

To: Cabinet
Date: 12 February 2020
Report of: Head of Planning Services
Title of Report: Re-designation of Forum in respect of the Neighbourhood Area for Headington

Summary and recommendations	
Purpose of report:	To re-designate the Forum in respect of the Neighbourhood Area for Headington
Key decision:	Yes
Cabinet Member:	Alex Hollingsworth, Lead Member for Planning
Corporate Priority:	None
Policy Framework:	Strong and Active Communities; Meeting Housing Needs; A Vibrant and Sustainable Economy; A Clean and Green Oxford.
Recommendations: That Cabinet resolves to:	
1. Approve the re-designation of Headington Neighbourhood Form in respect of the original designated neighbourhood area	

Appendices	
Appendix 1	Map of the designated neighbourhood area that the forum re-designation relates to
Appendix 2	Application received for the re-designation of the Headington Neighbourhood Area Forum
Appendix 3	Risk Register

Introduction and background

1. The Localism Act 2011 introduced new rights and powers to enable communities to be directly involved in planning for their areas. Neighbourhood planning allows interested communities to come together through a Neighbourhood Forum to produce a Neighbourhood Plan. Once a Neighbourhood Plan is 'adopted' or 'made' it will become part of the statutory development plan, and therefore an

important consideration when making decisions on planning applications. The designation of a Neighbourhood Forum however only lasts for five years and at the end of this period it needs to be formally re-designated.

2. The Neighbourhood Area for Headington was approved by the City Executive Board (CEB) on 23 April 2014. The designation of the neighbourhood forum for the Headington Neighbourhood Area was then formally approved by CEB on 10 September 2014. Section 61F(8) of the Town and Country Planning Act 1990 (the 1990 Act) provides that the designation of a neighbourhood forum ceases to have effect five years after the date it was designated. The designation of the Headington Neighbourhood Area Forum therefore expired on 9 September 2019.
3. The Cabinet is asked to consider the re-designation of this neighbourhood forum which has been in existence over the last five years. In this time the Forum has produced a Neighbourhood Plan which, following a successful referendum has been formally 'made' a part of the development plan for the city. As such, planning applications are also assessed against the policies in the Headington Neighbourhood Plan when they occur within the Headington Neighbourhood Area.
4. The neighbourhood area the forum application relates to is the Headington Neighbourhood Area, which is identical to the neighbourhood area originally designated (See Appendix 1 for a map of this area).
5. Planning regulations set out the requirements for the designation of a neighbourhood forum and their re-designation is required to go through the same process. The neighbourhood forum applications which are received (see Appendix 2) should be judged against these criteria. The proposed neighbourhood forum has been subject to a public consultation on the City Council's website and in 'hard copy' at locations within the neighbourhood area.

Compliance with planning regulations

6. The Neighbourhood Planning (General) Regulations 2012 specify the criteria that must be met and which should be included in neighbourhood forum applications. An application must include the following, as required by the regulations:
 - The name of the proposed neighbourhood forum;
 - A copy of the written constitution of the proposed neighbourhood forum
 - A name and contact details of one key member of the proposed forum;
 - The name of the neighbourhood area to which the application relates and a map of the area;
 - A statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.
7. The regulations state that a local planning authority may designate an organisation as a neighbourhood forum if the authority is satisfied that it meets the following conditions:
 - It is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned (whether or not it is also

- established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area).
- Its membership is open to:
 - Individuals who live in the neighbourhood area concerned;
 - Individuals who work there (whether for businesses carried on there or otherwise); and
 - Individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned.
 - Its membership includes a minimum of 21 individuals each of whom:
 - Lives in the neighbourhood area concerned;
 - Works there (whether for a business carried on there or otherwise); or
 - Is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned;
 - It has a written constitution.
8. The application received is attached at Appendix 2. A map is provided that shows the designated neighbourhood area the forum application relates to (Appendix 1). Information is provided within the existing constitution for the neighbourhood forum to show that the criteria outlined above are met. The forum is established for the purpose of promoting or improving the social, economic and environmental well-being of the area; includes more than 21 members (ward councillors having all been involved) and has a written constitution that endorses all these requirements.

Consultation Responses

9. The City Council has a statutory requirement to publicise for 6 weeks any qualifying applications it receives to re-designate a neighbourhood forum. The public consultation period took place from 16th December 2019 to 27th January 2020.
10. The receipt of the forum application was publicised with the intention of raising awareness within and around the relevant areas. This was undertaken by publicising the application on the City Council's website; providing hard copies of the documents at the same locations within the neighbourhood area where the plan had been publicised. In addition statutory consultees and other local neighbourhood groups were consulted by email.
11. Officers will update members on the comments received at the Cabinet meeting.

Environmental Impact

12. This stage of the neighbourhood planning process involves the re-designation of a neighbourhood forum only.
13. A combined Strategic Environmental Assessment and Habitat Regulations Assessment Screening Statement formed a part of the supporting evidence base for the Headington Neighbourhood Plan.

Legal Issues

14. Officers consider that the information provided by the neighbourhood group is adequate to show that the statutory requirements for the re-designation of this neighbourhood forum are met.
15. The legislative requirements are set out in the body of this report.

Financial Implications

16. The City Council is obliged to offer a certain degree of help to groups as they produce their plans. As well as this, the City Council must consult on draft plans, organise an examination and run the Referendum. These requirements will be met from the current resources of the Planning Policy Team, supplemented by grants from central government to district councils for each neighbourhood plan.
17. It should be noted that from the adoption of a neighbourhood plan the neighbourhood portion of the Community Infrastructure Levy (CIL) receipts generated locally that can be retained and spent locally increases from 15% to 25%. This is the case for Headington Neighbourhood Forum as they have an adopted Neighbourhood Plan which forms part of the development plan for Oxford City.
18. The Risk Register is attached at Appendix 3. There are no abnormal risks.

Equalities Impact

19. Consideration has been given to the public sector equality duty imposed by s149 of the Equality Act 2010. Having paid due regard to the need to meet the objectives of that duty the view is taken that the duty is met.

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Background Papers: None