

Document 2

Harrow Hill Neighbourhood Forum (HHNF) submits for consideration, this application for designation as a Neighbourhood Forum.

Introduction

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:

- a) the name of the proposed neighbourhood forum*
- b) a copy of the written constitution of the proposed neighbourhood forum*
- c) the name of the neighbourhood area to which the application relates and a map which identifies the area*
- d) contact details of at least one member of the proposed neighbourhood forum to be made public under regulations 9 and 10*
- e) a statement setting out how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.*

Application

This application addresses these requirements as follows:

- a) The name of the proposed forum is the Harrow Hill Neighbourhood Forum (HHNF)
- b) The Constitution for the Forum is attached as appendix 1
- c) The Harrow Hill Neighbourhood Forum application relates to the Area of Special Character with additional roads in the Roxborough Park area to enable full inclusion of the Roxborough Park & the Grove Conservation Area south of Lowlands Road. An application for Neighbourhood Area designation accompanies this Neighbourhood Forum application. A map is shown on page 2 (and in the constitution).
- d) The principal contact details to be made public for the proposed Forum are as follows:

Paul Catherall Designated Chairman

Contact E-Mail address is chairman@harrowhillneighbourhoodplan.org

Telephone 07768123299

Postal Address Holm Oak, Mount Park Avenue, Harrow on the Hill, HA1 3JN

- e) HHNF has been created and will conduct itself in accordance with Section 61F (5) of the 1990 Act.

The Forum Committee currently comprises 23 representatives of residents, local businesses and Council representation in the proposed neighbourhood area. This committee is representative of the Community at large since it includes, young, middle

Harrow Hill Neighbourhood Forum

and older age groups, of both genders, from different ethnic backgrounds and faiths, with differing economic means and both large and small businesses.

We looked at the main industry in the Area namely education and the ten schools in the Area. The Forum does have representation from both John Lyon School and Harrow School although they are the same Charitable Foundation, as they are treated as separate managements with their own requirements for participation and communication. Also we are aware that several resident school masters are members of one or more local associations and can also provide feedback to the Forum via those organisations. We are pleased to say that the largest land owner (Harrow School) and the largest school in the Area by pupil numbers and pupil commuting (St Dominic's) are members and junior education is also represented, so as to balance the age range representation.

We looked at the demographics for the Area (Table WP001 2011 Census Area Profile) for example it prompted us to be proactive and we looked at religious establishments in the Area and confirmed that there are no mosques or temples in the Area but several churches.

We intend to continue to develop and expand the committee.

Harrow Hill Neighbourhood Forum has been formed through discussions with the Harrow Hill Trust, the Harrow Forum, and local representatives from resident's associations, Harrow Architects Forum, local schools including large and small schools, the CAAC, and The Campaign for a Better Harrow Environment (CBHE). The Neighbourhood Forum, while being "independent" will work closely with these organisations and other local bodies on matters covering the interests of residents and businesses across Harrow Hill. Hence it is important to look at the Forum members as having a significant reach to a very large number of residents. In addition communication with bodies is likely to include, Harrow Heritage Trust and local representatives from National bodies such as the Open Spaces Society and the Ramblers Association, LAMAS and the London Forum on relevant matters to them which also cover the interests of residents and businesses across Harrow Hill.

An extensive leaflet campaign was designed to provide 100% coverage for households in the Area to inform people of the proposed plan and to invite people to an open meeting hosted by St Dominic's VI form college. (The colour version of the Leaflet is provided as an appendix 2). Interestingly 2,100 of the approximate total 4,600 households (2011 census) were delivered to in conjunction with a May Day leaflet for the Harrow Hill Trust and a Spirewatch leaflet for St Mary's Church. Such co-ordination of effort worked well. At that meeting attendees formed working parties and provided written feedback on flipcharts of matters which they considered would improve life in the Area. This included planning and non-planning matters. However for an Area of Special Character many issues which would have limited planning relevance outside of such an Area can have more prominence.

The Development Management (DM) policies for Harrow para 2.38 states

"The strategic value of the Harrow on the Hill area of special character is the prominence that the Hill provides to the historic hilltop settlement, particularly St. Mary's Church and historic Harrow School buildings, and the setting created by the major open areas, including the cumulative contribution of groups and individual trees."

