



Allie Noel
Secretary, Wolvercote Neighbourhood Plan Steering Group
37 Harefields
Oxford
OX2 8HG

6 February 2013

Dear Mr Crofton-Briggs

Wolvercote Neighbourhood Area and Forum

As you are aware, a group has been established for some months to work towards the formal establishment of a Wolvercote Neighbourhood Forum. A first public meeting was held in January 2012 and since then all households and businesses in the proposed area have been consulted. There have been three further well-attended public meetings, some of which were helpfully attended by members of your staff.

We now wish to make formal applications to the City Council for the designation of Wolvercote Ward as a Neighbourhood Area (and, when appropriate, for Wolvercote Neighbourhood Forum to be designated as a Neighbourhood Forum).

You kindly provided a tabular format for these two applications and I enclose completed copies of the two tables, together with the required documents.

If you require any supplementary information, please do let me know.

We look forward to hearing from you.

Yours sincerely

Allie Noel, Secretary
Wolvercote Neighbourhood Plan Steering Group

Michael Crofton Briggs
Head of City Development
Oxford City Council
St Aldate's Chambers
Oxford OX1 1DS

Application for designation of

Wolvercote Neighbourhood Area

	Name of the Applicant	Wolvercote Neighbourhood Forum
	Name of the Relevant Body	Wolvercote Neighbourhood Forum
	Address of the Relevant body	Allie Noel Secretary, Wolvercote Neighbourhood Forum 37 Harefields, Oxford, OX2 8HG
	A map which identifies the area to which the area application applies	The proposed Neighbourhood Area is the electoral area of Wolvercote Ward, Oxford City Council. A map is appended.
	A statement explaining why the area is considered appropriate to be designated as a neighbourhood area	<p>The area is identified as an electoral ward for the purposes of local government and administration, and previously and to the present day has been broadly identified as the parish of Wolvercote. The existing ward boundary is used by community organisations such as the Wolvercote Commoners Committee, St Peter's Church and Wolvercote Young People's Club to define the communities which they serve.</p> <p>Widespread consultation has been carried out and the area defined by the ward boundary has been confirmed as appropriate for the Neighbourhood Area by those attending open public meetings. Final agreement on the boundary was reached in the meeting of 2nd July 2012.</p> <p>The area does not include any part of the area of a parish council or of any other designated or proposed Neighbourhood Area.</p>
	A statement that the organisation or body making the application is a relevant body for the purposes of the T&CP 1990 Act (Section 61G)	<p>The Wolvercote Neighbourhood Forum has been established as an organisation whose purpose is to promote the social, economic and environmental well-being of Wolvercote Ward. Membership is free and open to all living or working in Wolvercote Ward, and to all businesses in the ward.</p> <p>All local groups operating in the ward and owners of land within the ward but not resident or working in the ward have been invited to be represented.</p> <p>The Forum's membership represents a full cross-section of the local community.</p> <p>The Wolvercote Neighbourhood Forum is therefore a body capable of being designated as a Neighbourhood Forum for the purposes of the T&CP 1990 Act (Section 61G)</p>

WOLVERCOTE NEIGHBOURHOOD FORUM CONSTITUTION

1. Aim

The aim of the Forum is to bring together the people within the boundaries of Wolvercote Ward to influence the future of the area and of their community.

2. Objective

The Forum's objective, established after public consultation, is to promote or improve the social, economic and environmental well-being of the ward, primarily through the development and implementation of a Neighbourhood Plan.

3. The neighbourhood area ("the area")

The area is the Wolvercote Ward of Oxford City in 2012. The boundary has been confirmed at public meetings.

4. Membership and Associate Membership

4.1. The Forum must have a minimum of 21 members. Membership is open to all who live or work in the area.

4.2. City and County Councillors who represent the area are invited to be members whether or not they are otherwise eligible.

4.3. The aim is to ensure that Forum membership represents the population of the area in terms of both geography and diversity.

4.4. Owners of businesses or land within the area, if they are not residents, are each invited to nominate a representative to be an associate member of the Forum. Associate members may attend meetings and take part in discussions but shall not be entitled to vote.

5. Meetings

5.1 Open public meetings of the Forum are to be held at least twice a year. A public meeting in May or June will be designated as the AGM.

5.2 The AGM will be called with at least 15 working days' notice by informing all residential properties in the area, and all associate members.

5.3 The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Forum Steering Committee.

5.4 At each AGM the Chair will provide a written report, the Treasurer will provide a set of accounts for the previous year and the Secretary will record the proceedings.

5.5 Public meetings other than the AGM will be publicised on notice boards and on the Forum website (<http://www.wolvercoteplan.org.uk>)

6 Voting

Discussions will aim at consensus. If a vote is taken, voting will be restricted to members as defined above.

7 Code of Conduct

Everyone is to be treated with respect and members of the Forum will observe the seven principles of public life (see appendix).

8 Communication

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The Forum will communicate with the local community through the web and printed materials, and where possible by email.

