



John Bleach, Chair
Wolvercote Neighbourhood Plan
47, Rosamund Road
Wolvercote
OX2 8NU

30th October 2013

Dear Mr Crofton-Briggs

Wolvercote Neighbourhood Forum

As you are aware, a group has been established for many 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 several further well-attended public meetings, some of which were helpfully attended by members of your staff.

We now wish to make a formal application to the City Council for the designation of Wolvercote Neighbourhood Forum .

You provided a tabular format for this application and I enclose a completed copy, together with the required documents, including a map of the designated Wolvercote Neighbourhood Area.

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

We look forward to hearing from you.

Yours sincerely

John Bleach, Chair
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 Forum

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| | Name of the Applicant | Wolvercote Neighbourhood Forum |
| | Name of the proposed neighbourhood forum | Wolvercote Neighbourhood Forum |
| | Contact details | John Bleach, Chair, Wolvercote Neighbourhood Plan, 47, Rosamund Road, Wolvercote, OX2 8NU |
| | Neighbourhood area to which the application relates | The Neighbourhood Area to which the application relates is the designated Wolvercote Neighbourhood area, which is the electoral area of Wolvercote Ward, Oxford City Council. A map is appended. |
| | A statement that the proposed neighbourhood forum meets the conditions of section 61F of the 1990 Act (Section 61G) | 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. 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. The Forum's membership represents a full cross-section of the local community, including more than 21 members who either live in, work in or are an elected member representing the area |

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

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.

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.