

DAWS HILL NEIGHBOURHOOD FORUM HP11

07 November 2017

Penelope Tollitt
Head of Planning and Sustainability
Wycombe District Council
Queen Victoria Street
High Wycombe
HP11 1BB

Dear Penelope,

Application for designation of a Neighbourhood Forum (Part 3, regulation 8)

After having operated for five years, the “Daws Hill Neighbourhood Forum” submits for consideration this application for re-designation as a Neighbourhood Forum (NF).

The Neighbourhood Planning (General) Regulations 2012 state that, where an organisation or body submits a Neighbourhood Forum application to the local planning authority, it must include:

- The name of the proposed Neighbourhood Forum
- A copy of the written constitution of the proposed Neighbourhood Forum
- The name of the Neighbourhood Area to which the application relates and a map which identifies the area
- Contact details of at least one member of the proposed Neighbourhood Forum to be made public under regulations 9 and 10
- A statement setting out how the proposed Neighbourhood Forum meets the conditions contained in section s61F (5) (a)-c. of the Localism Act 2011.

1 Forum Name:

The name of the proposed forum is ‘Daws Hill Neighbourhood Forum’ (DHNF).

2 Constitution:

The constitution document is submitted as a separate Appendix A to this letter.

The constitution will be formally approved at DHNF’s next AGM on a date to be confirmed early in 2018, which will be published on our web site. Members will also be emailed from our subscribed list of member addresses.

3 Neighbourhood area map:

Please see a map of the Neighbourhood attached as a pdf attachment to this letter, which was produced for Wycombe District Council in October 2012. This map also appears within our constitution. The area to which this application relates is entirely contained within Abbey Ward. The proposed NA does not overlap with any adjoining parish, ward or pre-existing Neighbourhood Area (NA).

4 Contact details:

Colin George

Dr. Ian Baldwin

Michael Tomich

6, Wallingford Gardens, High Wycombe, Bucks. HP11 1QS

5 Statement

DHNF will be created and conduct itself in accordance with section s61F (5) (a) –c. of the 1990 Act.

DHNF has been formed by former members of Daws Hill Residents' Association (DHRA), School Close Road Association Limited (SCRAL), and the Foxleigh, Spinney and Fair Ridge Residents' Association (FSFRA) together with other individuals for the purpose of preparing a Neighbourhood Plan (NP) for the greater Daws Hill Area.

DHNF has been operating as an organisation since September 2012, during which time there has been an annual AGM, plus meetings of the management committee roughly every six to eight weeks.

We have a subscribed database of 259 registered members for the expired forum. However, we sought re-affirmation from individuals for the purpose of this new application and to date 42 members have submitted data collection forms (see Appendix C). This process will be ongoing through a door to door campaign operated by members of the previous forum's management committee. Within our membership there are two (out of area) organisational members. Our local councillor is also a member and serves on the current management committee. Membership is drawn from across our stated area and represents a diverse group in terms of age, employment and ethnicity.

A management group of voluntary office holders being representatives of residents' associations and other interested individuals will be responsible for managing the neighbourhood planning process. As at the last committee meeting of the old forum, which was held on 25th September, there were eighteen members of the management group. Within this group is a dedicated team of three people who have been and will continue to produce the documentation for consultation and final adoption of our neighbourhood plan. Please see our Constitution, page 13 for a list of current members and their status.

We believe DHNF satisfies the requirements of the regulations for creation of a Neighbourhood Forum and trust the information provided in this application is sufficient.

More information on the Forum's activities and contacts can be found on its website (*currently under re-construction*): http://www.dhrahw.org.uk/_nforum

This Neighbourhood Forum application has been drawn up to allow continuation of the Daws Hill Neighbourhood Forum that was designated in September 2012.

We would appreciate your confirmation of receipt of this application. Please let us know if you require further information.

Yours sincerely,

Colin George

Ian Baldwin

Michael Tomich

Daws Hill Neighbourhood Forum
w: www.dhrahw.org.uk

SECTION 1 Introduction

Introduction

In 2012 the Daws Hill Residents' Association (DHRA) had recently formed an ad-hoc steering group for the purpose of exploring, with others, whether it would be a positive step forward to set up a new style Neighbourhood Forum as empowered to communities by the Localism and Decentralisation Act, November 2011. This is in the context of wanting to preserve and enhance the existing nature and character of the neighbourhood area

We believe that this could be done by developing a new style 'Neighbourhood Plan'. This would look at the social, economic, environmental and physical future of our neighbourhood and the capacity of the local infrastructure including transport, local biodiversity and our future sustainability as a distinct neighbourhood in which we all enjoy living.

