PRIDE IN PLACE

LED BY YOU – BACKED BY UK GOVERNMENT SE28

# Terms of Reference

# Pride of Place – Thamesmead Birchmere Place

# Neighbourhood Board

**Version: Adopted**

**Date: 22 September 2026**

**Signed by the Chair (John Okungbaiye) on behalf of Thamesmead Birchmere Park Neighbourhood Board**

1 **Purpose -** The Thamesmead Birchmere Park Pride in Place Neighbourhood Board ("the Board") is established to provide strategic leadership and oversight for the delivery of the Pride in Place Programme in the neighbourhood. The Board will ensure that the community and local stakeholders play a central role in shaping the future of the neighbourhood and determining how Pride in Place funding is allocated and invested.

1.1 The programme provides up to £20 million over ten years to support long-term community-led regeneration and neighbourhood improvement.

1.2 The Board will act as the principal decision-making body for the programme, responsible for developing; a shared vision, identifying local priorities, approving investment decisions, and overseeing delivery against agreed outcomes.

1.3 The Board will also provide the strategic framework through which delivery of all related projects and interventions will be considered.

**2 Vision -** The Board will work collaboratively with residents, businesses, community organisations, public sector partners and other stakeholders to create:

2.1 A thriving, inclusive and resilient Thamesmead Birchmere Park where local people have genuine influence over investment decisions, benefit from future growth, and are empowered to shape the future of their neighbourhood.

2.2 This vision reflects the core principles of Pride in Place, namely:

2.2.1 Building stronger communities;

2.2.2 Creating thriving places;

2.2.3 Empowering local people to shape their neighbourhoods and lives.

3 **Objectives -** The Board shall provide the following core main functions;

3.1 Strategic Leadership –

3.1.1 Develop and approve a four-year Regeneration and Investment Plan.

3.1.2 Develop and oversee the delivery of a ten-year Pride in Place Vision.

3.1.3 Ensure investment decisions align with local needs and community aspirations.

3.1.4 Promote long-term social, economic and environmental improvements.

### 3.2 Community Leadership

3.2.1 Ensure meaningful and inclusive community involvement in decision-making.

3.2.2 Promote participation from under-represented groups.

3.2.3 Build local capacity and strengthen community leadership.

3.2.4 Foster community pride, belonging and social cohesion.

### 3.3 Programme Oversight

3.3.1 Monitor programme performance and outcomes, ensuring compliance.

3.3.2 Review expenditure and investment proposals.

3.3.3 Ensure funding is used effectively and transparently.

3.3.4 Manage risks and address delivery challenges.

**4 Functions and Responsibilities -** The Board shall undertake the following;

### 4.1 Planning

4.1.1 Produce a Four-Year Regeneration and Investment Plan.

4.1.2 Co-produce a Ten-Year Neighbourhood Vision.

4.1.3 Identify key priorities for funding and investment.

4.1.4 Review neighbourhood boundary proposals where appropriate.

4.1.5 Participate in discussions around project changes, Review and agree formal proposals for project adjustment request with the accountable body.

4.2 **Investment Decisions -** The Board will be responsible for recommending and approving projects funded through Pride in Place, subject to any regulatory and accountable body requirements. Investment decisions should align with locally identified priorities including, but not limited to:

4.2.1 Community infrastructure;

4.2.2 Community safety;

4.2.3 Employment and skills;

4.2.4 Health and wellbeing;

4.2.5 Public realm improvements;

4.2.6 Social cohesion and community capacity.

4.2.7 Young people and family support;

**4.3 Community Engagement -** The Board shall oversee a programme of community engagement which is:

4.3.1 Inclusive;

4.3.2 Accessible;

4.3.3 Representative;

4.3.4 Ongoing throughout the life of the programme.

**4.4 Engagement methods could include the following;**

4.4.1 Community conversations;

4.4.2 Listening campaigns;

4.4.3 Workshops;

4.4.4 Resident forums;

4.4.5 Digital engagement;

4.4.6 Stakeholder events;

4.4.7 Drop-ins

4.5 These ideas are not exhaustive and more could be added once the board is active – refer to the Pride in Place Community Engagement Tool Kit.