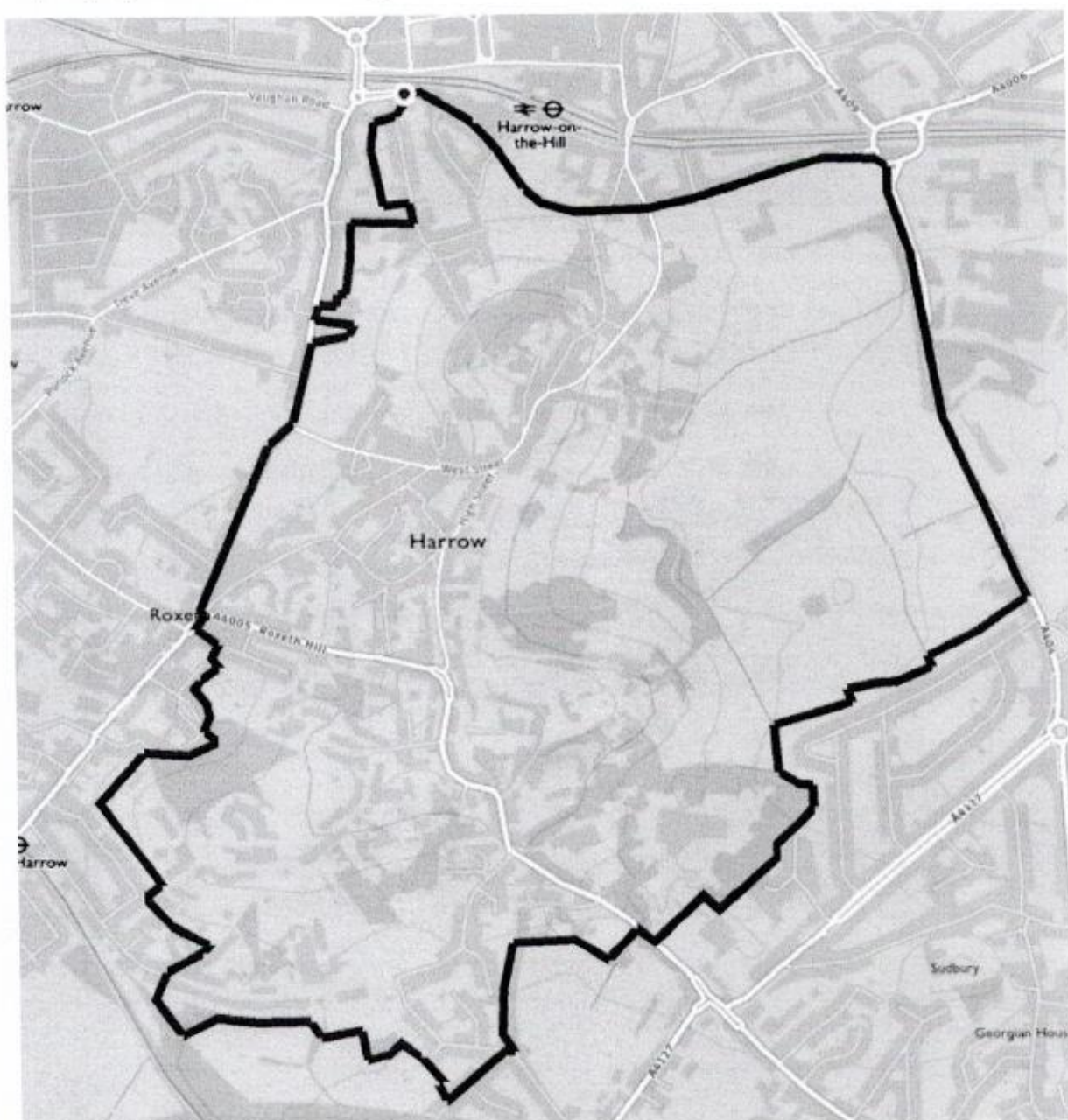
It is of relevance to consider DM6 The Area of Special Character itself, and hence the setting of any proposed development is more important to consider than for development outside of such an Area. DM6 policies C states.

"Proposals that would substantially harm an area of special character, or its setting, will be refused."

