

Application for designation of

## Headington Neighbourhood Area

Name of the applicant	Headington Neighbourhood Forum
Address of the relevant body	<i>c/o Mr Michael Ratcliffe 37 Bickerton Road, Headington, OX3 7LT</i>
Map identifying proposed area	Please see attached

### Statement explaining why the area is considered appropriate to be designated as a neighbourhood area

The area comprises:

- The whole of Headington Ward
- That part of Quarry and Risinghurst Ward that lies outwith the Risinghurst and Sandhills parish boundary
- That part of Churchill and Wood Farm Ward that lies outwith the Wood Farm regeneration area and excluding South Park which is considered to be a whole City resource (note that the flats at the end of Cheney Lane are included)
- Polling district VA of the Barton and Sandhills ward which falls within the ring road
- Polling district XC of Headington Hill and Northway ward that falls within the Headington Hill Conservation Area boundary, and to include the portion of Jack Straws Lane adjacent to Oxford Brookes University's teaching site on the Marston Road (together with that site) and McClabe Place and Mary Price Close, and include that part between the southern side of John Garne Way and the Marston Road (such that University's Clive Booth Hall site is included) .
- Lye Valley nature reserve including the SSSI so that the integrity of the brook remains intact and the area boundary does not fall midstream.

There some anomalies in that some properties in Old Road and Spring Lane cannot be included in the proposed area because of illogical ward and parish council boundaries. It is envisaged that residents excluded because of this will still be consulted about any neighbourhood and community plans in the Headington neighbourhood area.

The boundaries of Headington have not been clearly defined since the incorporation of Headington in the Oxford Extension Act of 1928 and this process has stimulated local debate. The area chosen includes those residential areas having a clear association with Headington, through the three historic villages and the approach from Headington Hill. It also includes the major Hospital and University sites which are associated with Headington. The proposed Neighbourhood Area boundaries outlined here are informed by:

- Meetings of Forum members with Michael Crofton-Briggs, planning officers, and Martin John at Oxford City Council

- Informal discussion with a representative of Risinghurst and Sandhills Parish Council
- Informal discussion with ward and county councillors
- Feedback from public consultation at the Headington Festival
- Feedback from Headington Forward (major employers)
- Feedback from Headington Action (community group representatives)
- Feedback from extended consultation on the Headington Neighbourhood Forum website <http://headingtonplan.org.uk/>
- Headington Neighbourhood Forum meetings

Non land-based issues arising out of public consultation will be taken forward in smaller more localised community plans; land-based issues will be considered separately and taken forward as appropriate within one wide Headington Neighbourhood Area Plan.

The extent of the Headington Neighbourhood Area will enable synergy between

- Conservation Area Groups, e.g. Friends of Old Headington, Friends of Quarry
- SSSI user groups e.g. Lye Valley, Rock Edge
- Friends of Parks groups e.g. Bury Knowle Park, Headington Hill Park
- Community single interest groups, e.g. Headington Transport Group, Headington Churches Together, Highfield Traffic Group
- Residents' Associations, e.g. New Headington Residents Association, Jack Straws Lane Association

The proposed area is not predominantly business in nature so this application is made for designation as a Neighbourhood Area, rather than a business area.

Statement that the body making this application is a relevant body for the purposes of the Town and Country Planning (1990) Act Section 61G

The Headington Neighbourhood Forum has been established as an organisation whose purpose is to promote the social, economic and environmental well-being of Headington.

Membership is free, and open to all who live and/or work in the proposed area. The Forum has in excess of 80 members including elected members of Oxford City and Oxfordshire County Councils.

All local groups operating in the area and owners of land within the area but not resident or working in the area have been invited to be represented. Presentations have been made to representative groups including Headington Action, Headington Forward and Oxford Brookes Students Union. Open meetings of the Forum have been publicised online and in the local media and membership sought through these means.

The Forum's membership represents a full cross-section of the local community including those who live and work in Headington. The Forum met three times in 2013 with the purpose of agreeing the plan area and the constitution as well as beginning to discuss the issues that should be addressed in the plan if designated.

The Headington 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).

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2 February 2014

# **THE CONSTITUTION of HEADINGTON NEIGHBOURHOOD FORUM**

**1.** Headington Neighbourhood Forum (the Forum) was established by public meetings of residents of Headington for the purpose of promoting and improving the social, economic and environmental well-being of the Headington Neighbourhood through the development and implementation of a Neighbourhood Plan. It has no political allegiance and operates by consensus for the benefit of the majority of those who live and work in the area.

