

Committee Name: Cabinet

Committee Date: 06/04/2022

Report Title: Proposed Designation of Neighbourhood Forum

Portfolio: Councillor Stonard, Cabinet member for inclusive and sustainable growth

Report from: Executive director of development and city services

Wards: All Wards

OPEN PUBLIC ITEM

Purpose

To consider the submitted application and decide whether to formally designate the proposed Norwich Over the Wensum Neighborhood Forum.

Recommendation:

1. To approve the designation of the Norwich Over the Wensum Neighbourhood Forum for the Northern City Centre Neighbourhood Area previously designated in 2018.
2. To ask the neighbourhood forum to have particular regard to addressing the issues raised surrounding some areas of under-representation in paragraph 25 of this report as part of their future neighbourhood planning activities.

Policy Framework

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the corporate priority Norwich is a sustainable and healthy city. Norwich has the infrastructure and housing it needs to be a successful city.

This report addresses the strategic actions in the Corporate Plan to support people to feel safe and welcomed, provide a means for people to lead healthy, connected, fulfilling lives and continue sensitive regeneration of the city of the city that retains its unique character and meets local needs.

This report helps to meet Housing, Regeneration and Development and Harnessing Social Capital objectives of the COVID-19 Recovery Plan.

Report Details

Introduction

1. The city council has recently received an application from a community group, Norwich Over the Wensum (NOW), to be designated as a neighbourhood forum.
2. The Town and Country Planning Act 1990, as amended by the Localism Act 2011, sets out the requirements and considerations for local planning authorities in relation to applications for designation of a neighbourhood forum and designation of a neighbourhood area. Once an area and forum have been designated, a neighbourhood plan can be prepared. Neighbourhood planning is to provide local people with a set of tools to enable them to set out a vision for an area and to shape development in a positive manner. Neighbourhood plans must be aligned with the strategic needs and priorities of the wider local area and once 'made' become part of the development plan.
3. A neighbourhood plan, once 'made' or adopted, forms part of the development plan prepared by the local planning authority (LPA). The development plan for Norwich includes the Joint core Strategy for Broadland, Norwich and South Norfolk (adopted 2011, with amendments adopted 2014), and the Norwich Development Management and Site Allocations plans (both adopted 2014). Decisions on planning applications will be made using both the development plan and the neighbourhood plan (unless material considerations indicate otherwise). To help deliver the vision for their neighbourhood, where an adopted (or 'made') local plan is in place the neighbourhood forum will benefit from 25% of the revenues from the Community Infrastructure Levy arising from development that takes place in their area
4. Norwich currently has no neighbourhood plans, however there are many in the surrounding local authority areas of Broadland, South Norfolk and the Broads Authority. In 2018, applications were submitted for designation of a neighbourhood area for the northern city centre/Cathedral Close/Magdalen area, and an associated neighbourhood forum. These applications were considered by [Cabinet in June 2018](#). The application for the neighbourhood area was refused as the proposed area was considered to be an inappropriate size for neighbourhood planning and a disparate area encompassing neighbourhoods with very different characteristics. Instead, an alternative area was designated, which follows the same boundaries as the now expired Northern City Centre Area Action Plan area. The application for the neighbourhood forum was also refused as the membership of the group was not considered representative of the proposed area.
5. A newly-constituted community group (NOW) have been liaising with the planning policy team for the last year and recently submitted an application to have their group designated as a neighbourhood forum for the neighbourhood area previously designated in 2018.

Legal Requirements

6. The Local Planning Authority has a statutory duty under the Town and Country Planning Act 1990 to advise and assist prospective neighbourhood forums in

the preparation of a neighbourhood plan. The Town and Country Planning Act 2011 (as amended by the Localism Act 2011) sets out the requirements and considerations for LPAs in relation to applications for designation of a neighbourhood forum.

7. The basic conditions an application (set out in 61F(5) of the Act and in the neighbourhood planning regulations) must meet are:
 - that it is established for the express purpose of promoting or improving the social economic and environmental wellbeing of an area including or consisting of the neighbourhood area;
 - its membership is open to individuals who live in the area, work there, and local elected members for the area;
 - membership includes a minimum of 21 individuals meeting the above criteria; and
 - it has a written constitution.
8. In determining whether to designate the forum as an appropriate body to undertake neighbourhood planning, the LPA must have regard to the desirability of designating a body which:
 - Has taken reasonable steps to ensure that its membership includes at least one individual within each of the membership groups listed in paragraph 7 above;
 - Has a membership which is drawn from different places in the neighbourhood and from different sections of the community; and
 - Its purpose reflects, in general terms, the character of the area.
9. The application is considered valid in terms of the documents provided which includes a plan of the area, a written constitution, a list of 53 names of members of the forum, and information to support the makeup of the forum. Some of the information provided, such as the full list of members and related demographic information, has been provided to the council for the assessment of the application but has not been published online due to GDPR reasons in consultation with the council's GDPR officer. However, an anonymized summary of this information is included in the consideration section below and the appendices.

Public Consultation

10. In addition to the considerations set out in paragraphs 6-8, an application for a neighbourhood forum must be taken through a process of public consultation. The legislative requirements for this are set out in Regulation 6 of the Neighbourhood Planning (General) Regulations 2012 and require that the application is publicized for a period of 6 weeks before it can be determined.
11. The consultation period for this application began on 11 February 2022 and closed on 25 March 2022.
12. The consultation documentation has been made available on the city council's website, and hard copies have been provided at the Millenium Library at The Forum. Details of the consultation were also published on the council's social

media channels and approximately 200 organisations/groups were contacted directly. In deciding who to consult, the starting point was relevant consultees in the local plan consultation database, along with other groups identified with colleagues around the council that may have an interest in the application. These organisations/groups include: major landowners within/adjacent to the area or their agents, businesses and related representative organisations such as Norwich BID and Chamber of Commerce, institutions including universities, schools etc., community groups in the area and wider area of influence, representative organisations and charities with an interest in the area, and civic societies. Furthermore, the neighbourhood forum also used their own means to make the local public aware of the application.

13. In total, 13 consultation responses were received within the consultation period which closed on 25th March. Appendix 1 contains a summary of all representations received.

