

TOWN AND COUNTRY PLANNING ACT 1990

NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012 (as amended)



Application for the designation of a Neighbourhood Forum for South Newnham

Cambridge City Council has received an application for the designation of a Neighbourhood Forum in accordance with The Neighbourhood Planning (General) Regulations 2012 (as amended). The Forum is named as South Newnham (Cambridge City) Neighbourhood Forum and has been formed with the purpose of promoting or improving the social, economic and environmental well-being of an area.

The Council is inviting comments on the proposed designation through a 6 weeks consultation from 9am on 20 January 2017 to 5pm on 6 March 2017.

Please note that this is not a consultation on the neighbourhood plan itself, but merely for the designation of the forum that wishes to prepare a neighbourhood development plan. In Cambridge a neighbourhood forum must be established in order to produce a neighbourhood plan for the area in which they operate. The Neighbourhood Planning Regulations require a forum to meet certain criteria, which the Council is satisfied have been met in this instance.

If the Neighbourhood Forum is designated, no other body may be designated for the Neighbourhood Area until designation expires or is withdrawn.

The application information, including a map illustrating the proposed area, is contained on the following pages of this consultation document.

Comments should be made using:

- The online consultation system: <http://cambridge.jdi-consult.net/localplan/>
- A paper response form is also available from the Customer Service Centre as detailed above. Alternatively the form can be downloaded and filled in electronically by visiting: <http://www.cambridge.gov.uk/south-newnham-neighbourhood-plan>

Please send your response to the consultation on the proposed Neighbourhood Forum before 5pm on 6 March 2017

Completed forms should be sent to:

- Planning Policy, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH
- Or emailed to polycysurveys@cambridge.gov.uk

For further information, please contact the Planning Policy team as follows:

- Tel: 01223 457200
- Email: polycysurveys@cambridge.gov.uk



Application to designate a Neighbourhood Forum

Town and Country Planning Act 1990

Neighbourhood Planning (General) Regulations 2012 and (Amendment) Regulations 2015

NOTE: The information provided on this application form and any submitted attachments will be published on the City Council's website and made available for public inspection.

Please complete the form either electronically or in black ink in block capitals.

Please refer to the Neighbourhood Forum Designation Guidance Note on the City Council's website when completing the form.

| | | |
|----|--|--|
| 1. | Name of Proposed Neighbourhood Forum | South Newnham (Cambridge City) Neighbourhood Forum |
| 2. | Applicant details: Primary Contact Details Title Mrs First name Lynn Last name Hieatt House number / name Address 1 16 Grantchester Road Address 2 Town / City Cambridge Postcode CB3 9ED Email: lynn.hieatt@gmail.com Daytime Tel. No: 01223 523703 | Additional Contact Details Title Mrs First name Jean Last name Glasberg House Number / name Address 1 45 Eltisley Avenue Address 2 Town / City Cambridge Postcode CB3 9JQ Email: j.glasberg@bitinternet.com Daytime Tel. No: 01223 321504 |
| 3. | Name of the Neighbourhood Area to which this Application relates: South Newnham, Cambridge City <i>Please attach a map of the Neighbourhood Area to this application</i> Has the Neighbourhood Area been formally designated by the City Council NO Date of designation – where applicable | |
| 4. | Has a Neighbourhood Forum been designated in the past for this area (whole or part)? NO If YES, please state the date of designation and the name of Forum | |
| 5. | Declaration: I hereby apply to designate a Neighbourhood Forum as described on this form, any accompanying statements and the accompanying plan. Name..... Lynn Hieatt Date 9 January 2017 | |

ATTACHMENTS: The following information should be attached to this application form. See Guidance Notes for an explanation of what is required:

| Attachments | | Included (Y/N) |
|--------------------|--|---------------------------|
| 1 | A copy of the written constitution of the proposed forum. | Y |
| 2 | An Ordnance Survey Map identifying the neighbourhood area boundary in red. | Y |
| 3 | A Membership Statement | Y |
| 4 | A completed Forum Membership List | Y |

1. South Newnham (Cambridge City) Neighbourhood Forum Constitution

Name

The name of the Forum shall be the *South Newnham (Cambridge City) Neighbourhood Forum* ('South Newnham Neighbourhood Forum').