Members.

A list of the members who have renewed their interest in the Forum and have become Ordinary Members is shown in Appendix 2.

SECTION 2. Location

1. Name

The name is the Daws Hill Neighbourhood Forum (DHNF).

2. Area of Geographical Operation

Our Neighbourhood Area includes the following named roads:

Wallingford Gardens, Romsey Way, Knights Templar Way, Westminster Close, Sandford Gardens, Austenwood Close

Daws Hill Lane

Crispin Way

Kew Grove,

Kew Place

Bellwood Rise

Daws Lea,

Marlow Hill - Part between Dawes Hill Lane & School Close

Merlewood Close

School Close

Fair Ridge

The Spinney

Foxleigh

John North Estate

Boundaries other than named roads include:

The access road from the A404 to Wycombe Leisure Centre.

The perimeter of the current Highways depot next to the Leisure Centre.

Green areas making up traffic islands at the junction of Daws Hill Lane and the A404.

The exact area can be viewed in a map in Appendix 1.

The area will be kept under review with any other active neighbouring forums or groups, Wycombe District Council and the local Parish Councils.

SECTION 3 Purpose & Objectives

3. Purpose

The Neighbourhood Forum is created for the primary purpose of producing a 'Neighbourhood Plan'. For promoting or improving the social, economic and environmental wellbeing of the neighbourhood, individuals living or working in the neighbourhood, and others with a commitment to the Daws Hill neighbourhood. Following the adoption of the Neighbourhood Plan the Forum will continue to monitor development to ensure that it complies with the Plan. The Forum intends to foster the development and continuation of social cohesion throughout the area.

4. Objectives

4.1 To bring together all those serving or having an interest in the neighbourhood, in order to:

- a. Strengthen networking and contacts within the neighbourhood;
- b. Encourage strong joint working between development promoters or service providers and the neighbourhood;
- c. Establish and further the business of a constituted neighbourhood forum;
- d. Exchange information and views to aid decision-making (about local activities, priorities and services).

4.2. To develop a Neighbourhood Plan in order to:

- a. Provide a strong local spatial, social, environmental and economic context for any future development proposals;
- b. Respect and enhance the existing environmental character of the area as a well-established semi-rural area in High Wycombe;
- c. Develop and implement the highest possible standards in terms of sustainable development, engagement and consultation and local public services within the neighbourhood;
- d. Work with Buckinghamshire County Council (BCC), Wycombe District Council (WDC) and others to assess the future spatial and infrastructure needs for a sustainable Daws Hill neighbourhood;
- e. Inform the priorities for the distribution of financial resources arising from the Community Infrastructure Levy (CIL), Section 106, New Homes Bonus and any other relevant funding pots;
- f. Encourage and maintain delivery of any adopted Neighbourhood Plan or development order(s);
- g. Co-ordinate the involvement and response of the neighbourhood into any 'higher' level planning documents relevant to the neighbourhood and to ensure compatibility between the Neighbourhood Plan and other local plans, including those of neighbouring areas;
- h. Working with others to maintain and improve open spaces, the public realm, sports, play and youth facilities in the neighbourhood;
- i. Working with others to maintain, protect and improve woodland, trees and shrubs and rights of way through the neighbourhood;
- j. Further any other aspects of the neighbourhood's social, economic and environmental well-being.

4.3 To work constructively with others to develop and maintain a strong fit between the service needs of the neighbourhood and spatial planning in order to:

- a. Maintain and improve the economic vitality of the community and the employability of its residents;
- b. Promote synergy between neighbourhood service planning and spatial planning, particularly regarding educational, health and environmental services.

SECTION 3 Organisation and Processes

5. Scope

The Forum may do anything in its powers in furtherance of its objectives and to this end will provide its membership with a forward programme of priorities and methods on a regular basis.

6. Membership & Voting

- a. There are two classes of members: Ordinary members who are residents of the area and Organisational members. A register of all members, whether Ordinary or Organisational, shall be held and updated regularly by the Secretary.
- b. All individuals who live in the neighbourhood shall automatically be eligible to be Ordinary Members. Individuals who work in the area or have a commitment to the area may join as Ordinary Members on application to the Secretary.
- c. Organisational members are recognised forums, networks or organisations who provide a service to others in the neighbourhood or who have a legitimate business within it and who wish to be represented in the Neighbourhood Forum.
- d. All Ordinary members shall have an equal vote of one vote per member and can exercise this vote in person or by written proxy at the Annual General Meeting (AGM) and any Extraordinary General Meeting (EGM) called. All Organisational members will have one vote per organisation and can exercise their vote through their representative or by proxy except where the principal of the organisation is already an ordinary member, at the AGM and any EGM called. All voting shall be by a show of hands.
- e. Proxy nominations and voting instructions should be received by the Secretary no later than 5 days before any AGM or EGM.