14. The responses can be broken down as follows:

- 4 representations in support
- 8 representations making comment
- 1 representations in objection

15. The level of response to the consultation at the time of writing is relatively low considering that a significant number of individuals, organisations and groups were consulted. The majority of responses were from organisations who were consulted from the local plan consultation database, who responded that they did not wish to comment on the application. There were 5 representations submitted from residents of Norwich, however not all provided their addresses so it has not been possible to determine whether these people live within the designated neighbourhood area.

16. The representations of support covered the following points:

- Agree with local representation and giving the community a voice.
- Localism fosters empowerment and community
- The area is broad and diverse – it is good to be able to represent such a place in an urban environment
- Not blanket opposition to building and change – it is about getting the right balance between local people and development
- This area has distinct identity
- Impressed by the work of the forum so far
- The objectives and purpose of the forum seem sound
- The area has suffered from poor planning decisions
- Population profile of this area is disadvantaged and the forum will give a voice to the community

17. The representations commenting on the proposed forum covered the following points:

- Do not wish to make any comments on the application
- The full forum members list is not available to view along with the other consultation documents.

- No objection to the application

18. The representation in objection covered the following points:

- The boundaries of the area are arbitrary
- Businesses are excluded from membership
- The area is already part of the city centre conservation area and existing planning processes work well enough
- The constitution does not have enough detail on how the forum would operate, or enough checks and balances
- Would prefer this is an advisory group that works with the council instead of creating a neighbourhood plan

19. In relation to the comment that the full members list is not available to view in public along with the other consultation documents, these details were not made available to the public as it contains personal information about members including their names and addresses. The name and contact details of one forum member was published on the website (with their consent) to comply with the requirements of the legislation. This approach was followed in consultation with the council's GDPR officer.

20. In relation to the points raised in paragraph 18, the boundary of the neighbourhood area was set when the area was formally designated by cabinet in 2018. In addition, businesses are not excluded from the membership. In considering an application for designating a neighbourhood forum, the council is not required to consider the content of the constitution other than in relation to the criteria set out in paragraphs 7 and 8 of this report. It should be noted however that the constitution does contain information in relation to the operation and administrative processes of the forum, for example in section 13. Furthermore, officers are aware that the proposed forum has liaised with Locality who have reviewed and commented on their constitution prior to submission (Locality provides support to neighbourhood planning groups on behalf of the government).

Consideration of the Application

21. The key considerations in reaching a decision on the designation of the proposed neighbourhood forum are set out above in paragraphs 6-8. The following assessment looks at each of these considerations in turn.

22. *That the forum is established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area including or consisting of the neighbourhood area;* The neighbourhood forum has prepared a written constitution, which sets out that the purpose of the forum is to prepare a neighbourhood plan, to protect and enhance the inherent qualities of the neighbourhood area and to promote and improve the cultural, creative, social, economic and environmental wellbeing of the area.

23. *That the forum membership is open to individuals who live in the area, work there, and local elected members for the area;* The constitution also sets out that the forum membership is open to individuals that live and work in the area, as well as elected councillors for Mancroft Ward.

24. *That the forum membership includes a minimum of 21 individuals meeting the above criteria;* The list of membership for the forum has been provided to the council. There are 53 members on the list, of which 1 is a councillor for Mancroft ward, 7 members work in the area, 2 members are supporters of the forum and 44 members are residents in the area.
25. *That the forum has a written constitution.* The forum has prepared and submitted a written constitution.
26. *That the forum has taken reasonable steps to ensure that its membership includes at least one individual within each of the membership groups listed in paragraph 19 above;* The forum has undertaken several exercises to obtain their membership, including postal materials to the area, setting up a website, having public meetings and having various methods for members to sign up including by email, post and utilizing a drop-off point in Roys. As detailed in paragraph 22, the membership of the forum is comprised of at least one member that lives in, works in or is an elected member for the area.
27. *That the forum has a membership which is drawn from different places in the neighbourhood and from different sections of the community.* In assessing the representativeness of the forum membership, the following have been undertaken:
- Geographical distribution: the addresses of each member of the forum have been plotted on a map (see appendix 2). The map shows that, in general, there is a good geographical spread of members across the area. There are a few areas where it is notable that there is no representation; these are the Anglia Square site, St Mary's Works and the Smurfit Kappa site. Given that the membership is largely from residents of the area, these gaps in the map are not unexpected. There does seem to be a lower level of representation in the North-Eastern part of the neighbourhood area, however representation across the whole area is considered to be generally acceptable.
 - Demographic information from Norfolk Insight 2020: Information on Norfolk Insight is displayed by Ward. This area does not directly correspond with the neighbourhood area boundary, however it does give an overall understanding of the makeup of the population in the local area. Relevant graphs and graphics from Norfolk Insight are contained within appendix 3. Norfolk Insight shows that Mancroft Ward is approx. 52% male and 48% female. The membership of the proposed forum is 47% male and 53% female.
 - The membership of the proposed forum is comprised of a good age range between 30–84-year-olds. This largely accords with information available for Mancroft ward on Norfolk Insight. There is minimal representation in 85+ year-olds and no representation in under 30 year-olds in the forum membership. Norfolk Insight shows that there is a good proportion of the population of Mancroft ward that is under the age of 30 who are therefore not represented in the forum membership. However, this is not an issue that is unique to this application, as generally engagement in the planning process by younger age groups tends to be

lower anyway. Furthermore, efforts have been made to ensure a wide variety of the population are aware of the forum and application, through the use of various methods of consultation.

- The forum membership is 84% white British, 9% white European, 5% white other and 2% other. Using information from the 2011 Census, Norfolk Insight indicates that Mancroft ward has a predominantly white population with a small proportion of Asian/Asian British, Black/African/Caribbean/Black British and mixed/multiple ethnic groups.
- The forum membership is predominantly of no organized religion, or Christian, with smaller percentages Jewish, Pagan or other. Using information from the 2011 Census, Norfolk Insight indicates that Mancroft ward is predominantly no religion, followed by Christian.
- The forum membership is predominantly made up of homeowners (78%). Using information from the 2011 Census Norfolk Insight indicates that Mancroft ward is largely made up of people who rent their homes.
- The majority of the forum membership are employed, which is generally reflected in 2011 Census Data displayed on Norfolk Insight.
- The forum membership is largely made up of residents in the local area. However, there are a handful of those who work in the area, own/run businesses in the area, or represent local organisations. In the application covering letter, the forum outline that they leafleted residences and took posters and leaflets to as many businesses in the area. In addition, as part of the formal consultation process, the city council contacted many local organisations, and publicized the application on social media channels and on its website. Therefore, whilst there could be greater representation from businesses/organisations on the membership, there is some representation and efforts have been made throughout consultation to reach these groups.

