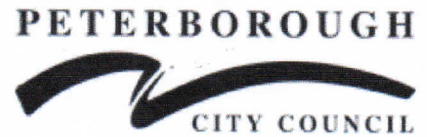


Neighbourhood Planning

Application to Peterborough City Council to designate a Neighbourhood Forum (in areas without a parish council)



Please return your completed form by one of the following methods:

By post to: Sustainable Growth Strategy, Peterborough City Council, Sand Martin House, Bittern Way, Fletton Quays, Peterborough PE2 8TY
By email to: planningpolicy@peterborough.gov.uk

Please complete all parts of this form using block capitals and black ink, or electronically.

Part 1: Applicant's Details

A. Contact details*

B. Agent's details (if applicable)

*If an agent is appointed, please complete only the title, name and organisation boxes in the first column below, but complete the full contact details of the agent in the second column. This section must include the contact details of at least one member of the proposed neighbourhood area.

Title	MRS	
First name	SALLY	
Last name	WEALD	
Job title (where relevant)	SECRETARY	
Organisation (where relevant)	WERRINGTON AREA FORUM (PROSPECTIVE NEIGHBOURHOOD FORUM)	
Address Line 1	38 GILDALE	
Line 2	WERRINGTON	
Line 3	PETERBOROUGH	
Line 4		
Post code	PE4 6QY	
Telephone number	01733 570301	
Email address	weald38@gmail.com	

Signature: S Weald.

Date: 29th Oct 2018

Please note that the city council can designate only one organisation or body as a neighbourhood forum for each neighbourhood area.

Part 2: Provide the name of the proposed neighbourhood forum

WERRINGTON AREA FORUM (NEIGHBOURHOOD FORUM)

Part 3: Provide the name of the relevant neighbourhood area

WERRINGTON DESIGNATED AREA.

Part 4: Justification statement

Please explain fully (and provide evidence) how the proposed neighbourhood forum meets the following conditions:

- a) 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),
- b) 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 any of whose area falls within the neighbourhood area concerned,
- c) 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,
- d) It has a written constitution (see part 5 of this form), and
- e) Such other conditions as may be prescribed by Government or in the city council's Statement of Community Involvement.

SEE ATTACHED STATEMENT + APPENDICES

Please continue on a separate sheet if necessary

Part 5: Provide a copy of the written constitution of the proposed neighbourhood forum

Please insert the text of the proposed neighbourhood forum's written constitution here or attach a copy to this form.

Please note that an application cannot be considered if it does not include a written constitution.

SEE ATTACHED STATEMENT + APPENDICES

Please continue on a separate sheet if necessary

Please ensure that you have completed all parts and signed and dated the front of the form.

APPLICATION TO PETERBOROUGH CITY COUNCIL TO DESIGNATE WERRINGTON AREA FORUM

PART 4: Justification Statement

Introduction: This application is made by Werrington Area Forum, a prospective Neighbourhood Forum, which is capable of being a qualifying body for the purposes of the Localism Act 2011. We set out below the purpose, aims and ambitions of the Werrington Area Forum and demonstrate how its membership is representative of the local community in accordance with the 1990 Town and Country Planning Act.

Governance: The prospective Forum was initiated and is currently being led by officers of Werrington Neighbourhood Council. Three public information meetings over the last three months have been held and minutes of these meetings can be found on Werrington Neighbourhood Council's website. The area (seen on the map in Appendix A) has been agreed by the prospective Forum, has been designated and will be referred to henceforth as 'Werrington'. A written constitution has been agreed by the prospective Forum (seen in Part 5) and this contains all the terms and conditions necessary for legal compliance in the designation of a Neighbourhood Forum. The Forum will be established for the express purpose of promoting and improving the social, economic and environmental well-being of Werrington. The Forum's aims and objectives will be to:

- Prepare a Neighbourhood Plan for Werrington.
- Identify ways, in consultation with relevant authorities and organisations, of involving the whole community in the preparation of the Plan and gathering, analysing and presenting their views and opinions to ensure the Plan is as comprehensive and inclusive as possible.
- Work closely with Peterborough City Council and other relevant organisations in the preparation of the Plan.
- Take responsibility for planning, budgeting and monitoring expenditure on the production of the Neighbourhood Plan and associated projects, including possible sources of funding
- Ensure the Plan conforms to local and national policies.
- Ensure the Forum shall not be affiliated to any political party or organisation.