Other points raised could impact on DM1 high standards of development, DM2 Lifetime Neighbourhoods, DM3 Protected Views and Vistas, DM4 Shopfronts and Forecourts, DM5 Advertisements, DM7 Heritage Assets, DM16 and 17 Maintenance of the openness and the beneficial use of MOL, DM18 Protection of open space, DM20 and DM21 Protection and Enhancement of Biodiversity and Access to Nature, DM22 Trees and Landscaping, DM25 Office Conversions, DM26 conversion of Houses, DM34 Hotel and Tourism Development, DM42 Parking Standards, DM43 Transport Assessments and Travel Plans, DM45 Waste Management, DM46 and DM 47 New and retention of Community, Sport and Educational Facilities, DM49 Telecommunication. The topic of enforcement action was also raised .

The Neighbourhood Plan will also be able to pick up those aspects of the published draft of the Harrow School SPD which were subsequently dropped, in particular transport over the hill and the needs of residents, businesses, boarding school, and day schools.

Map of proposed Harrow Hill Neighbourhood Forum Area



Harrow Hill Neighbourhood Forum

In addition attendees of a planning consultation open day were approached, and a stall was run at the very well attended May Day festival in conjunction with the Harrow Hill Trust for 2016 and 2017. Leaflets were provided for attendees explaining what a Neighbourhood Plan was about and email addresses were obtained for subsequent communication.

Consistently the feedback received has been very positive and such support confirmed the need to produce a new integrated and focused plan for Harrow Hill driven by residents and local businesses.

As a consequence, individuals, who have a passion for developing Harrow Hill for the benefit of the community, have come together to form the Forum Committee described earlier. Forum Committee Members details are available to the Council but not for general publication.

Membership of the Neighbourhood Forum will be open to all residents and to businesses operating in the designated area and as set out in the constitution. We have a website to inform people and to encourage participation. www.harrowhillneighbourhoodplan.org

The Neighbourhood Development Plan (NDP)

Our plan will then be documented and will be subject to independent scrutiny and a referendum.

We would welcome being able to support the Council. For example the Council may like to use information we gather for the review of the documentation for the individual conservation areas in the Area for when it is seeking to update all conservation area documentation for the Borough, thereby saving time and resource. The fund raising contacts of the Forum could be used to 'top up' payments for purchasing or maintaining community or heritage style items.

Finally, we believe the HHNF Committee and members will serve as a very useful independent "Focus Group" available to Council Officers and Developers for consultation.

Signed on behalf of Harrow Hill Neighbourhood Forum



Name & Position: Paul Catherall, Chairman (Designated)

Date: 20th September 2017

The proposed Constitution for the Harrow Hill Neighbourhood Forum is provided as Appendix 1.

Harrow Hill Neighbourhood Forum Constitution

Name

- 1 The name of the Forum shall be the Harrow Hill Neighbourhood Forum (the Forum).

Area of Benefit

- 2 The area in which the Forum will pursue its objects is the Harrow Hill Neighbourhood Area, which is the area designated by Harrow Council and shown by the attached Map 1, for which the Forum will produce a Neighbourhood Plan.
- 3 The Area is the Harrow Hill Area of Special Character, with additional roads in the Roxborough Park area to enable full inclusion of the Roxborough Park Conservation Area south of Lowlands Road.

Objects

- 4 The purpose of the Harrow Hill Neighbourhood Forum is:
 - i. To prepare a Neighbourhood Plan for the Harrow Hill designated area;
 - ii. To promote or improve the social, economic and environmental well-being of the Harrow Hill area (as required in relevant legislation);
 - iii. Any other appropriate purpose agreed by the Forum.

Powers

- 5 In furtherance of its objects the Harrow Hill Neighbourhood Forum may:
 - i. Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum;
 - ii. Publicise and promote the work of the Forum and organise meetings, training courses, events, seminars etc.;
 - iii. 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;
 - iv. Employ staff and volunteers as are necessary to conduct activities to meet the objects of the Forum;
 - v. 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.