7. Meeting arrangements

General Meetings (AGM, EGM)

- a. The Neighbourhood Forum shall hold at least one general meeting per year of which one will be the AGM. 28 days' notice will be given of any meeting. No business may be conducted unless there is a quorum of at least 15 people present.
The Secretary shall give details of nominations and duly seconded motions in writing to the membership. Minutes of the previous general meeting will be published on the forum website, sent out with the notice and made available at the meeting itself. The objective of the meeting is to come to agreement by consensus.
- b. General meetings will be chaired by the incumbent, or in their absence any other member of the Management Committee.
- c. Ordinary or Organisational members may submit a written resolution for inclusion in the agenda to the Secretary in advance of the meeting. The chair may welcome late submissions, duly seconded, to be discussed within the time available.
- d. Any resolution properly lodged at a general meeting shall be put to the vote via a show of hands unless a poll is demanded, or a majority of the membership agrees to defer. A simple majority shall carry the day except in the case of a change to the constitution which will require a two-thirds majority of the membership in attendance. In the event of a tie the Chair shall have a casting vote.

Election of Forum Management Committee

- e. The Management Committee shall be drawn from both Organisational and Ordinary members. The Management Committee shall be not less than 15 members.
Four of the committee shall be drawn from Organisational members. The balance will be drawn from Ordinary members.
- f. Election of the Management Committee shall be held annually at the AGM. A resume of all members of the management committee will be available at the AGM. It will identify those members standing down and available for re-election.
- g. Voting shall be by simple majority by a show of hands. Except in the case of the inaugural meeting and the subsequent AGM. One third of the Management Committee will step down each year with the exception of the positions of Chair, Secretary and Treasurer who will step down every 3 years.

Election of Officers

- h. The Chair and other officers may be drawn from Ordinary or Organisational members. Nominations (including seconder) for Chair shall be put forward in writing up to one week before the AGM and if there are no nominations received prior to the AGM at the discretion of those voting members in attendance at the AGM, nominations can be received at the meeting. The Chair shall be elected by the AGM by way of a simple majority by a show of hands. The Chair will be expected to give an account of him or herself in writing or verbally at the meeting. The election of other officers including the Secretary and Treasurer shall be at the first meeting of the Neighbourhood Forum Management Committee following the AGM. If there are no nominations then retiring members will be re-elected.

8. Proceedings of the Management Committee

- a. The Committee shall meet at least 4 times per year at a time convenient to most. The first duty of the Management Committee following an AGM shall be to elect a Secretary and Treasurer by way of nominations and a vote with a simple majority by a show of hands carrying the day.
- b. The quoracy shall be least (a third) Five of the Management Committee. Any inquorate meeting can proceed with the agenda items and the decisions thereof shall be carried over to the following meeting for ratification. The Secretary shall be responsible for calling all meetings and ensuring that a record of each meeting is held and distributed with any other Committee business.
- c. In relation to any particular item, property, pecuniary, prejudicial or personal issues under discussion, a declaration of interests will be an agenda item at the beginning of each meeting. Any member having any interest whatsoever in any agenda item will declare their interest before the discussion of the item and may contribute and participate in any discussion, but will be unable to vote on the matter under discussion.

Appointment and Removal of Committee Members

- d. The Management Committee may co-opt up to 3 additional members from persons eligible from Ordinary or Organisational membership or from neighbouring areas to fill a need or replace an expertise or knowledge from a Committee member standing down. Any Committee member so appointed shall stand until the following AGM and shall then be eligible for re-election.
- e. . A member of the Management Committee may be removed from office at any time by a majority of two-thirds of the Management Committee present and voting at any meeting called for that purpose should be by a show of hands. Any such members shall have the right to appeal against his or her removal via an EGM called by the Secretary at which he/she will have the right to speak in person and submit written representations. Those present at the EGM will then have the final say by a simple majority vote by a show of hands of all those eligible to vote.

Sub-Committees

- f. Members of the Committee may delegate any of their powers, other than the power to borrow or wind up, to sub-committees consisting of members of their body (being not less than 3) as they think fit and any sub-committee formed shall, in the exercise of delegated powers, conform to any terms of reference the Committee may impose on it.