The Constitution will be formally adopted by Werrington Area Forum at an Extraordinary General Meeting to be called when the Forum has been formally designated. At this meeting, appropriate officers will be elected to take over duties and responsibilities and a steering committee will be formed. The means of election to this committee, its constitution and purposes are set out fully in the constitution.

Membership: Membership of the Forum is open to all individuals who live or work in the designated area, or make use of the area's shops and services, and also to elected members representing the area. We have no membership fees and have recruited members from across the geographical area and from different sections of the community. We already have recruited more than the minimum number of members required to support formation, demonstrating the level of support for the designation of a neighbourhood forum. Our members have a high level of commitment with diverse knowledge, experience and professionalism. They include both current employed, self-employed, unemployed and retired residents with a wide range of employment experience from former engineers, business owners, administrators, homemakers and media workers. We have long standing residents of 40 years and more to those who have arrived very recently. Our members cover those who have held long standing positions in the community through to those who are new to community engagement who bring fresh and different perspectives as well as new connections and networks. We are continuing to raise the profile of the Forum to encourage further membership.

Local Councillors have also been actively consulted. The formation of the forum is supported by the Werrington Ward Councillors. Two invitations to join have been extended to the Gunthorpe Councillors whose Ward covers the eastern part of the designated area.

A summary of the members including a map showing the location of residences and places of work is seen in Appendix B.

Publicity and Community Engagement: Werrington Neighbourhood Council has been using its publicity channels to bring about the community interest and involvement in the prospective Forum. A community newsletter is delivered to every household within the designated area every two months. Information about neighbourhood planning and the formation of the Forum has been placed in two issues of the newsletter together with an invitation to the open meetings. Two active community facebook groups (covering 2500 and 770 members) have been used to promote similar messages. Information has also been put on the Werrington Neighbourhood Council's website. Information and meeting notices have been put on the public notice board in Werrington library and Village Centre. A mailing list has been established. Following this three open meetings have been held during which information have been provided, discussions have been led and actions agreed. Every effort has been made to contact residents and businesses in the area to secure their support and understanding of what is proposed. Contact is ongoing to expand the forum representation. Having made contact with the headteacher of Ken Stimpson Community School we are exploring ways to engage students of the school in the wider process.

Future Plans and Next Steps: We plan to increase our active supporter base for the Forum as described above. We need to explore the concerns and aspirations of local residents, businesses and elected members, and pursue our next objectives. We have started the process of consultation and community engagement during the setting up of the neighbourhood forum. These are ongoing processes, which we are committed to maintaining throughout the creation of the neighbourhood plan and beyond. Following designation we will:

- Focus on engaging the Werrington Area, including hard to reach sections of the community, to ensure that the neighbourhood plan is representative of all the needs of the people that live and work Werrington.
- Businesses are a vital part of the community and the economy. We will ensure that businesses are fully represented in the plan's creation
- Apply for funding from Locality in order to enable us to create the neighbourhood plan, drawing on external consultants when needed

We ask for formal recognition of our group as a Neighbourhood Forum.

PART 5: CONSTITUTION OF WERRINGTON AREA FORUM

1. NAME AND AREA

The name of the Forum shall be Werrington Area Forum. The area covered by Werrington Area Forum is seen in Appendix 1 and will be referred to as Werrington.

2. PURPOSE, AIMS AND OBJECTIVES

Werrington Area Forum is established for the express purpose of promoting and improving the social, economic and environmental well-being of Werrington.