Membership

- 6 The Harrow Hill Neighbourhood Forum will comprise at least 21 individuals who live or work in the Harrow Hill Neighbourhood Area or who are elected members of Harrow Council.
- 7 Membership shall be drawn from as many different parts of the Harrow Hill Neighbourhood Area and sections of the community as possible.
- 8 Affiliate membership (non-voting) is open to organisations, including representative Residents' Associations, the Harrow Hill Trust, friends' groups, and amenity societies and associations.
- 9 Members and Affiliate Members shall be accepted by the Forum; resignations from membership shall be received by the Forum.

Meetings of the Forum

- 10 An Annual General Meeting of the Forum will be held, and at least one other General Meeting will be held each year.
- 11 Extraordinary General Meetings of the Forum may be called by decision of the Executive Committee or by two-thirds of members of the Forum applying to the Secretary.
- 12 For all General Meetings, a notice of the meeting and details of any resolutions to be put to it will be sent to all Forum members at least 21 days before the meeting.
- 13 At any General Meeting each member present will have one vote. Where practicable, arrangements will be made to enable members unable to attend to appoint a proxy. Decisions of General Meetings will be by simple majority except in the cases set out below. The quorum for a General Meeting shall be 30% of Forum members.

Notices

- 14 Notices to members will be deemed delivered if sent to the member's last notified email address, or (where no email address is given) sent by post to the last notified address.

Executive Committee

- 15 An Executive Committee of a minimum of 5 and maximum of 14 members who must be at least eighteen (18) years of age will be elected at each AGM to carry out the day-to-day work of the Forum. The quorum for the Executive Committee will be 60% of committee members.
- 16 The Executive Committee will elect the following officers of the Forum from its number: Chair, Vice Chair, Secretary and Treasurer. Officers will serve for one year and be subject to re-election, and there will be no limit to the number of terms an officer may serve. The Chair (or the Vice Chair when acting as Chair) will have a casting vote at any Executive Committee or Forum General Meeting.

- 17 The Executive Committee will direct and oversee the work of the Forum and will meet at least quarterly for this purpose.
- 18 Subcommittees or working parties may be appointed by the Executive Committee to carry out specific tasks, to consider policies and to advise the Executive Committee. Such bodies may be appointed from within or outside the membership of the Forum but will be responsible to the Executive Committee.
- 19 The Executive Committee may co-opt up to three additional members in any year. Co-opted members will have the same voting rights as other Executive Committee members. A co-opted member may be elected as an officer.
- 20 Councilors representing the Harrow on the Hill Ward in Harrow Council will be invited to all Executive Committee meetings and will have the same voting rights as Executive Committee members.

Recording of decisions and minutes of meetings

- 20 The Secretary will make minutes of Forum General Meetings and Executive Committee Meetings available to the members of the Forum within three weeks of the meeting unless impracticable. The minutes will include a record of decisions.
- 21 Minutes will be approved at the subsequent meeting of the Forum or Executive Committee as relevant.
- 22 Organisations which are affiliated to the Harrow Hill Neighbourhood Forum will be encouraged to communicate information from the minutes to their membership.

Finance

- 23 The Executive Committee will open one or more bank accounts as necessary in the name of the Forum. All funds raised for the Forum will be held in such accounts. The Executive Committee will nominate bank signatories.
- 24 The Executive Committee will where appropriate insure any assets the Forum holds, and by insurance or otherwise indemnify its officers against liabilities arising from their work for the Forum.
- 25 Subject to funding, the Executive Committee may commission advisory services, surveys or any other activity in support of the Objects.
- 26 The Executive Committee may determine policies for the incurring and reimbursement of Executive Committee Members' expenses for activities necessary for the furthering of the Objects.

Register of Committee Members' Interests

- 27 The Secretary will keep a Register of Executive Committee Members' interests detailing any financial interests in the Neighbourhood Area or any

other interest which could be deemed to have an influence on decisions likely to come before the Executive Committee. Members will abstain from voting on any matter in which they have a financial interest.