Area of benefit

The area in which the Forum will pursue its objects is the *South Newnham (Cambridge City) Neighbourhood Area* ('South Newnham Neighbourhood Area') which is the area designated by Cambridge City Council for which the Forum will produce a Neighbourhood Plan. A map showing the boundaries is attached.

Purposes

The purposes of the South Newnham Neighbourhood Forum are:

- To promote and improve the social, economic and environmental well-being of the area defined as 'South Newnham';
- To prepare a Neighbourhood Plan for the South Newnham Neighbourhood Area;
- Any other appropriate purpose agreed by the Forum, through the Annual General Meeting (AGM) or Extraordinary General meeting (EGM).

Powers

In furtherance of its purposes the South Newnham Neighbourhood Forum may:

- Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds;
- 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 objects of the Forum;
- Take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including taking out any contracts which it may see fit.

Note – The above are indicative of the powers which the Forum may employ. It may considered appropriate to delegate some of these powers to a Management Committee, whose membership would need to be defined in this constitution.

Membership

The South Newnham Neighbourhood Forum is open to any resident, community group, property-owner business, or person who works in the geographical area. At a minimum it will comprise at least 21 individuals who live or work in the South Newnham Neighbourhood Area or who are elected members of a city or county council, any of whose area falls within the South Newnham Neighbourhood Area.

Membership shall be drawn from different parts of the South Newnham Neighbourhood Area and different sections of the community in the South Newnham Neighbourhood Area.

Membership is open to all constituted voluntary and community groups which operate in the neighbourhood area. Voluntary and Community groups may nominate up to two people in their membership application but they may only exercise one voting right at Annual or Extraordinary General Meetings

Members shall be accepted by the Forum and resignations from membership shall be received by the Forum. If the number falls below 21, new members will be sought by the Forum.

There are no membership fees. Members may be asked for donations to help defray costs;

Working arrangements

Annual General Meeting (AGM)

- An Annual General Meeting of the Forum will be held in May of each year.
- Notices of the AGM shall be published at least 21 days beforehand and a report on the Forum's financial position for the previous year will be made available at the same time.
- The quorum for the Forum AGM elections and decisions will be 8 members, voting in person.
- Each Annual General Meeting shall:
 - Appoint the Management Committee for the forthcoming year;
 - Elect a chairperson, vice-chair, secretary and treasurer;
 - Deal with any matter that the Management Committee wishes to put before the membership; and
 - Deal with any issues the members wish to put before the Management Committee provided not less than 10 days notice has been given.

Extraordinary General Meetings (EGM)

- An Extraordinary General Meeting may be called at any time at the request of the Management Committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members at least 21 days beforehand.
- Such a meeting may be called to:
 - Consider and approve changes to the constitution
 - Deal with any matter that the Management Committee wishes to put before the membership
 - Deal with any issues the members requesting the meeting wish to put before the Management Committee.
- Notice of the Extraordinary General Meeting shall be provided in the same way as for the Annual General Meeting.
- Notices and procedure shall be the same as for the Annual General Meeting as appropriate.

Management Committee

- There will be a Management Committee of a minimum of 6 members, elected annually at the Forum AGM.
- The Management Committee shall include a chairperson, vice-chair, secretary and treasurer, these officers being elected each year at the AGM.
- Any vacancies on the Management Committee occurring by resignation or otherwise can be filled by co-option of Forum members, pending the next General Meeting.
- The Management Committee exists to coordinate, implement and monitor the work of the Forum including developing a Neighbourhood Plan for the South Newnham Neighbourhood Area. It will prioritise, schedule and publicise the work of the forum.
- The Management Committee will, where consulted, formulate and agree any response on behalf of the Forum to planning applications and planning policy documents as they affect the neighbourhood area.
- The Management Committee may submit applications to the City Council or other nominated body for the registration of Community Assets within the neighbourhood area.
- Any meetings will be convened by the Chair by giving at least 7 days notice to members of the Management Committee.
- The quorum for Management Committee meetings will be 3 members.
- The Management Committee may establish sub-committees to carry out specific functions. All such sub-committees shall be chaired by a member of the management committee.
- The quorum for elections and decisions on any major matters will be 8 members, voting in person or by email/paper ballot.
- There will be one formal meeting (AGM) each calendar year to enable members to get to know each other (and there may be other social occasions on which the membership may meet), but otherwise the communications usually will take place via email/social media/website (+ telephone/in person for those not using the web).
- Notes will be kept of meetings of the Management Committee, to include any agreed actions and made available on the Forum website and to the mailing list.
- Each Forum Management Committee member, including co-opted members, will declare any sign a 'conflicts of interest' including personal and/or business interests which could be deemed to have an influence on decisions likely to come before the Management Committee. Members will abstain from voting on any matter in which they have a conflicting interest.