28. That the forum's purpose reflects, in general terms, the character of the area.

As set out in paragraph 20, the purpose of the forum which is set out in the constitution is considered to reflect the character of the area and seeks to cover a range of elements including the cultural, creative, social, economic and environmental wellbeing of the area.

29. Following the above assessment, officers acknowledge that the forum could have stronger representation from certain groups on the membership e.g. more businesses/local organisations, higher proportion of renters etc. However, given that the other criteria are largely met, officers consider that, on balance, the proposed neighbourhood forum overall meets the relevant criteria set out in the legislation.

Consultation

30. The neighbourhood forum application has been through a process of public consultation (see paragraphs 10-12).

31. In addition, the proposed NOW neighbourhood forum has been made aware of this report and its content.

32. Relevant ward councillors have also been informed of the neighbourhood forum application through the formal consultation process.

Implications

Financial and Resources

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2019-22 and Budget.

33. There are no direct financial or resource implications from the designation of a neighbourhood forum. However, the future preparation of a neighbourhood plan will require further council resources.

34. In addition, should a neighbourhood plan be prepared and adopted in future, then the local community will benefit from 25% of the revenues from the Community Infrastructure Levy arising from the development that takes place in their area. This will apply to any planning permissions issued subsequent to the adoption of a neighbourhood plan.

Legal

35. Local planning authorities have a statutory duty to advise and assist prospective neighbourhood forums in the preparation of a neighbourhood plan. The Town and Country Planning Act 1990, as amended by the Localism Act 2011, sets out the requirements and considerations for LPAs in relation to applications for designation of a neighbourhood forum and designation of a neighbourhood area. These requirements have been discussed in detail above.

Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	Designation of the neighbourhood forum is likely to improve community cohesion. Part of the designation process involves ensuring the forum is representative of the people who live and work in the area.
Health, Social and Economic Impact	No direct impact arising from neighbourhood forum designation at this stage but there may be impacts from a future neighbourhood plan.
Crime and Disorder	No direct impact arising from neighbourhood forum designation.
Children and Adults Safeguarding	No direct impact arising from neighbourhood forum designation.

Consideration	Details of any implications and proposed measures to address:
Environmental Impact	No direct impact arising from neighbourhood area designation at this stage but there may be impacts from a future neighbourhood plan.

Risk Management

Risk	Consequence	Controls Required
Decision not to designate the forum	Risk of legal challenge.	Designation of the neighbourhood forum in accordance with the assessment and recommendation in this report.

Other Options Considered

36. In this instance, no other alternative options were considered, as it is recommended the proposed neighbourhood forum be designated as it meets the requirements of the legislation.

Reasons for the decision/recommendation

37. An application along with supporting information has been submitted for the proposed designation of a neighbourhood forum for the previously designated neighbourhood area. Following the assessment above, officers acknowledge that whilst there could be stronger representation for certain parts of the local community in the membership (e.g. businesses, renters, younger age groups), on balance, the forum meets the relevant criteria set out in the legislation. Therefore, it is recommended that cabinet approve the designation of the Norwich Over the Wensum Neighbourhood Forum for the Northern City Centre Neighbourhood Area previously designated in 2018. In acknowledging those areas where there could be stronger representation in the membership of the forum, it is also recommended that cabinet ask the neighbourhood forum to have particular regard to addressing the issues raised in paragraph 25 of this report as part of their future neighbourhood planning activities.

Background papers: None

Appendices:

Appendix 1: Summary of consultation responses
Appendix 2: Map showing geographical distribution of membership
Appendix 3: Norfolk Insight data
Appendix 4: Copy of publicly available application documentation

Contact Officer:

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Email address: charlottehousell@norwich.gov.uk

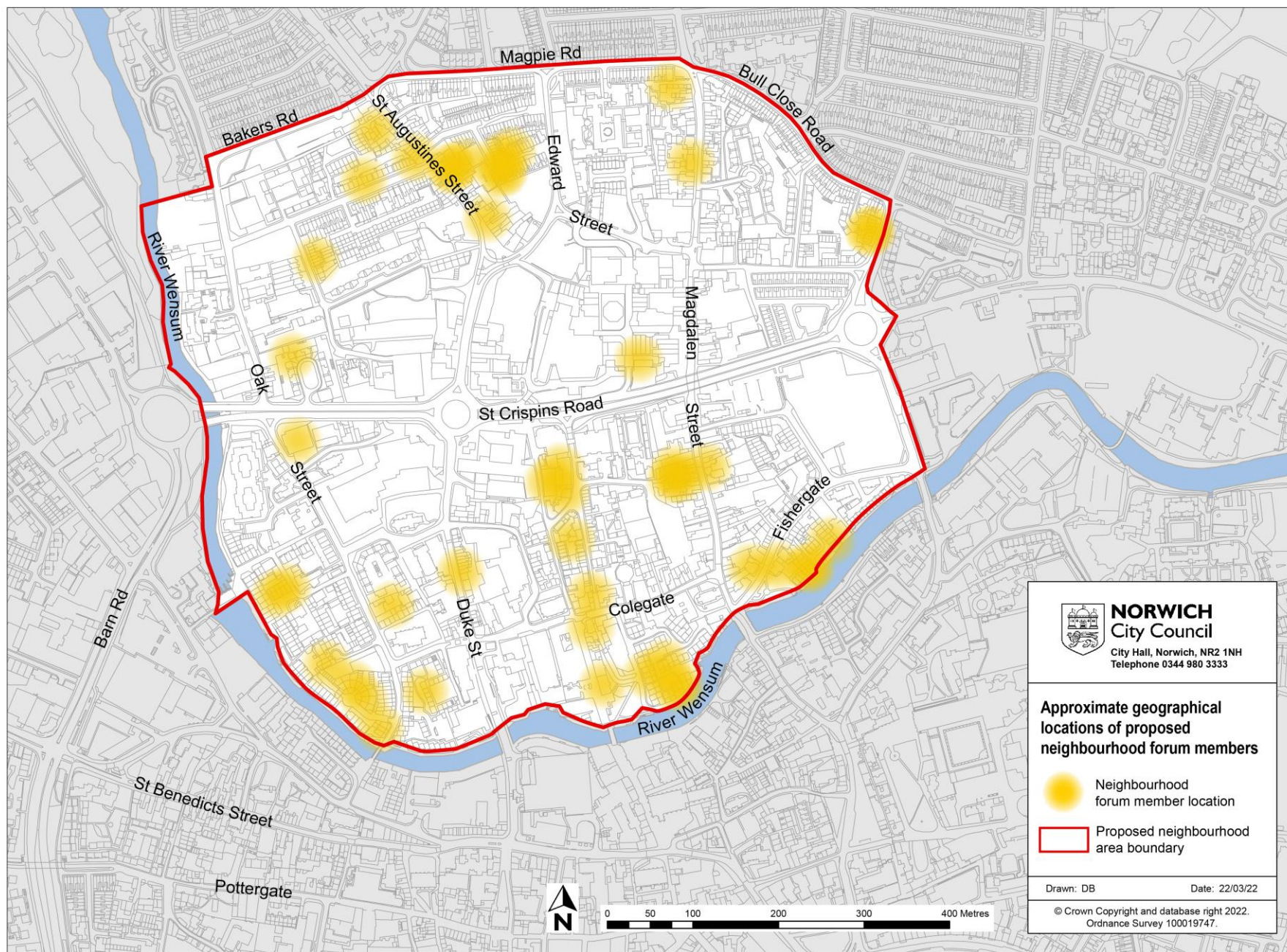
Appendix 1 – Summary of Consultation Responses