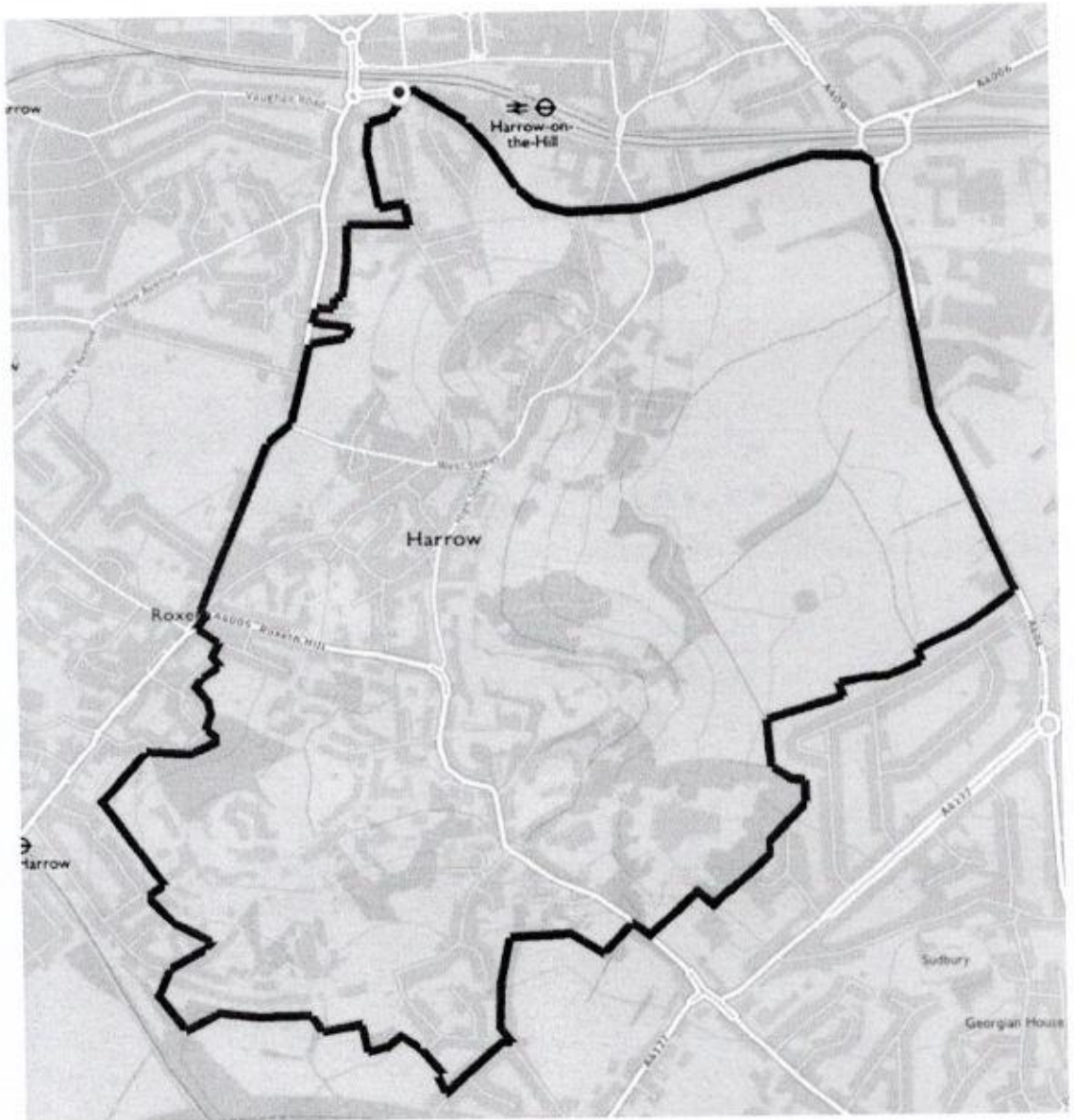
Alteration to the Constitution

- 28 Decisions on alterations to the constitution shall be taken by a General Meeting of the Forum, by two-thirds majority.

Duration and dissolution

- 29 In accordance with relevant legislation, which sets out a five-year life for the *designation* of a statutory Neighbourhood Forum, a formal review of the functions and achievements of Harrow Hill Neighbourhood Forum will be carried out five years after its formal designation by Harrow Council.
- 30 Following such review, and consultation with its members, the Forum will decide at a General Meeting to continue, amend or dissolve itself as considered appropriate. The decision to amend the constitution or to dissolve itself requires a two-thirds majority.
- 31 In the event of dissolution, any property or funds held by the Forum will be:
- i. subject to the agreement of the Forum at General Meeting, allocated to one or more nominated organisations set up to continue the work of the Forum; or
 - ii. in the absence of any such organisation and subject to any statutory regulations, distributed equally to local organisations who are its affiliate members (but not to individual members).