The aims and objectives of the Neighbourhood Forum are to:

- Prepare a Neighbourhood Plan for Werrington.
- Identify ways, in consultation with relevant authorities and organisations, of involving the whole community in the preparation of the Plan and gathering, analysing and presenting their views and opinions to ensure the Plan is as comprehensive and inclusive as possible.
- Work closely with Peterborough City Council and other relevant organisations in the preparation of the Plan.
- Take responsibility for planning, budgeting and monitoring expenditure on the production of of the Neighbourhood Plan and associated projects, including possible sources of funding
- Ensure the Plan conforms to local and national policies.
- Ensure the Forum shall not be affiliated to any political party or organisation.

3 POWERS

The Forum's ultimate decision taking authority comes from the Annual General Meeting (AGM) and other open meetings. These meetings in turn provide legitimacy to the Forum Steering Group and the plans which they and/or steering task and working groups may develop.

In furtherance of its aims and objectives Werrington Area Forum is empowered to:

- Produce a neighbourhood plan on behalf of the community.
- Seek to maintain a Neighbourhood Forum website giving details of the Forum, including a map of the Neighbourhood Area and their contact details.
- Raise funds as necessary for its activities, by grant, donation or any other appropriate means to finance the work of the Forum, and to open a bank account to manage such funds.
- Organise open meetings or other equivalent events, including an Annual General Meeting (AGM), to which all Forum members will be invited.
- Establish a Steering Group in pursuance of the Forum's aims and objectives.
- Take any form of action that is lawful, which is necessary to achieve the aims and objectives of the Forum including taking out of any contracts which it may see fit.
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations
- Employ staff and volunteers as are necessary to conduct activities to meet the aims and objectives of the Forum.

4. MEMBERSHIP

The Forum will comprise of at least 21 individuals who live or work in Werrington or who are elected members of the City Council whose area falls within Werrington. Members must be over 16 years of age. Members shall be drawn from different parts and different sections of the community of Werrington. Associate membership is open to individuals who do not live or work within Werrington but has an interest in assisting the Forum to achieve its aims and objectives. Associate membership does not carry voting rights.

All members of the Forum have a duty to declare at application stage and at every Annual General Meeting any financial interest or associations through party political or other organisations, employment or land ownership that could have an impact on their or the Forum's work. These records will be held by the Secretary.

5. ANNUAL GENERAL MEETING AND OTHER MEETINGS

The AGM will be called annually with at least 10 working days notice by informing all Forum members by the last known email address, by notices placed on the Forum's website and facebook page and by a notice placed on the Village Centre noticeboard.

At each AGM, a Chairman, Secretary and Treasurer shall be elected by members.

At each AGM, the Treasurer will provide a set of independently examined accounts for the Forum and the Secretary will record the proceedings.

At each AGM, the Forum shall elect a Steering Group by means of a majority vote to undertake the day to day work of the Forum. The AGM has the power to both elect, and remove by a vote of no confidence any member of the Steering Group.

The Forum will hold at least three other open meetings annually.

All meetings shall have a Chair who ensures that the business of the meeting is transacted in an orderly and respectful way. The Forum endeavours to make decisions by consensus, but in the case of a vote, decisions are made by a simple majority of those present and entitled to vote and will be determined by a show of hands. When the vote is tied, the Chair of the meeting will have the casting vote. Open Forum meetings and the AGM will be quorate if at least 25% or six members (whichever is the highest) are present.

6. FORUM STEERING GROUP

The Steering Group will meet not less than once every 8 weeks. More frequent meetings may be held as the Steering Group sees fit to meet the workload demands that pertain at the time.

The Steering Group exists to

- Co-ordinate, implement and monitor the work of the Forum
- Prioritise, schedule and publicise this work
- Receive and consider reports from the relevant Task or Working Groups
- Undertake the financial management of the Forum
- Establish policies, procedures and frameworks

The Steering Group is a working committee made up of Forum Members initially elected at the founding Open Meeting and subsequently at each AGM by a majority vote. Only full members of the Forum may stand for the Steering Group and should be nominated by at least one Forum member. Steering Group members to be elected at the inaugural meeting and subsequent AGMs are Chair, Secretary, Treasurer plus at least three Open Place members.