**5 Membership -** The Board shall comprise a broad representation of local stakeholders, in accordance with the Pride in Place guidance:

5.1 A minimum of 51% of Board members must live or work within the neighbourhood.

5.2 Membership should reflect the diversity of the local community.

5.3 Membership should include residents, community representatives, local organisations, businesses and public sector partners.

5.4 **Mandatory Representation** - The Board will include:

5.4.1 The local Member of Parliament (MP)

5.4.2 At least one Ward Councillor;

5.4.3 An Independent Chair and Vice Chair

5.5 **Membership -** The Board may also include representation from:

5.5.1 Residents;

5.5.2 Community and voluntary organisations;

5.5.3 Youth representatives;

5.5.4 Faith groups;

5.5.5 Local businesses;

5.5.6 Housing providers;

5.5.7 Health partners;

5.5.8 Education and skills providers;

5.5.9 Employers and regeneration partners.

**5.6** A full list of members can be found at **Appendix A**

## 6 Appointment to the Board

6.1 Where an opportunity has been identified to appoint a new or additional Board member, unless agreed otherwise by the Board, there will normally be an open advertised process to attract applications. If the number of applications exceeds the number of positions available, the Chair, Vice Chair, and representatives from the Council and the local MP will be invited to participate in a selection process, this will be supported by the Accountable Body in arranging the process.

6.2 Upon the conclusion of this process recommendations will be made to the wider Board on suitable appointments. The Board will decide and whether to accept the recommendations.

## 7 Ceasing Board membership

7.1 A Board member may cease being a member of the Neighbourhood Board under the following circumstances:

7.1.1 Providing written notice to the Chair and or Vice Chair.

7.1.2 If their status changes on the body they are representing within the Board, for example change of employment, or standing down as a councillor.

7.1.3 If the Board member has breached the code of conduct and the wider Board resolves that their membership should cease.

**8 Chair -** The Chair shall:

8.1.1 Provide independent leadership.

8.1.2 Ensure meetings are conducted fairly and effectively.

8.1.3 Promote collaborative working.

8.1.4 Represent the Board externally.

8.1.5 Act in the best interests of the neighbourhood.

8.2 The Chair must not be an elected member and should have a strong connection to Thamesmead and the wider area.

9 **Vice Chair –** The Vice Chair shall:

9.1.1 Support the Chair and deputise when required.

9.1.2 Support the running of effective and fair meetings.

9.1.3 Uphold the collaborative working.

9.1.4 Represent the Board when required.

9.1.5 Act in the best interests of the neighbourhood.

10 **Role of the Council -** The Royal Borough of Greenwich will act as the Accountable Body and Secretariat for the Programme.

10.1 The Council shall:

10.1.1 Provide governance and administrative support.

10.1.2 Manage grant funding in accordance with government requirements.

10.1.3 Ensure compliance with public sector accountability arrangements.

10.1.4 Support delivery of community engagement activity.

10.1.5 Support preparation of plans and reporting.

10.1.6 The Council's role is to enable and support delivery, rather than to direct investment priorities. The Council will appoint a dedicated Programme Manager to facilitate this process.

**11 Meetings and Attendance -** The Board will meet regularly in the local area to support the programme.

11.1 During the early stages, meetings may be more frequent to maintain momentum or respond to emerging opportunities. Over time, meetings are expected to take place around every two months.

11.2 Meetings may include a mix of formal decision-making and more informal discussion or workshop-style sessions, depending on the needs of the programme.

11.3 Board members are expected to attend meetings and take part in discussions. The Board may invite people with relevant experience or expertise to join meetings or specific discussions where this would be helpful.

11.4 Training and development opportunities may also be provided to help Board members take part confidently throughout the programme.

11.5 Meetings will be organised in a way that supports inclusive and accessible participation.

11.6 Royal Borough of Greenwich Council will provide secretariat support.

12 **Notice of Meetings -** Meetings will be scheduled by the secretariat at the request of the Chair.

12.1 The Chair will approve the agenda and papers.

12.2 Unless otherwise agreed, meeting papers will be circulated **five** working days in advance to support informed discussion.

