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## http://www.westway.org/sites/default/files/westway_violet.png**Westway Community Street Steering Group - Terms of Reference**

1. **Background**

Westway Trust has secured funding from the Mayor of London Good Growth Fund to create a ‘Community Street’ under the Westway. The ‘Community Street’ will revitalise the mile-long area dominated and defined by the Westway flyover.

The *Community Street* will provide more spaces for the community to access, with welcoming arrival spaces, improved public realm and public places to enjoy. It will be greener and cleaner, encouraging pedestrians and cyclists to use it as the preferred link to get around the area, and connect to the surrounding area. We will refurbish Portobello Green Arcade and what was previously Bramley’s Big Adventure and reinstate the public toilets on Acklam Road.

1. **Purpose/Role of Group**

The Community Street Steering Group is being established to provide clear, cross representational, community focused oversight to the design and delivery of the Westway Community Street project funded by the Greater London Authority.

The steering group will oversee the delivery of the Community Street project ensuring it is delivered on time and on budget. The group will monitor spend and performance against milestones and outputs.

1. **Membership**

The Steering group will comprise 9 members as follows:

* + RBKC Officers – Highways and Property
	+ Transport for London
	+ Greater London Authority
	+ Westway Trust Trustees x 3
	+ Representatives from Westway Member Organisation x 2

The group may bring in expert advice and/or the attendance of external advisors at meetings, as necessary.

1. **Steering Group Meetings**
* The Group is time limited for the duration of the delivery of the Community Street project – 18 months from August 2021. The Group will meet once every 2 months.
* Meetings will be held at a time and date convenient to the members of the Steering Group, not necessarily in working hours. Meetings will be in person or online as agreed by the group.
* Papers will be circulated electronically one week in advance of the meeting to allow members to review them and be prepared to comment constructively on the topics raised.
* The agenda will set the format for the meeting and may include presentations, round table discussions and workshops.
* Action notes and minutes will be taken at meetings and circulated to all members
* Some of the proceedings may be confidential as some materials discussed may be sensitive, where this is the case part of the meeting may need to be closed.
* 5 group members are required for the meetings to be quorate, 3 of whom should be Westway Trust Trustees or representatives of Westway Member Organisations
* Should a steering group member be absent from three successive meetings, without an acceptable justification, their membership will cease.
1. **Conflict of Interest**

 Members must declare to the group where their personal or professional interests are in conflict (or could be in conflict) with the interests or business of the steering group.