identify areas of consensus, summarise difference and distil possible solutions emerging or needed to be investigated further.
- It is anticipated that the sounding board will continue to meet on a regular basis following the inaugural meeting. It is proposed that the sounding board would meet on a quarterly basis, although this will be subject to further discussion by the sounding board itself and will depend on progress on the project and the sounding board having business to discuss and consider.
- The sounding board will have no decision-making or financial authority. Any ideas, suggestions or comments emerging from the forum will be recorded and referred to the Council to inform the Council's ongoing decision making in relation to the project.
- Unless special arrangements are in place, sounding board meetings will be held at an agreed LB Ealing venue and agendas and any relevant documents will be shared no later than one week prior to the forum.
- To facilitate full engagement by participants, the meetings are proposed to be held in person although this will be kept under review and will be subject to ongoing developments with the Covid-19 pandemic.
- Membership of the Forum would be conditional on forum meetings being conducted openly and transparently and providing an equitable space for discussion. As such contributions should be made with courtesy and respect and Forum Members would agree to accept the direction of the Chair, whose role it is to enable input from all members, to ensure all voices are heard.
- The meetings will be held in private to enable the Sounding Board to freely share ideas and enable issues to be talked through and the project move forward
- The meetings will be attended by members of the Sounding Board, Council staff, and consultants working on the project and anyone else invited to attend by the Forum.

- Forum Members will not film or record proceedings without the express permission of the Chair.
- Ealing Council will provide the secretariat and the record of meetings, which will take the format of notes and an action log will be circulated for comment to Forum members before publication. The Chair will be responsible for signing off the final record. NB there will not be verbatim minutes
- The notes of the meeting and action log will be a public document.

### **Inputs**

The forum will rely upon the information provided by the Council's project team and any consultants working on the project and their participation to work effectively, this will include;

- Agenda for each meeting agreed with the Chair and circulated by the Council and prior to meetings (following the first inaugural meeting agreeing the terms of reference)
- Updates from the Council about how the project is progressing , the programme and key issues coming up
- Contributions and presentations from Council staff, and consultants working on this project.
- Feedback, ideas and active discussion.

### **Outputs**

What the forum will do:

- Agree ideas, feedback and representations to take to the Council
- Membership to provide feedback and discuss with their organisations and groups and refer these back to the sounding board.