9. Accounts

A financial statement setting out the accounts of the Forum will be presented in an appropriate form to the Management Committee and AGM each year and will include a statement from the Audit Committee. This will normally be limited to expense payments, charges for sub-contracts, costs associated with meetings, etc. There will be 2 signatories to the accounts: Chair and Treasurer.

The Accounts of the Forum will consist of an Income and Expenditure Account and Balance Sheet for the previous 12 months or for such period since the presentation of the previous Accounts. The Accounts will be reviewed by an "Audit committee" consisting of one member of the Management Committee and two Ordinary Members who will certify that the Accounts are in accordance with the financial records maintained by the Treasurer. Accounts will be adopted at the AGM having been proposed by the Treasurer and duly seconded.

10. Equalities and Diversity

- a. The Daws Hill Neighbourhood Forum is committed to inclusiveness reflecting the diversity of the neighbourhood. We will actively promote equality and encourage involvement from all sections of the community which shall be reflected in the membership of the Committee regardless of race, creed, religion, culture, ethnic origin, sex or sexual orientation, marital status, any kind of disability or chronic illness, age, class or gender reassignment.
- b. The Daws Hill Neighbourhood Forum will ensure there is an open, fair and transparent approach to encouraging nominations to the committees of Daws Hill Neighbourhood Forum to ensure the make-up of the Committee in any one-year reflects, as far as possible, the diversity of people living and working within the neighbourhood.
- c. The Daws Hill Neighbourhood Forum's communications and promotions will meet and reflect the diverse needs of those living or working in the neighbourhood.

Equalities Policy Statement

The DHNF is committed to equal opportunities for everyone, irrespective of gender, race, political or cultural background, ability or any other form of potential discrimination. Its vision is to make the actions and objectives of the Forum area accessible to everyone by developing and delivering services that are accessible and inclusive and that will allow people to maximise their full potential.

DHNF is committed to treating everyone fairly and with common decency, dignity and respect and will put these qualities at the centre of everything that it does. Where, on rare occasions, standards are found to have fallen short, it will learn and improve standards back to acceptable levels.

As an employer, DHNF will treat its members with the same care and commitment that it does for everyone and will not tolerate abuse or discrimination, either from within the organisation or from outside.

Daws Hill Neighbourhood Forum's Objectives are:

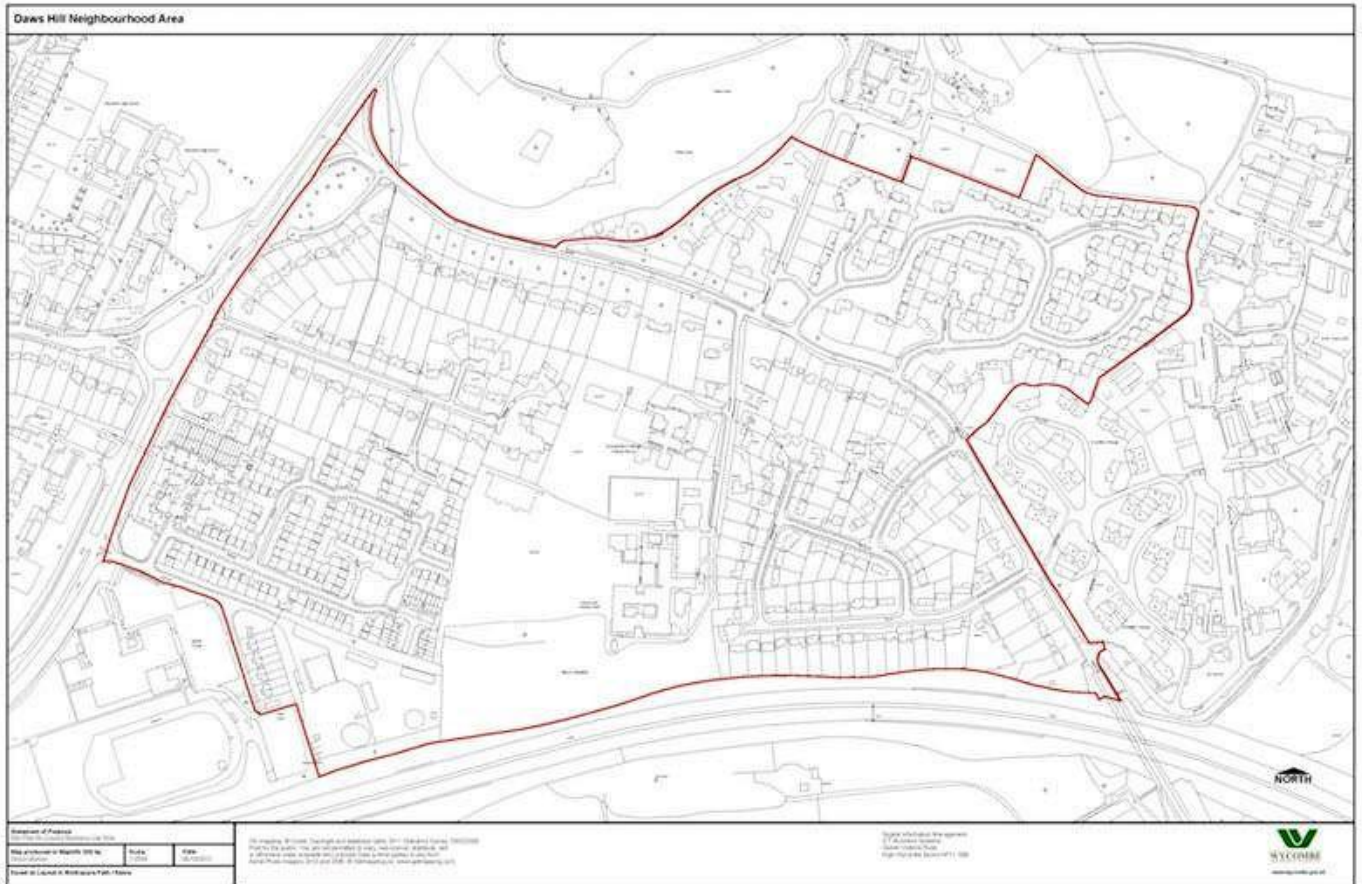
- To develop and deliver services that are accessible and inclusive for everyone.
- To treat everyone fairly and with respect.