Individual/ Organisation	Category	Summary of comments
Broads authority	Comment	We note the area is right up to the river and so up to our border. Please keep us informed of each step and consult us. We are happy to attend any relevant meetings and the group are welcome to get in touch directly.
Individual	Comment	Note the plans. Some of the documents are not available to see on the website. Poor transparency to not be able to see who the members are/what organisations they represent.
Coal Authority	Comment	The Coal Authority is only a statutory consultee for coalfield Local Authorities. As Norwich City Council lies outside the coalfield, there is no requirement for you to consult us and / or notify us of any emerging neighbourhood plans.
Gardens Trust	Comment	Thank you for consulting the Gardens Trust on this proposed designation. The Trust does not wish to submit comments on this matter.
LLFA	Comment	The County Council as Lead Local Flood Authority has no comments to make.
Natural England	Comment	Natural England does not wish to make comment on the suitability of the proposed plan area or the proposed neighbourhood planning body. Information Provided to sources the neighbourhood planning body may wish to use in developing their plan, and to highlight some of the potential environmental risks and opportunities that neighbourhood plans may present.
Norfolk Constabulary	Comment	No comment on the designation of the neighbourhood forum. Response sets out a number of consideration for a future neighbourhood plan.
Historic England	Comment	No objection to designation of the forum. Response sets out some useful information and resources for a future neighbourhood plan.
Individual	Support	I am a resident in the area. I support the proposed forum and it will give a voice to those living in this part of the city on future plans.
Individual	Support	Live in the area and keen to support its development. I agree with local representation and local voice in civic matters. The area is diverse and keen that the forum can represent as many voices and ways of living as possible. Not blanket opposed to building and change – there's a balance between local people, planners and developers and this neighbourhood scheme will help with that.

Appendix 1 – Summary of Consultation Responses

Individual	Support	Welcome the forum. The forum covers a coherent area with distinct identity. It has not had the same attention as other areas of the city. It is diverse. The forum would give the area a voice. I am impressed by the work done by the forum so far.
Individual	Support	The objectives and rationale for the forum are sound. The area is a distinct and historic part of the city that has been poorly served by planning decisions. The population profile of the neighbourhood is disadvantaged and the forum should be well placed to articulate the need and priorities of the area to the council.
Individual	Object	The intentions of the group seem sincere but unfortunately object to the forum. The area seems arbitrary and those that travel to or through the area are not eligible for membership. The membership excludes businesses. There are not enough checks and balances in the constitution in terms of quorum, voting, decision making, recalling members/officers etc. The area is already in a conservation area and the existing planning system works well enough. Would prefer to see this as an advisory group working with the council etc. instead of creating a neighbourhood plan.

APPENDIX 2



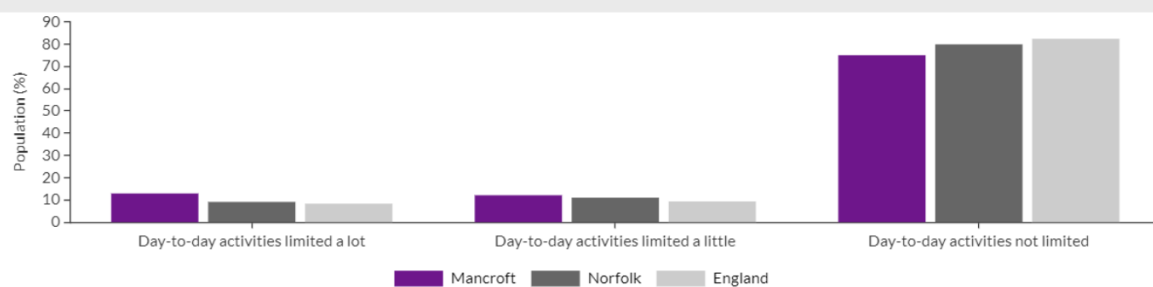
Appendix 3 – Norfolk Insight data for Mancroft ward