9 Forum Steering Group, Steering Committee and officers

- 9.1 The Steering Group (SG) is a working committee of Forum members, from which its officers are elected. It exists to co-ordinate, implement and monitor the work of the Forum including obtaining official recognition and developing a Neighbourhood Plan for Wolvercote. It will prioritise, schedule and publicise the work of the Forum. At the first AGM of the Forum the Steering Group will become the Steering Committee (SC) of the Forum. SC members and officers will be elected at that meeting.
- 9.2 Any member of the Forum may stand for the SG and SC and should be nominated by a member or associate member. SC members to be elected by vote of Forum members at the AGM are the Forum Chair, Vice-chair, Secretary and Treasurer, plus a maximum of seven additional members.
- 9.3 SC members are to be elected for a period of two years and may subsequently be re-elected twice, serving a maximum of six years after which they shall not be eligible to stand for re-election until a year has passed.
- 9.4 The SC may co-opt a local councillor and a member of any local area group (see below) that is not already represented by an elected SC member.
- 9.5 Other Forum members with specialist skills may be co-opted onto the SC and the SC may set up Working Groups of Forum members for specific projects or tasks to be undertaken.
- 9.6 SC decision-making will aim at consensus. If a vote is taken, the Chair will have a casting vote.
- 9.7 The quorum for meetings of the SC is five elected members.
- 9.8 The SC has the power to hold votes of no confidence in any member by simple vote.

10 Local area groups

- 10.1 The Forum will encourage and support the establishment of local area groups to focus on the needs and wishes of constituent parts of the area.
- 10.2 A local area group must adopt the constitution of the Forum and share the principles of the Neighbourhood Plan.
- 10.3 A local area group will include at least one elected or co-opted member of the Forum Steering Committee, who will report regularly to the SC.
- 10.4 Local area groups must operate their finances through the Forum Treasurer.

11 Funds and winding up

- 11.1 Any assets of the Forum may not be used or disposed of except in a manner that the Forum considers benefits the area.
- 11.2 Proceeds from the Forum's activities may only be used to benefit the area. Payments directly to members of the Forum are not to be considered such a benefit.
- 11.3 In the event of the winding up of the Forum or in any other circumstances where the Forum ceases to exist, its assets must be transferred to another body corporate that has similar objectives.

12 Liaison with other groups

- 12.1 The Forum must liaise closely with existing groups in the area and any other community groups that may be formed.
- 12.2 The Forum will establish and maintain contact with other community groups or Forums that represent adjacent areas.

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13 Standing orders

- 13.1 Detailed standing orders for the governance of the Forum and area groups will be developed and appended to this constitution.

Appendix

THE SEVEN PRINCIPLES OF PUBLIC LIFE

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

29 Frenchay Road, Oxford OX2 6TG
hmartinroberts@btinternet.com

17 December 2012

Dear Mr Crofton-Briggs,

Re: Application to the City Council for the establishment a Neighbourhood Forum for the Summertown and St Margaret's wards of the City.

After a number of residents' meetings to discuss the desirability of establishing a Neighbourhood Forum in this area, we think that the time has come to make this formal application.

At our last meeting on 6 November we had the unanimous support from the more than 80 present that we should proceed.

The name of the Forum should be the Summertown and St Margaret's Neighbourhood Forum

The area it will cover are the Summertown and St Margaret's wards as outlined on the City Council website.

We attach our Constitution which we hope we have drafted to meet the requirements of the latest regulations. The Aims set out in the Constitution describes our intentions which we understand to be compatible with the intentions of the Localism Act.

We also attach the names and addresses of the residents of the two wards who have both expressed support for the Neighbourhood Forum and are ready to help us get it established.

All our ward councillors support this application.

I happy for my address to be made public in any consultation about this application.

Please let me know if there are any other steps we need to take. Your advice would be much appreciated.

Best wishes

Yours sincerely

Martin Roberts (Chair of the SStMNF Working Party)

Summertown/St Margaret's Neighbourhood Forum (SStMNF) Constitution

The Name of the Forum and the Area Covered

The Summertown/St Margaret's Neighbourhood Forum, the neighbourhood of which is defined by the boundaries of the City Council wards of Summertown and St Margaret's.

Its Aims and Objectives

- 1) To enable all inhabitants of the ward and those with active interests in the area to meet to discuss common concerns with the intention of maintaining and improving the social, environmental and economic well-being of the neighbourhood.
- 2) To create a Neighbourhood Plan that secures, by referendum, the support of the neighbourhood.

Its Membership

Membership of the Forum will be open to all residents of the two wards and will also include local business people, individuals who work in the area and elected city and/or county councillors representing the area.

Meetings

Forum meetings will be held at least three times a year to discuss issues raised by members. While the Neighbourhood Plan is being drafted and in due course revised that is likely to be a major item on the Forum's agenda.

The most important meeting will be the Annual General Meeting which will be held during the month of October. That meeting will decide on the management of the Forum.

Committee and Officers

For the day to day running of the Forum there will be elected, at the AGM, a Chair, Vice Chair, Secretary and Treasurer. Normally their term of office should be three years. They will be supported by a Steering Committee consisting of another four members who will be elected at the AGM. That Committee will organise the Forum meetings and drive forward the Neighbourhood Plan and/or Neighbourhood Development Order(s). For these latter they will call in expert assistance wherever necessary.

All local City and County Councillors representing the two wards will be *ex officio* members of the Committee but will not normally hold office. A quorum for the Steering Committee will be four.

Finance

The Treasurer, supported by the Committee, will explore possible sources of external funding and, from time to time, members will be asked to donate for particular expenses

Alterations and Dissolution

This Constitution can be amended at the AGM by a majority vote. Should a majority at an AGM vote in favour of dissolving the Forum that vote will be binding. A quorum for the AGM will be 21. In the case of dissolution any assets which the Forum has secured will be handed over to the City Council.

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