



# Westminster City Council

## Neighbourhood Forum

### Designation Form

This form has been produced to help community groups in applying to become a designated Neighbourhood Forum. It should also be used when applying for re-designation. Please note this application form must be completed in all its parts to allow your application to be considered by the council.

Please send your completed form with the required additional documentation to [neighbourhoodplanning@westminster.gov.uk](mailto:neighbourhoodplanning@westminster.gov.uk) using "Forum designation" as subject line.

Alternatively, you can post it to:

Neighbourhood Planning  
Policy & Projects Team  
Policy, Performance and Communications  
Westminster City Hall, 17<sup>th</sup> floor  
64 Victoria Street,  
London SW1E 6QP

The Neighbourhood Planning (General) Regulations (8) 2012 sets out the information that must be included within a Neighbourhood Forum application. The information provided on this form will be published by the council. However, personal information on members within the proposed Forum as detailed in Section 6 will not be published.

The council will only accept Neighbourhood Forum applications in areas where a Neighbourhood Area has been designated.

If you need further assistance for completing the form, please email [neighbourhoodplanning@westminster.gov.uk](mailto:neighbourhoodplanning@westminster.gov.uk).



# Westminster City Council

## Neighbourhood Forum Designation Form

### Supporting documentation

As detailed in sections 3 and 5 of this form, you will need to provide supporting documentation.

### Next steps

Following the submission of the form the council will:

- Check the application is valid
- Publish the application for a minimum six-week period to allow for representations
- Consider representations and make a decision whether to designate a Neighbourhood Forum.

Once a Neighbourhood Forum is established, the Forum can consult with the wider community to develop a Neighbourhood Plan for their Neighbourhood Area.

## START OF FORM

### 1. Application type

- Designation    Re-designation of Neighbourhood Forum

### 2. Name of the proposed Neighbourhood Forum

St John's Wood Neighbourhood Forum

If applying for re-designation, has the name of the proposed Neighbourhood Forum changed?

- Yes    No

If yes, please state the name of the previous/existing Neighbourhood Forum

If applying for re-designation, please explain why you believe the Forum should be re-designated. This should include what work you have done so far. Please move to question 3 if you are applying to designate a new Neighbourhood Forum.

The Board of the St John's Wood Neighbourhood Forum's voted to suspend the creation of a Neighbourhood Plan until such time as the Council's City Plan and the Mayor's London plan were both complete. We saw little point in spending years of voluntary time creating a neighbourhood plan which may not comply with these two emerging plans. Changes to policies within the City Plan as well as the Government's far reaching changes to Use Classes and Permitted Development Rights indicate that we have been correct to wait.

However, we recognise the urgent need to have a fully functioning St John's Wood Neighbourhood Forum so that we can play a key role in the creation of local Design Codes and Pattern books as proposed by the Government.



**3. Please attach a written copy of the Forum’s constitution to your application form**

Written constitution attached

As a guide, a written constitution could contain:

- The name and purpose of the Neighbourhood Forum,
- Working arrangements including sub-groups, partners and their roles,
- Pattern of meetings and details of how decisions will be made, details of governance, including official positions
- Arrangements for management and financial management, membership and procedures for replacement of members where necessary.

**4. Name of designated Neighbourhood Area the Forum is proposing to represent**

**St John’s Wood Neighbourhood Area**

**5. Please attach a map of the Neighbourhood Area to your application form**

Map attached indicating the Area with a clear boundary

**6. Contact/s for proposed Neighbourhood Forum**

The Neighbourhood Planning (General) Regulations 2012 Regulations 8,9 and 10 requires details of at least one member of the proposed Neighbourhood Forum to be made public. Space is provided for additional contacts. Please note that contact information provided in this section will be published on the council’s website.

Title	Mrs
First Name	Christine
Surname	Cowdray
██████	████████████████████
██████	██████
██████	
██████	██



[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]

Title	
First Name	
Surname	
Address	
Postcode	
Phone	
Email	



## 7. Authority to act on behalf of a Neighbourhood Area

This section provides the opportunity to set out the purpose, aims and ambitions of the Neighbourhood Forum and to demonstrate how its membership is representative of the local community.

In order for the council to designate a Neighbourhood Forum to act on behalf of a Neighbourhood Area, the council needs to be satisfied that the following conditions contained in Section 61F (5) of Schedule 9 of the Town and Country Planning Act 1990 (as amended by the Localism Act) are met:

- a) The proposed Forum 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 and carrying on of trades, professions or other business in such an area).
- b&c) Membership is open to and includes a minimum of 21 individuals each of whom – live in the Neighbourhood Area concerned, work there (whether for business carried out there or otherwise) and are elected members within the Neighbourhood Area.
- d) It has a written constitution (as detailed in section 2), and
- e) such other conditions as may be prescribed. (Note: nothing additional is required by the council for this condition).



The St John's Wood Neighbourhood Forum (SJWNF) was established in 2016 to work closely with the St John's Wood Society, local stakeholders, businesses, residents, and ward councillors with the express purpose of promoting and improving the social, economic and environmental well-being of the designated St John's Wood Neighbourhood Area.

The creation of the St John's Wood Neighbourhood Plan was temporarily put on hold in 2017. The steering committee decided unanimously that it was pointless to create a Neighbourhood Plan which may not comply with the council's emerging City Plan and the Mayor's London Plan. Both plans have taken years to evolve, and the formal adoption of the City Plan has not yet taken place, although we understand that this is now imminent.

Under the Government's current wide ranging planning reforms, Neighbourhood Forums will play a key role in creating local design codes and pattern books. It is for this reason that we seek re-designation of the St John's Wood Neighbourhood Forum.



### 8. Membership of proposed Neighbourhood Forum

Please list people within your proposed Neighbourhood Forum. Whilst this list is not strictly required by the Neighbourhood Planning (General) Regulations 2012, it does enable the proposed Neighbourhood Forum to demonstrate that membership is widely drawn from across the neighbourhood from a range of people in the community.

A Neighbourhood Forum is required to have a minimum of 21 individuals, however there is no maximum number. If you have additional members, please list and attach your application form.

	Name (and Email -optional)	Resident or Business Address If you work in the area please include company name	Interest in area Resident / Worker / Councillor		
			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Gotz Mohindra	City Hall, 64 Victoria St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Robert Rigby	City Hall, 64 Victoria St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Paul Swaddle	City Hall, 64 Victoria St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Lindsey Hall	City Hall, 64 Victoria St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Judith Warner	City Hall, 64 Victoria St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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**In addition to the names listed above, we have attached the list of 178 members and steering committee members who attended the last public meeting of the SJWNF which was held in June 2016. The steering committee decided to temporarily suspend the Neighbourhood Forum in 2017, until such time that the Council's City Plan and Mayor's London Plan were finalised and adopted.**

**END OF FORM**