Population estimates for all persons by 5-year age group for 2020



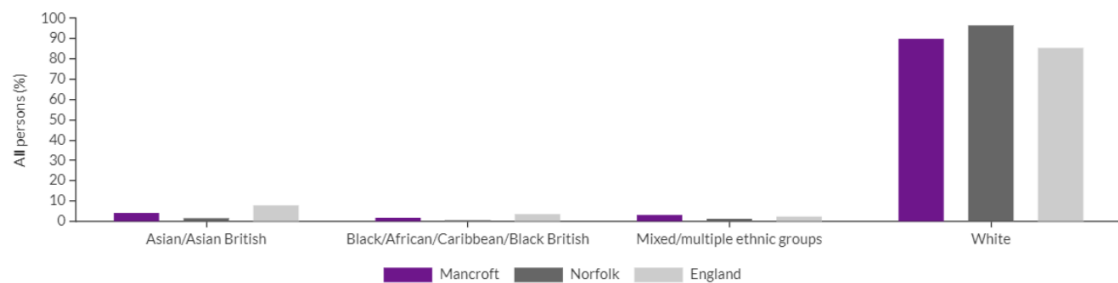
Date: 2020 Source: ONS

Long-term health problem or disability



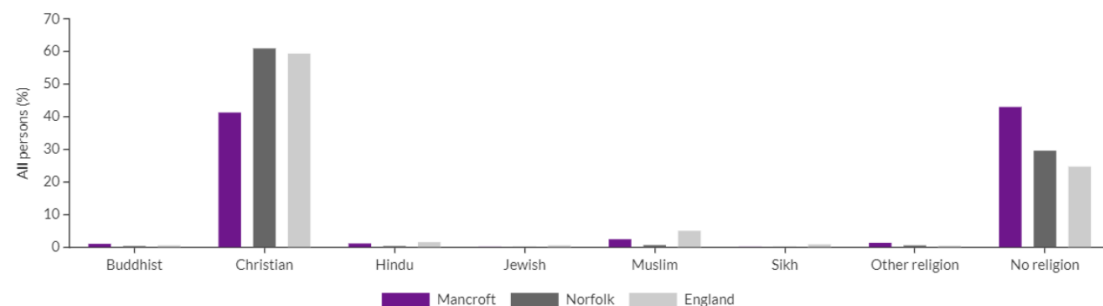
Source: ONS Census 2011

Broad ethnicity groups



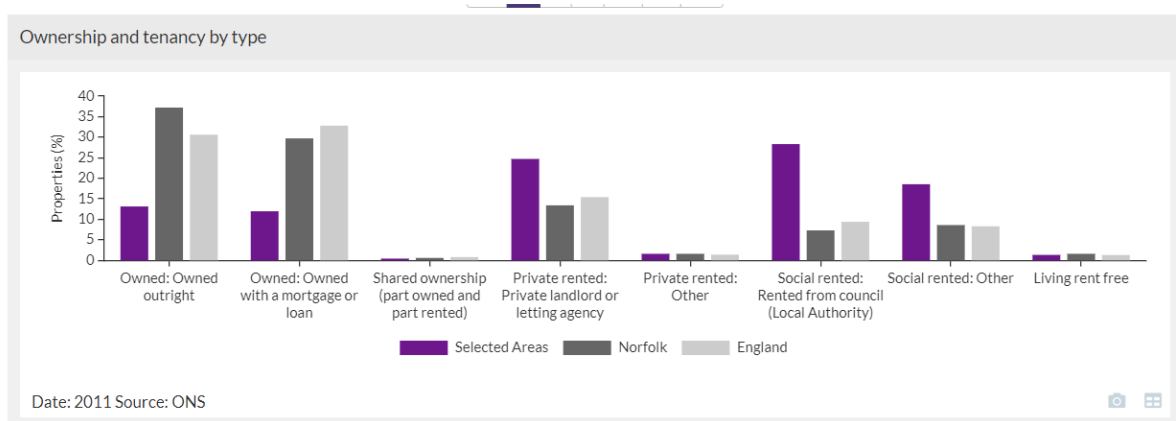
Source: ONS Census 2011

Religion breakdown



Source: ONS Census 2011

Appendix 3 – Norfolk Insight data for Mancroft ward



Norwich Over The Wensum Neighbourhood Forum

www.norwichoverthewensum.org.uk
info@norwichoverthewensum.org.uk



To:

Norwich City Council
St Peters Street,
Norwich,
NR2 1NH

17th December 2021

Dear Norwich City Council Councillors and Officers,

Application of Neighbourhood Forum Designation

The Norwich Over the Wensum Neighbourhood Forum, which was formally constituted on 18th November 2021, hereby applies to be designated as a Neighbourhood Forum under the provisions of section 61F subsection 5 of The Town and Country Planning Act (1990) as amended by the Localism Act 2011, and the Neighbourhood Planning (General) Regulations 2012.

To support our application, please find attached:

- The Neighbourhood Forum Constitution
- A list of members, along with names, addresses, and any other information required to demonstrate membership eligibility
- The results of our demographics survey (please note that both members and supporters could fill in this survey, which is why there is a mismatch between the number of people on each list)

For information, we also provide:

- A map of the area, with the geographical area boundaries indicated.
- A copy of the leaflet we distributed to all residences, and as many workplaces as was reasonably possible, informing people of the opportunity to join the forum

Below, we provide further details regarding the forum and its development.

The forum formation process and outreach

An application was made by a previous group to form a neighbourhood forum for the Cathedral, Magdalen Street and St Augustines area (CMStA). This was unsuccessful. The Council did however designate the area subject to this current application as appropriate for a neighbourhood plan area. Following this, those who had an interest in creating a neighbourhood forum for this area of the city began to bring together a new group with this intention.

Towards the end of 2020, a website and mailing list was established for ease of communication with those interested. At that time a provisional name was the Northern City Centre Neighbourhood Forum. In early 2021 we found that meetings of large numbers of interested people was not effective in making progress and it was decided to form a steering group charged with undertaking the process of setting up the Forum. This group consisted of Simeon Jackson, Judith Ford, Hilary

Wakeman (until September 2021), Stacey-Louise Wilson, Pipa Clements, Hugh McGlyn, and Rob McVicar.