13 **Meetings – Frequency -** The Board will initially meet once a month particularly during the establishment phase, it will then meet every two months and then at least once a quarter once fully established in the third year.

13.1 Additional meetings may be convened by the Chair where required.

13.2 **Quorum -** A meeting shall be quorate when:

13.2.1 At least 50% of appointed members are present; and

13.2.2 A majority of those present are community representatives.

14 **Decision Making -** The Board will seek to reach decisions through consensus wherever possible (dependent on voting rights). Where consensus cannot be reached, decisions will be determined by a simple majority vote, and the Chair shall have a casting vote in the event of a tie. Members must declare any actual, potential, or perceived conflicts of interest before participating in decision-making, in line with the Conflict of Interest Policy.

15 **Voting Rights -** Currently, the Board has voting places and non-voting advisory sector places within the following specific aspects;

15.1 Four mandated places (voting members, one vote per category or member):

15.1.1 Independent Chair

15.1.2 MP

15.1.3 Ward Councillor for Thamesmead Moorings

15.1.4 Independent Vice Chair

15.2 Community member spaces (voting members, one vote per member)

15.3 Three advisory sector places (non-voting members):

15.3.1 Housing Association

15.3.2 Education Representative

15.3.3 Local Authority Representative

16 **Standards of Conduct** – All Board members shall:

16.1.1 Act in the interests of the neighbourhood as a whole.

16.1.2 Respect differing views.

16.1.3 Operate transparently and accountably.

16.1.4 Promote equality, diversity, and inclusion.

16.2 Adhere to the **Seven Nolan Principles of Public Life**:

16.2.1 Selflessness

16.2.2 Integrity

16.2.3 Objectivity

16.2.4 Accountability

16.2.5 Openness

16.2.6 Honesty

16.2.7 Leadership.

17 **Working Groups -** The Board may establish task and finish groups or thematic working groups to support delivery, including, but not limited to:

17.1 Community Engagement;

17.2 Employment and Skills;

17.3 Monitoring and Evaluation.

17.4 Public Realm and Community Safety;

17.5 Regeneration and Investment Planning;

17.6 Youth and Families;

17.7 Working groups will report directly to the Board and can be facilitated by the Local Authority

**18 Review -** These Terms of Reference shall be reviewed:

18.1 Following establishment of the Board;

18.2 Annually thereafter;

18.3 Or sooner if required by changes in Government guidance or local circumstances.

**19 Initial Priorities (2026–2027) -** The Board's first priorities will be to:

19.1 Confirm Board membership.

19.2 Review neighbourhood boundaries if appropriate.

19.3 Deliver an inclusive community engagement programme.

19.4 Develop a Ten-Year Vision.

19.5 Prepare and submit the Four-Year Regeneration and Investment Plan.

19.6 Establish governance and delivery arrangements.

## 20 Signatures

20.1 By accepting a position on the Pride in Place Neighbourhood Board, members agree to uphold the principles and standards set out in these Terms of Reference and to contribute positively to a culture of trust, collaboration, and accountability. Together, we can ensure that the Board operates effectively and delivers meaningful benefits for the Thamesmead Birchmere Park Community.

Name:

Role:

Signature:

Date:

# APPENDIX A

Neighbourhood Board in September 2026

| **Name** | **Organisation** | **Type of Governor** | **Voting or non-voting** |
|---|---|---|---|
| John Okungbaiye | Pride in Place | Chair | Yes |
| Derek Sewell | Pride in Place | Vice Chair | Yes |
| Abena Oppong-Asare | MP Erith and Thamesmead | Parliamentary Representative | Yes |
| Averil Lekau | Royal Borough of Greenwich | Ward Councillor | Yes |
| Deborah Frimpong | Moorings Neighbourhood Forum | Community Member | Yes |
| Kemi Madumere | Brighter Futures | Community Member | Yes |
| Tom Lawrence | Woolwich Polytechnic School for Boys | Education | No |
| Matthew Foulis | Peabody Trust | Housing Association | No |
| Michelle Rankin | Royal Borough of Greenwich | Local Authority Rep | No |
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