11. Review

This Constitution may be reviewed by the Management Committee at any time, but at least once every 5 years and any subsequent changes to be agreed at the AGM.

Appendix 1

Map of the Neighbourhood Forum Area



Appendix 2

Officers of the Forum

Chairman Mr Colin George, [REDACTED]

Treasurer Mr Michael Tomich, [REDACTED]

Secretary Dr Ian Baldwin, [REDACTED]

Members of the Management Committee

Colin George	Michael Tomich	Ian Baldwin
Andrew Hill	David Inman	Dave McMahon
Carolyn Leonard (organisational)	John Moore	Frank Myrtle
Lesley Clarke (WDC & BCC)	Denis Miguel	Sandeep Sahoo
Dhananjay Kumar	Humphry Khaboo	Brian Mahaffey
Guy Hilton	David Francis	Chamara (Arunoda) Wanni Arachchige

Members at 23 October 2017

1	Dr	Ian	Baldwin
2	Mrs	Nancy	Baldwin
3	Mr	Richard	Royall
4	Mrs	Jacqueline	Kastner
5	Mr	Maurice	Hunt
6	Mrs	Pamela	Mead
7	Mrs	Susan	Broderick
8	Mr	John	Broderick
9	Mr	David	Francis
10	Mr	Ian	Webber
19	Mr	Harry	Fox
20	Mr	Michael	Drewe
21	Mr	Pradip	Patel
22	Mrs	Tessa	McDonald
23	Mr	Ian	McDonald
24	Mr	Nigel	Langley-Hunt
25	Mr	Neil	Terry
26	Mr	David	Buckley
27	Mrs	Sue	Burns
28	Mr	Desmond	Ife
30	Mr	Andrew	Hill
31	Mr	Dave	Inman
32	Mrs	Carolyn	Leonard
33	Mr	Dave	McMahon



34	Mr	John	Moore
35	Mr	Frank	Myrtle
36	Mr	Mike	Tomich
37		Lesley	Clarke
38	Mr	Denis	Miguel
39	Me	Sandeep	Sahoo
40	Mr	Dhananjay	Kumar
41	Mr	Humphry	Khabo
42	Mr	Brian	Mahaffey
43	Mr	Guy	Hilton
44	Mr	John	Mayer
48	Mrs	Maria	Sereda
45	Mrs	Susan	Mayer
46	Mr	Anthony	Ward
47	Mrs	Janet	Ward
11	Mr	Chamara	Wanni Arachchige Arunoda
12	Mrs	Shamanthi	Wanni Arachchige Arunoda
13	Mrs	Lorraine	Bell
14	Mrs	Judith	Forster
15	Mr	Gavin	Kirkpatrick
16	Mr	Ian	Bartley
18	Mr	Colin	George
47			