This group met regularly between April 2021 and November 2021 and undertook the following tasks to facilitate the establishing of the forum:

- Liaison with Norwich City Council
- Obtaining technical support from Locality
- Decisions on the name of the Forum, domain name and email address, and logo
- Writing and distributing an invitation leaflet to all residences in the area
- Following communication with Vision Norfolk, produced leaflets more suitable for those with visual impairments
- Distributing posters and/or leaflets to most businesses in the area
- Providing a postbox in Roys for paper applications
- Maintaining and updating the website (norwichoverthewensum.org.uk)
- Writing the Constitution
- Drafting the Terms of Reference of the Administrative Committee
- Holding on-line and in-person information events for people interested in being involved of the Forum
- Holding an on-line General Meeting where the members unanimously approved the constitution. This meeting also appointed Officers for the Forum and the Administrative Committee and charged the committee with submitting this application for designation.

In an effort to engage a diverse range of residents and workers throughout the area, the steering group setting up the forum leafleted all residences in the area that we were able to access, and included as many businesses as we could. The leaflet design is attached to this application, as is the large print text only version which we provided to Vision Norfolk to help engage those with visual impairments.

The Steering Committee has now finished its work and the Administrative Committee, appointed by our inaugural general meeting, is taking over the secretariat function for the Forum.

The Neighbourhood Area

The area for which this neighbourhood forum is applying has already been designated as a Neighbourhood area by the June 2018 meeting of Norwich City Council cabinet. See the map for the area boundaries.

The Constitution

The constitution has emerged from a long process of review and revision amongst the steering group seeking to set up the forum, with feedback sought from Norwich City Council planning officers and Locality at various stages during its development.

From the beginning, the intention was to ensure that the constitution recognised the nature of the area as a commercial district centre that serves a wider area, and should therefore include provision for non-residents who are not eligible to be members to have some involvement in the activity of the forum, whilst still being in line with the Act's membership requirements. Advice was obtained from Locality on this topic in particular, as well as other aspects of the constitution.

List of members

Most members signed up online using a web-form on our website. This form gave the option to apply for membership, or to become a Supporter if not eligible for membership, or to be on the mailing list only. We provided paper application forms upon request.

The list of confirmed members of the forum is included with this application, totalling 48 members. On this list, we have indicated which are members by virtue of living in the area (42), working in the area (5), or as a councillor for the area (1). We have also included addresses/postcodes and other eligibility information so that you are able to verify the eligibility of our membership. We also attach a map showing the geographical distribution of these members within the area based on postcode, to demonstrate the geographic representativeness of our membership.

We also hold a further list of 48 people who are eligible and have shown an interest in becoming a member prior to the completion of the forum's constitution, and who have not yet confirmed their agreement with the constitution and their rights and responsibilities. These people continue to receive our emails and be invited to our meetings until such time as they either confirm their membership, or choose to become a Supporter, subscriber, or to remove themselves from our list altogether. We expect our membership to continue to grow a little as people continue to respond.

We also hold a further list of Supporters (22): people who are supportive of the forum, but are either not eligible to be members, or who have chosen to be a Supporter rather than a full Member of the forum.

There are also people who are on our mailing list for information only which includes a further 100 contacts.

Demographic data

When individuals signed up, we invited them to take part in a demographics survey so that we could get a feel for the diversity of our membership. Because this survey took place before our constitution was finalised, this also includes some Supporters. 109 people took part in the survey.

As anonymised data, we are unable to filter out the data for Members and Supporters retrospectively. However, this still provides useful data on those we have engaged with and how this compares to the demographics of the area as a whole, indicating therefore which sections of the local population we need to make more efforts to engage with as the forum progresses.

Technical advice and grant funding

During the process of creation of the forum, the steering group setting up the forum applied for and received a technical support package from Locality (available to nascent groups in un-parished areas). This ongoing technical support package has assisted the group with the development of the constitution, the organisational structure, and offered guidance regarding our community engagement activities.

The group has not to date accessed any grant monies and has found skills and support within the group and the wider community which has enabled it to work towards this application for designation.

Deprivation data for the area

Approximately half the area is covered by LSOA001C and half by LSOA001D. LSOA001C is amongst the 10% most deprived areas of the country. LSOA001D is within the 40% most deprived areas of the country.

The criterion for eligibility for an extra £8,000 grant and for extra technical support from Locality is that at least 30% of the area is within the 20% most deprived areas of the country. Our area meets that criterion.

Yours sincerely,

Norwich Over The Wensum (NOW) Neighbourhood Forum Administrative Committee

upon the instruction of the meeting of the Neighbourhood Forum held on the 18th November 2021

www.norwichoverthewensum.org.uk

Contact details of one member of proposed Norwich Over the Wensum Neighbourhood Forum

Name: Judith Ford

Address: 33 Friars Quay, Norwich, NR3 1ES

Email: judithmfd2@gmail.com

Norwich Over the Wensum Neighbourhood Forum Constitution

Adopted at the General Meeting on 18th November 2021.

1. Name

- 1.1.** The Neighbourhood Forum shall be known as 'Norwich Over the Wensum Neighbourhood Forum' (hereinafter referred to as 'the Neighbourhood Forum') as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act').

2. The Norwich Over the Wensum Neighbourhood Area

- 2.1.** The Neighbourhood Area shall be the area shown in the map in Appendix A
- 2.2.** The Neighbourhood Area is that which was defined for the expired Norwich Northern City Centre Area Action Plan (2010). The River Wensum forms the Southern and Western Boundary between Whitefriars Bridge and adjacent Oak Street in line with the former city wall; then following the Mancroft ward boundary along Bakers Road, Magpie Road and Bull Close Road up to where it meets Charlton Road; then Charlton Road and Whitefriars back to Whitefriars Bridge.
- 2.3.** As defined, the Neighbourhood Area falls entirely within the boundary of Norwich City Council, being wholly contained within the Mancroft Ward. It is also wholly contained within the Mancroft Division of Norfolk County Council, and the Norwich South Parliamentary Constituency.

Between Whitefriars Bridge and New Mills the Neighbourhood Area is bordered by the River Wensum for which the Statutory Planning Authority is the Broads Authority.