Finance

The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.

The Forum will open one or more bank accounts as necessary. All funds raised for the Forum will be held in such accounts. If it is a requirement of grant funding that the funds should be held by an incorporated body, then the Forum will enter into an

agreement with a suitable organisation. All financial transactions will require two signatories. The signatories shall not reside in the same household.

The financial year will run to the 31st March.

Subject to funding, the Management Committee may commission advisory services, surveys or any other activity in support of the Purposes.

The Forum will seek insurance cover, or other provision, through any independent institution to protect its members and officers from any action which may arise from the legitimate exercise of the functions of the Forum.

Duration

For the purposes of the preparation of a Neighbourhood Plan for the designated South Newnham Area and in accordance with the Neighbourhood Planning Regulations, the duration of the South Newnham Neighbourhood Forum is 5 years from the date of designation of the Forum by Cambridge City Council.

A formal review of the functions and achievements of the Forum will be carried out five years after its designation. Following such review, and consultation with its members, the Forum will decide to continue, amend or dissolve itself as considered appropriate. Such decision will be tabled for the fifth Annual General Meeting.

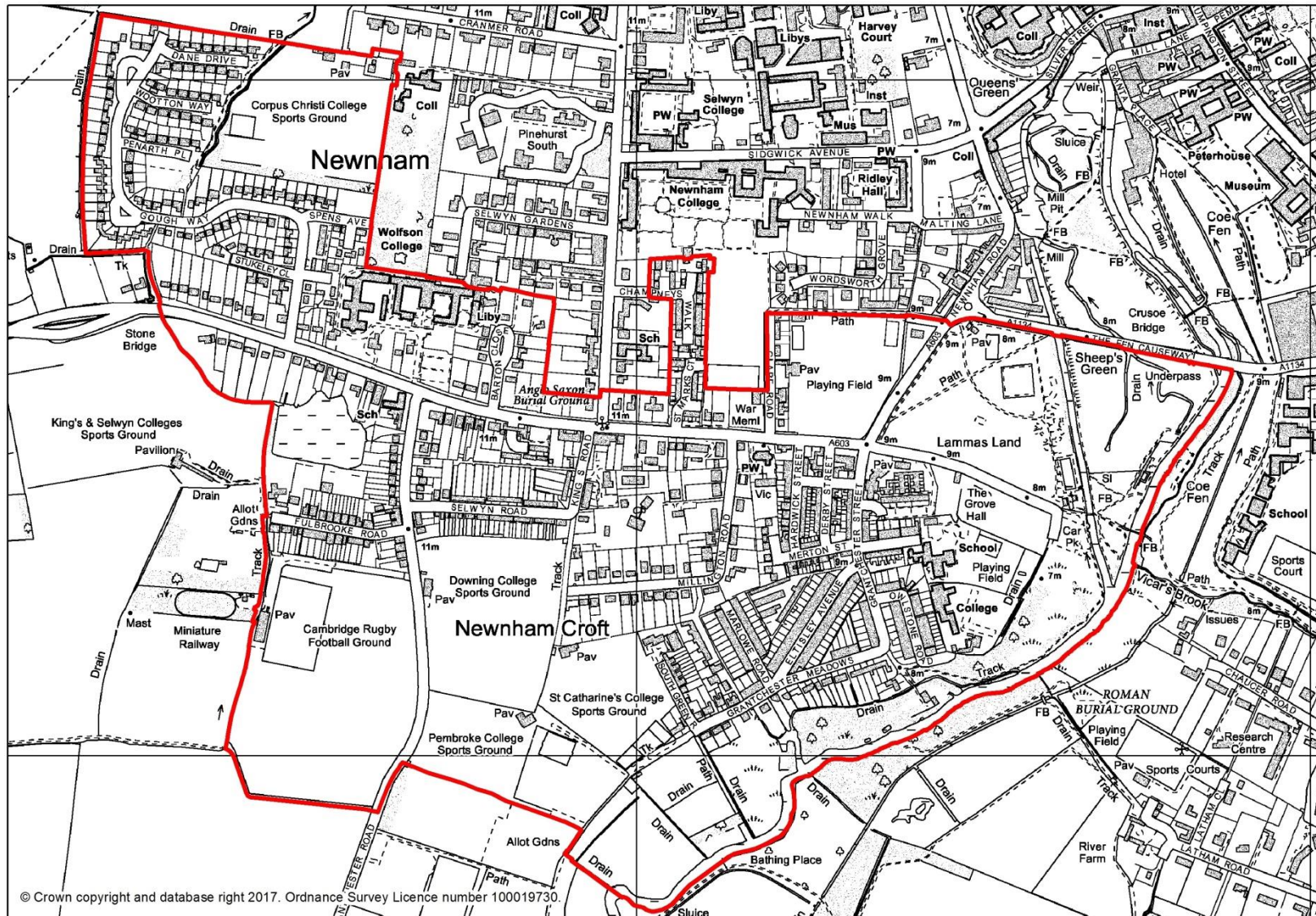
The Forum may be dissolved by decision of an Extraordinary General Meeting specifically called for this purpose.