The Steering Group shall appoint its own Chair and note taker.

Non-voting Forum members with specialist skills may be co-opted onto the Steering Group.

The Steering Group shall report back to each Forum meeting.

The Steering Group may set up Task or Working Groups and co-opt members for the specific projects or tasks to be undertaken. These will meet as determined by the nature of the task or project and timetable they are responsible for. These will report back to the Steering Group.

The Steering Group will liaise with relevant bodies such as Locality, community support groups, relevant business associations, the local authorities and elected members of the City Council whose area falls within Werrington.

Steering Group decision making will be consensus or by a majority vote. Steering Group meetings will be declared quorate with 50% or more of Steering Group members in attendance.

7. FORUM FUNDING

Any monies acquired by the Forum shall only be used to help achieve the aims and objectives of the Forum as set out in Section 2 of the Constitution including the commissioning of advisory services, surveys or any other activity.

The Steering Group will be responsible for determining the financial management of the Forum. The treasurer shall keep proper account of the finances of the Forum, where necessary supported by receipts and invoices. The annual accounts of the Forum shall be subject to independent audit.

8. COMPLAINTS

Any complaint about the behaviour of a member of the Forum, Steering Group or sub-groups in relation to work undertaken shall be made in confidence, in writing to the Secretary unless the complaint is about the secretary in which case it shall be made to the Chair. The elected members of the Forum will investigate the complaint and decide on action as appropriate. If the complaint concerns the officers themselves, other members of the Forum will be appointed in their place. Appeal will be held by three members of the Board who have not been involved in investigating the complaint or determining action.

9 VALUES

All members of the Forum shall act in the best interest of the Forum in any meetings of the Forum, the Steering Group and any Task or Working Groups. In any AGM, Open Group or Steering Group meetings a member must declare any actual or potential conflicts of interest which may render said member unable to vote on the particular issue or issues under discussion, unless the members present unanimously agree that the declaration does not preclude the member from voting. The Forum will comply with all relevant equality and anti-discrimination legislation and shall not discriminate against any persons on grounds of race, nationality, gender, sexuality, religion or age.

10. ALTERATION OF CONSTITUTION

This constitution can only be changed at an Annual General Meeting or Special General Meeting of the Forum. Any change to the Constitution requires a simple majority of votes of the members present and will be communicated to Forum Members as described in Section 5 of this Constitution.