**2.** Boundaries

For the purposes of this constitution the Headington Neighbourhood (the Neighbourhood) shall be taken to consist of the area delimited in black on the annexed map.

**3.** The Forum

**a)** The Forum shall exist for 5 years from its establishment at its first Annual General Meeting (AGM) and at its AGM at the end of year 4 the meeting will give consideration to a continuing or successor organisation to maintain and monitor the Headington Neighbourhood Plan.

**b)** The decision to dissolve the Forum at the end of 5 years from its establishment, or at a later date to be decided by the Forum, shall be taken by a two-thirds majority of those voting at the AGM of the Forum. Any funds remaining at the disposal of the Forum at that date shall be disbursed to a Headington-based charitable organisation, e.g. Headington Action, for the benefit of the community of the Headington Neighbourhood by the Steering Committee at its discretion, subject to any directions which the Committee may be given by the Forum.

**4.** Meetings of the Forum

**a)** The AGM (see b) below), and other Forum meetings held, give legitimacy to the Steering Committee of the Forum (as defined in **6** below) and to plans which they or Forum Task or Working Groups may develop.

**b)** In any calendar year there will be at least three meetings of the Forum. The meeting closest to May or June will be designated as the AGM.

**c)** All Forum meetings will be called with at least 15 working days' notice and will be open to members of the public. These will be advertised on the website, and via such other means as the Steering Committee shall from time to time decide, e.g. social media, community notice boards, residents' associations, local employers and the Library.

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

- e) 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.
- f) The quorum for meetings of the Forum shall be not less than half the minimum membership of the Forum, as specified in clause 5e below.
- g) At meetings of the Forum the chairmanship shall be undertaken by the Chair of the Steering Committee, or, if the Chair is unavailable, by the Vice-Chair, or, if the Vice-Chair is unavailable, by another person nominated by the Steering Committee.

## **5. Membership of the Forum**

- a) Membership of the Forum is open to all residents of the Neighbourhood, as delimited in 2 above, all those working in the Neighbourhood and all elected local authority councillors whose ward or district includes or overlaps with the Neighbourhood. Individuals may sign up as members at any Forum meeting or by contacting the Forum via its website or any Steering Committee member.
- b) Members may be contacted by the Steering Committee from time to time to give feedback on ideas and proposals, or to be invited to participate in other activities related to the work of the Forum..
- c) Local residents' associations and similar groups will be invited by the Steering Committee to nominate one representative each to the Forum. The Steering Committee shall designate which associations or groups fall under the terms of this clause.
- d) The Forum may liaise with the larger employers in the Headington Neighbourhood via those larger employers' designated representative(s).
- e) Membership of the Forum shall at all times be a minimum of 21 individuals, to include at least one local councillor, as specified in clause 5a above.

## **6. Forum Steering Committee**

- a) The Steering Committee (SC) exists to co-ordinate, implement and monitor the work of the Forum including developing a Neighbourhood Plan for the Neighbourhood. It will prioritise, schedule and publicise the work of the Forum via an elected Press/Communications officer (or officers). The SC may be authorised by the Forum to take executive action on specific matters, previously specified by a meeting of the Forum. Any such action shall be reported to the next meeting of the Forum.
- b) The SC consists of members of the Forum elected at the AGM, as specified in clause 6e below.

- c)** People with specialist skills may be co-opted onto the SC, and the SC may set up Task or Working Groups of Forum members for specific projects or tasks. Such co-opted persons may not vote on the SC.
- d)** The SC will liaise with relevant bodies such as the **u**niversities and hospitals in Headington, businesses, schools, places of worship, residents' associations and other local organisations, and with the local authorities and elected representatives as specified in 5a) above.
- e)** SC members to be elected at the AGM, are: Chair, Vice-Chair, Treasurer, Secretary, and Press/Communications officer(s), plus up to 8 other members of the Forum. If there are vacancies on the SC, the SC has the power to invite up to three Forum members to join the SC. These additional members must seek election at the next AGM if they are to continue as members of the SC.
- f)** SC decision-making may be by consensus or by simple majority after a vote – the Chair will have the casting vote.
- g)** The SC has the power to hold votes of no confidence in any officer or member of the SC by simple vote. Any vacancy resulting from such a vote shall be filled by appointment by the SC. Any person thus appointed must seek election at the next AGM if they are to continue as an officer or member of the SC.
- h)** Only members of the Forum may stand for the SC (and they shall be nominated and seconded by a member of the Forum).
- i)** The quorum for meetings of the **SC** shall be not less than 5 persons, including 2 of the officers specified in clause e) above.