In the event of dissolution, any unused grants should be returned to the granting organisation.

Any remaining property or funds held by the Forum will, subject to the agreement of the Members at the Extraordinary General Meeting, be allocated to one or more nominated organisations set up to continue the work of the Forum, or in the absence of any such organisation and subject to any statutory regulations, be donated to charities or organisations whose objects benefit local residents.

DATE 9 January 2017

2. An Ordnance Survey Map identifying the neighbourhood area boundary in red.



3. South Newnham (Cambridge City) Neighbourhood Forum Membership Statement

South Newnham Neighbourhood Forum membership is drawn from different parts of the geographical area.

Members are generally representative of the community, including the professions of: business owner, university academic, researcher, publisher, school teachers, journalist & author, retired physician, barrister, lawyer, retired librarian, architect, home-maker, part-time office worker, art historian writing from home, retired teacher & volunteer garden guide, management accountant. One owns and runs a business in the area (the Red Bull pub).

Membership is open to all those who live in the area, work in the area, are elected members for the area or are representatives of community groups in the area.

Letters, posters, handouts, conversations and announcements at events have invited people to express an interest in becoming members. We will continue throughout the process to ensure that all eligible community members are aware of the opportunity.

9 January 2017

South Newnham Neighbourhood Forum

List of Members as at 9 Jan 2017

| | Name | Address | Postcode | Affiliation to Neighbourhood Area | | | | |
|----|------------------|---------|----------|-----------------------------------|--------------------------|--------------------------|--------------------------|---------|
| | | | | Resident | Employer/ Employee | Councillor | Land Owner | Comment |
| 1 | Lynn Hieatt | | CB3 9ED | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Jean Glasberg | | CB3 9JQ | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | Pamela Gatrell | | CB3 9JH | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | Hugh Clough | | CB3 9EE | x | x | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Veronica Spooner | | CB3 9LQ | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 | Fiona Crawford | | CB3 9JB | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | Alexandra Mercer | | CB3 9JG | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | Agnes Hctor | | CB3 9ED | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 | Maggie Smith | | CB3 9ED | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 | Tania Elliott | | CB3 9HP | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11 | Richard Andrewes | | CB3 9ED | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12 | Neil Petersen | | CB3 9ED | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13 | Angie Cole | | CB3 9LH | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14 | Tim Cole | | CB3 9LH | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15 | Steffan Adfelt | | CB3 9JQ | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | Name | Address | Postcode | Affiliation to Neighbourhood Area | | | | |
|----|--------------------|---------|----------|-----------------------------------|--------------------------|--------------------------|--------------------------|---------|
| | | | | Resident | Employer/ Employee | Councillor | Land Owner | Comment |
| 16 | Emma Waugh | | CB3 9JZ | x | x | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17 | Susanne Bullivant | | CB3 9AW | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18 | Martin Thompson | | CB3 9LE | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19 | Henrietta Ryan | | CB3 9ED | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20 | Judith Graham | | CB3 9ED | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21 | Dr Conrad Guettler | | CB3 9ED | x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

The persons named above have agreed to have their name and affiliation published by the City Council for the purposes of consulting on the designation of a Neighbourhood Area or Neighbourhood Forum on the understanding that their addresses will be removed from any such publication.