3. Purpose

The Purposes of Norwich Over the Wensum Neighbourhood Forum shall be:

- 3.1** to prepare the statutory Neighbourhood Plan.
- 3.2** to protect and enhance the inherent qualities of the Neighbourhood Area and to promote and improve the cultural, creative, social, economic and environmental well-being of the Neighbourhood Area.
- 3.3** The Neighbourhood Forum aims to give a voice to the residents and those who work in the area and to listen to representatives of businesses and organisations of the Neighbourhood and to reflect their aspirations and concerns:

- to enable the identification, and if possible, delivery of solutions to the challenges it faces
- to facilitate better communication of local interests with Norwich City Council, the Broads Authority and other bodies
- to promote a sustainable, mixed and inclusive community

4. Commitments to diversity and inclusivity

- 4.1.** The Neighbourhood Forum will respect all differences including gender, age, ethnicity, religion, sexual orientation, disability and income, and will act without discrimination.
- 4.2.** Neighbourhood Forum will provide all residents and people who work in the Neighbourhood Area the opportunity to join the Neighbourhood Forum
- 4.3.** The Neighbourhood Forum will actively seek individual membership to represent the demographic make-up and geography of the Neighbourhood
- 4.4.** Acknowledging the Neighbourhood Area as a hub for the wider locality, when developing the Neighbourhood Plan the Neighbourhood Forum will endeavour to engage with those coming to the area to work, study, shop, design/produce/make, socialise, or for entertainment or other purposes to better understand how the neighbourhood functions.

5. Affiliations

- 5.1.** The Neighbourhood Forum shall not be affiliated to any political party or political organization, or specific religious organization or sectarian group, or developer.
- 5.2.** The Norwich Over the Wensum Neighbourhood Forum is not related to or affiliated to any former or current Norwich Over the Water organisations or schemes.

6. Responsibilities and Powers

- 6.1.** The Neighbourhood Forum will work in close liaison with the Local Planning Authority (Norwich City Council), and in order to prepare a Neighbourhood Plan the Forum, will take into consideration, and build an evidence base from, all development and planning matters relevant to the Neighbourhood Area.
- 6.2.** The Neighbourhood Forum will elect Officers which will include, but are not limited to, Chair, Vice Chair, Secretary and Treasurer from within the Membership. These Officers will be elected at a General Meeting of the Forum, by a simple majority.
- 6.3.** To achieve its purposes the Membership of the Neighbourhood Forum will, at a General Meeting, set up an Administrative Committee to oversee the day to day

running of the work of the Forum. The Neighbourhood Forum is responsible for oversight of the Administrative Committee and will set the Terms of Reference to include its structure, appointments to the committee and delegation of powers to the committee.

The Administrative Committee will report to the Forum.

- 6.4.** To achieve its purposes the Neighbourhood Forum may if appropriate initiate Neighbourhood Development Orders, or identify Assets of Community Value, or carry out any other permitted actions.
- 6.5.** The Neighbourhood Forum may also seek to deliver wider improvements by working in partnership with residents, businesses, Norwich City Council, the Broads Authority and local organisations, as well as those further afield as necessary.

7. Governance,

- 7.1.** The Neighbourhood Forum will follow the correct statutory neighbourhood planning process and will ensure that the plan meets the Basic Conditions and other legal requirements for a Neighbourhood Plan.
- 7.2.** The Neighbourhood Forum is responsible for approving each statutory stage of the Neighbourhood Plan by vote at a General Meeting.
- 7.3.** The Neighbourhood Forum will take account of Data Protection and any other relevant regulation.
- 7.4.** The Neighbourhood Forum shall take account of the following principles of governance
 - 7.4.1.** The Forum is clear about its aims and purpose and ensures that these are being delivered effectively and sustainably
 - 7.4.2.** The Forum ensures the Officers and Administrative Committee are effective and working in line with the Forum's aims and purposes
 - 7.4.3.** The Forum and its Officers will act with integrity
 - 7.4.4.** The Forum ensures its decision-making processes are informed, rigorous and timely
 - 7.4.5.** The Forum will endeavour to ensure the Administrative Committee works as an effective team, and has the appropriate balance of skills, experience, backgrounds and knowledge to progress the work of the Forum
 - 7.4.6.** The Forum is committed to diversity and inclusivity as under paragraph 4
 - 7.4.7.** The Administrative Committee is open and accountable to the Forum

8. Membership

8.1. Criteria for Membership of the Neighbourhood Forum

- 8.1.1.** Membership of the Neighbourhood Forum shall be a minimum of 21 eligible individuals

8.1.2. Membership of the Neighbourhood Forum is open to:

- a) all individuals who live in the Area
- b) all individuals who work in the Area (whether for businesses carried on there or otherwise)
- c) City and County Councillors representing Mancroft, within which ward the Area lies.

8.2 Application for Membership

8.2.1 Each individual applicant for Membership shall submit a request to join which may be on-line or by mail to the Secretary which includes:

- a) contact details
- b) if resident within the Neighbourhood Area: home address including post code
- c) if not resident in the Neighbourhood Area: address of workplace within the Neighbourhood Area including post code
- d) GDPR consent for the Neighbourhood Forum to process their personal data for its lawful purposes

8.2.2 The Secretary of the Forum will have the right to request proof of eligibility for Membership

8.3 Rights and Responsibilities of Membership

8.3.1 The Membership will be invited to all AGM and General Meetings of the Neighbourhood Forum and will have the right to speak or ask questions.

8.3.2 Members will have voting rights of one vote per individual at all General Meetings.

8.3.3 Members are expected to take responsibility for the Governance and sound financial management of the Neighbourhood Forum through attending and voting at General Meetings. This will include decisions on the Regulation 14 and Submission versions of the Neighbourhood Plan and any other decisions required by the Statutory Process.

8.3.4 All Forum Members are required to consider any personal or financial conflicts of interest and declare these by notifying the Secretary as soon as is possible.

- a) Any declared conflict of interest will be recorded in a Register of Interest
- b) The concerned member may not vote in respect of matters in which they have declared a conflict of interest.

8.4. Termination of Membership

8.4.1 Members are required to inform the Secretary promptly of:

- a) any change in their details as supplied under 4.2

b) if they wish to resign from the Forum

8.4.2 The Forum may, by a simple majority vote, refuse to accept, or may revoke, membership of any individual who in its opinion fails to meet the criteria for membership, or fails to act in accordance with the principles of Governance outlined above, or acts in a way inimical to the Forum's purpose.