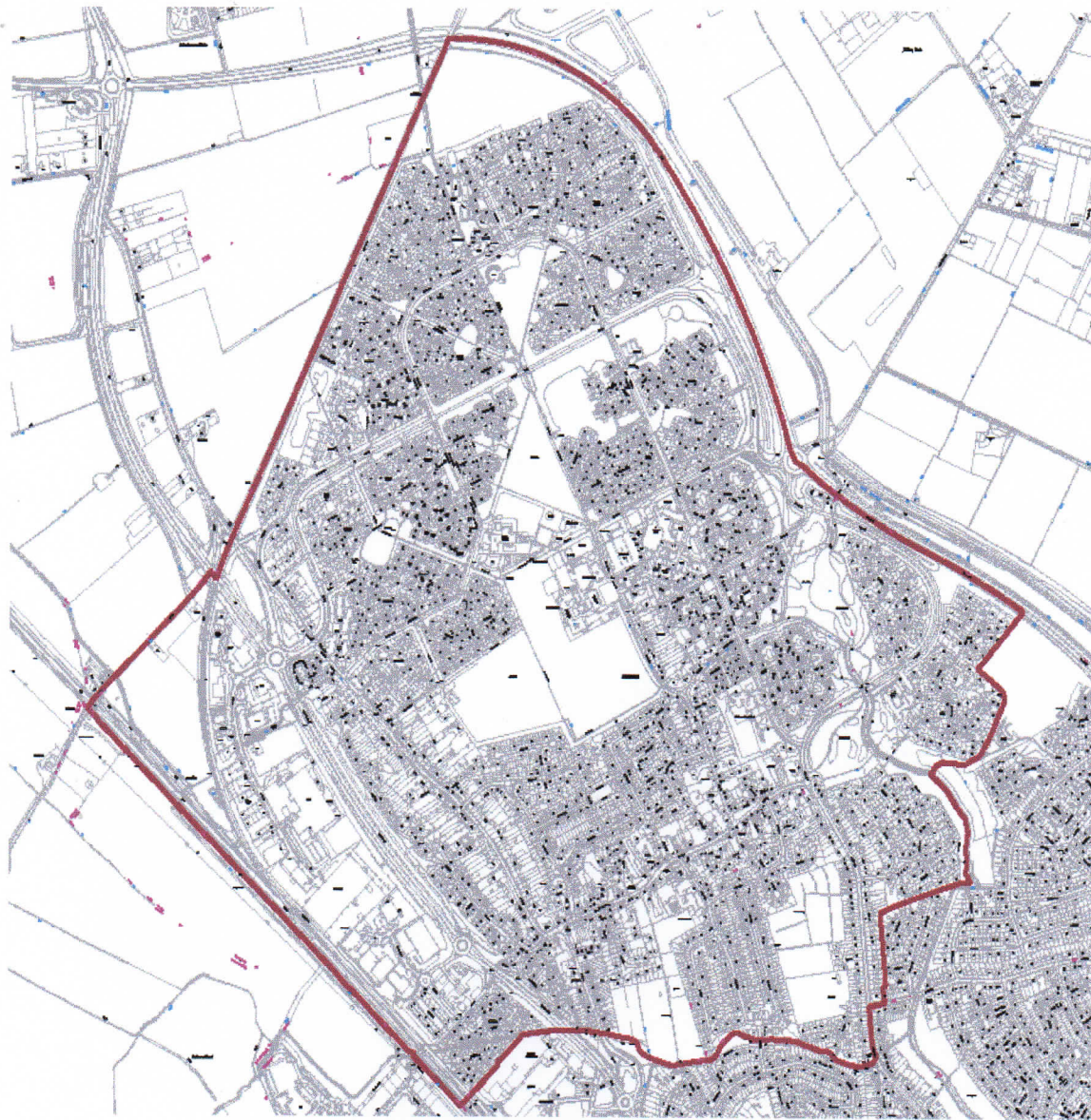
11. EXTENDING LIFE OF THE FORUM

The Forum shall exist for a period of five years from its formal designation by Peterborough City Council and before the expiration of its five year life, it will give consideration to establishing a continuing or successor organisation to maintain and monitor Werrington Neighbourhood Plan.

12. DISBANDING OF FORUM

The Forum can be disbanded by a majority vote and if no successor organisation is established, any remaining funds after all bills and charges have been settled shall be returned to the provider from which the funds were received. No individual member of the Forum shall benefit from the dispersal.