Any person whose membership is revoked shall have the right to appeal to a General Meeting of the Forum.

9. Non-Member involvement with the Neighbourhood Forum

9.1. Supporters of the Neighbourhood Forum:

9.1.1. Individuals who have a material and ongoing interest in the area and are dedicated to the objectives and purpose of the Forum may become Supporters of the Neighbourhood Forum whether or not they live or work within the Neighbourhood Area.

9.1.2. Supporters will be encouraged to volunteer to be involved in activities of the Forum if they wish.

9.1.3. Supporters may be co-opted onto the Administrative Committee and serve on Working Groups

9.1.4. Supporters are not Members of the Forum for the purposes of this Constitution.

9.2 Mailing list:

Individuals who just wish to be kept informed may sign up to be on a mailing list whether or not they live or work in the Neighbourhood Area.

10. Communication

10.1. The Forum will maintain a website and email address.

10.2. The Forum will maintain a mailing list.

11. Finance

11.1 The signatories on any bank account which the Neighbourhood Forum holds will be Officers of the Forum.

11.2 The Neighbourhood Forum will apply for appropriate grant funding as needed for the furtherance of its purposes.

11.3 Funds controlled by the Forum shall only be used in furtherance of the Purpose & Objects of the Forum.

11.4 The Accounts will be presented to the Forum Members for approval at the Annual General Meeting.

12. Amendments and Dissolution

12.1. Amendments to this Constitution will be by decision of a General Meeting carried out in accordance with the rules for General Meetings above.

- Proposed amendments should be sent to the Secretary a minimum of 14 days before the General Meeting
- The Secretary will send out proposed amendments to the Membership and at least 7 days before the General Meeting and will alert the Administrative Committee and the Local Planning Authority to proposed amendments

12.2 The life-time of the Neighbourhood Forum will be 5 years as set out in planning legislation

12.3 A formal review of the functions and achievements of Norwich Over the Wensum Neighbourhood Forum will be carried out five years after its formation.

12.4 Following such review, and consultation with its members, the Neighbourhood Forum will decide the most appropriate way of supporting its Neighbourhood's aspirations

12.5 The Neighbourhood Forum may be dissolved prior to the end of its five-year life, by decision of a General Meeting specifically called for this purpose and carried out in accordance with section 4 above, with the exception that such a vote will only be carried if supported by two thirds or more of those voting.

12.6 At the time of dissolution, any property or funds held by Norwich Over the Wensum Neighbourhood Forum will be:

- subject to the agreement of the Members at General Meeting, allocated to one or more nominated organisations set up to continue the work of Norwich Over the Wensum Neighbourhood Forum,
or
- in the absence of any such organisation and subject to any statutory regulations, distributed equally to local voluntary or charitable organisations

13. Meetings

13.1 Annual General Meetings will be held yearly or as close to yearly as practicable and should be no longer than 15 months apart.

13.2 Further General Meetings of the Forum will be called when needed, by the Administrative Committee. In particular, meetings of the Forum will be called whenever there is Statutory Business or other business requiring a vote. Meetings should be at intervals not greater than 6 months.

An Extraordinary General Meeting may be called by 5 members of the Forum applying to the Secretary.

- 13.3 The quorum for a General Meeting shall be 14 members and notice should be given at least 21 days in advance.
- 13.4 At any General Meeting of the Forum each Member present will have one vote. Only Members are allowed to vote. Decisions of General Meetings will be by simple majority except in the cases set out in section 9 (Amendments & Dissolution) below. Votes will be by a show of hands or online poll (where meetings are held online).
- 13.5 The Chair (or the Vice Chair when acting as Chair) will have a casting vote at any General Meeting
- 13.6 Members will declare and abstain from voting on any matter in which they have a direct financial interest, or a conflict of interest where a Neighbourhood Plan policy would affect the business interests of a Forum member.
- 13.7 The Secretary is responsible for the minutes of General Meetings and will ensure that declarations of interest or conflicts of interest are recorded and that the minutes are drafted and circulated to invite comments on accuracy within two weeks and ensure that a process of approval is maintained at the next meeting.

Appendix A: Map of the Neighbourhood Area



Appendix B: Duties of Officers of the Forum

- A. The **Chair** of the Neighbourhood Forum, shall:
- i. call and chair regular meetings of the Neighbourhood Forum and have a casting vote on elections and resolutions where necessary
 - ii. act on behalf of the 'Norwich Over the Wensum Neighbourhood Forum' and represent it externally when required, or delegate other appropriate person to do so. This would most usually be the Vice Chair, but where there is an area of specialist expertise an alternative person may be chosen.
 - iii. interpret the constitution. The Chair's interpretation may be overturned by a simple majority of the Membership at a General Meeting.
 - iv. have the power to take decisions on urgent matters between meetings of the Forum, but should attempt to liaise with other Officers and Forum members where at all possible.
 - v. act as joint signatory on the 'Norwich Over the Wensum Neighbourhood Forum' bank account.
- B. The **Vice Chair** of the Forum, shall deputise for the Chair in all of these matters in his or her absence or on request.
- C. The **Treasurer**, shall:
- i. be responsible for maintaining the accounts of the 'Norwich Over the Wensum Neighbourhood Forum'
 - ii. be responsible for presenting a budget annually for the following year to the Membership at the AGM for approval.
 - iii. submit a detailed summary of the accounts at every Forum Meeting
 - iv. be responsible for the drafting of applications for grant funding, sign off on such applications and liaise with the accountable body where appropriate
 - v. act as a joint signatory on the 'Norwich Over the Wensum Neighbourhood Forum' account
- D. The **Secretary** shall:
- i. be responsible for organising General Meetings of the Forum, taking the minutes of these meetings, circulating them promptly to Forum Members and ensuring that a process of approval of the Minutes is maintained at the next general meeting.
 - ii. ensure that declarations of interest or conflicts of interest are recorded.
 - iii. be responsible for oversight of the member database and data protection
 - iv. act as joint signatory on the 'Norwich Over the Wensum Neighbourhood Forum' bank account if required



Magpie Road

Bull Close Road

River

St Augustines Street

Anglia Square

Magdalen Street

Flyover

Oak

Wensum

Street

Duke Street

Colegate

River

Wensum