APPENDIX A: MAP OF THE DESIGNATED AREA OF WERRINGTON



APPENDIX B: SUMMARY OF WERRINGTON AREA FORUM MEMBERS

	Male/Female	Age	Resident?	Ethnicity	Disabled?	Homeowner?
1	Male	65-74	Resident	White	No	Yes
2	Female	50-64	Resident	White	No	Yes
3	Male	65-74	Resident	White	No	Yes
4	Male	65-74	Resident	White	Yes	Yes
5	Female	65-74	Resident	White	No	Yes
6	Male	74-85	Resident	White	Yes	Yes
7	Male	65-74	Resident	White	Yes	Yes
8	Male	65-74	Resident	White	No	Yes
9	Male	50-64	Resident	White	No	Yes
10	Female	50-64	Business Owner	White	No	Yes
11	Female	20-29	Resident	White	No	No
12	Male	65-74	Resident	White	No	Yes
13	Male	40-49	Business Owner	Black African	No	N/A
14	Female	65-74	Resident	White	No	Yes
15	Female	50-64	Resident	White	No	Yes
16	Male	50-64	Resident	White	Yes	yes
17	Female	40-49	Resident	White	No	Yes
18	Male	65-74	Resident	White	No	Yes
19	Male	50-64	Business Owner	White	No	Yes
20	Female	40-49	Worker	White	No	Yes
21	Male	50-64	Worker	White	No	Yes
22	Female	50-64	Worker	White	No	Yes
	13 males 59% 9 females 41%	20-29 1 5% 40-49 3 14% 50-64 8 36% 65-74 9 40% 74-85 1 5%	Residents 17 77% Business Owners 3 14% Workers 2 9%	White 21 95% Black African 1 5%	18 No 82% 4 disabled 18%	Homeowners 20 90% At home 1 5% N/A 1 5%

Statistical Summary

Of the 25 members, 3 are Ward Councillors. Of the remaining 22 members 59% are males and 41% are females

The age range is as follows:

Under 20	0	
20-29	1	5%
30 – 39	0	
40-49	3	14%
50-64	7	36%
65-74	9	40%
74-85	1	5%

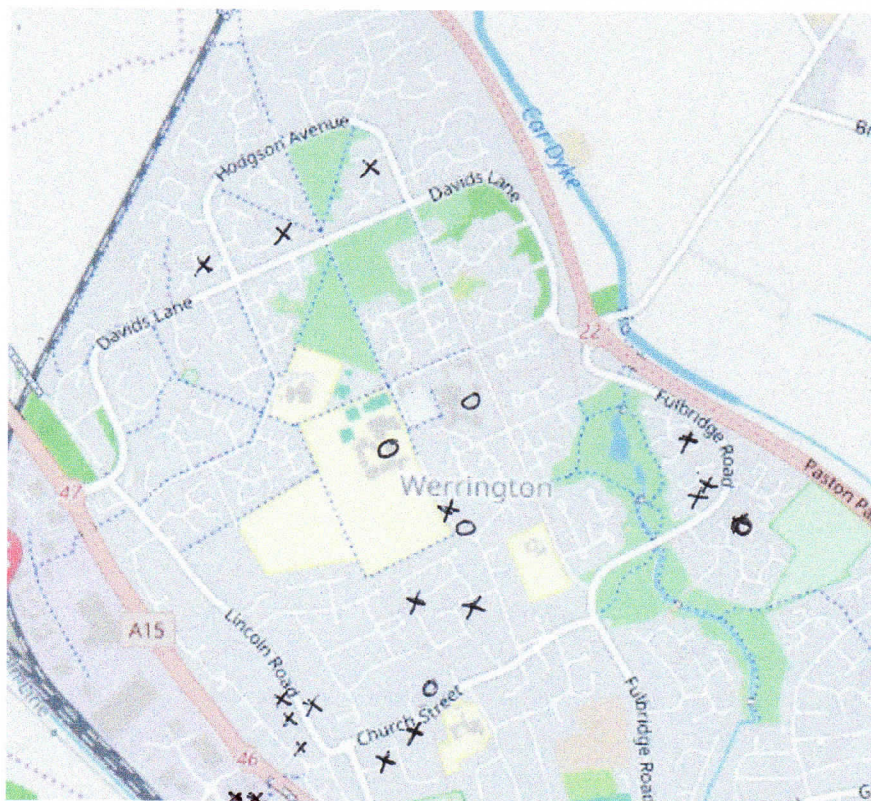
77% are residents of Werrington, 14% are business owners in Werrington and 9% work in Werrington

The ethnicity breakdown is White 95% and 5% Black African.

18% consider themselves to be disabled

90% are homeowners, 5% live at home with parents and N/A 5%

The map below shows the location of resident's houses and businesses/work places.



x = Residence

o = places of work