Map 1 The Designated Area to which this Constitution Applies



A Harrow Hill Neighbourhood Plan

CALLING EVERYONE WHO LOVES THE HILL!



THE HARROW HILL COMMUNITY HAS THE CHANCE TO TAKE THE LEAD IN SHAPING THE FUTURE OF THE HILL

1,700 NEIGHBOURHOODS ACROSS ENGLAND HAVE ALREADY TAKEN NEW LEGAL POWERS IN TO THEIR OWN HANDS - CREATING NEIGHBOURHOOD PLANS THAT COUNCILS ARE REQUIRED TO TAKE INTO ACCOUNT

A NEIGHBOURHOOD PLAN IS AN OPPORTUNITY FOR THE COMMUNITY TO ESTABLISH THEIR VISION FOR THE AREA

IT MAY COVER HOUSING DEVELOPMENT; CONSERVATION; PERMITTED USAGE; GREEN SPACE; ACCESS; PARKING; TREES; VIEWS; TRANSPORT AND OTHER ISSUES

COME TO A MEETING 8PM MONDAY 9TH MAY 2016 AT THE CANTEEN OF ST DOMINIC'S VI FORM COLLEGE

WHY? BECAUSE WE NEED YOUR:

- VIEWS ON WHAT WE COULD AIM TO ACHIEVE
- IDEAS FOR WHAT TO INCLUDE IN A NEIGHBOURHOOD PLAN
- SUPPORT TO GO FORWARD – AND ULTIMATELY IN A REFERENDUM ON THE PLAN

Forum Members

Person	Representing/ special interest	
Simon Less	Resident	HA1 3JE
Clr June Baxter	Ward Councillor	n/a
Paul Catherall	Resident & Business	HA1 3JN
Nuno Costa	Resident & Byron Hill Residents	HA2 0JD
Andrew Parkin	Business/work - St Dominic's	HA1 3HX
Johanna Nixon	Resident & Leigh Court	HA2 0HZ
Sue Thomas	Resident	HA1 3BE
Rita Bhatia	Resident	HA1 3LD
Daniel Beckley	Business/ work - Harrow School	HA1 3HP
Ted Alletts	Resident & Harrow Forum	HA2 0HW
Stephen Woodward	Business	HA1 3LP
Claudia Calogero	Resident	Ha2 0JH
Michael Gibson	Business/work John Lyon School	HA2 0HN
Monica Moreira	Resident	HA2 0JD.
Irene Wears	Resident & CBHE	HA1 3BH
Andrew Reed	Resident & CAAC & Harrow Architect's Forum	HA1 3JW
Denise McDonald	Resident	HA1 3ED
Dr Philip Frame	Resident & Roxborough Residents Association	HA1 3BA
Mark Ellis	Resident	HA2 0HY
Jayne Nathan	Resident	HA2 0HR
Debora Catherall	Resident & Harrow Hill Trust	HA1 3JN
Sandra Heselton	Business/work	HA1 3LL
Emma Heselton	Business/work	HA1 3 LL
Associate Member		
St Anselm's Roman Catholic Primary School represented by Eileen Kinnear		HA1 3BE

Addendum

Document 2 of Harrow Hill Neighbourhood Forum (HHNF) application for designation as a Neighbourhood Forum.

Item 1

Replace the second paragraph of page 2

We looked at the main industry in the Area namely education and the ten schools in the Area. The Forum does have representation from both John Lyon School and Harrow School although they are the same Charitable Foundation, as they are treated as separate managements with their own requirements for participation and communication. Also we are aware that several resident school masters are members of one or more local associations and can also provide feedback to the Forum via those organisations. We are pleased to say that the largest land owner (Harrow School) and the largest school in the Area by pupil numbers and pupil commuting (St Dominic's) are members and junior education is also represented, so as to balance the age range representation.

with the following.

We looked at the main industry in the Area, namely education, and the ten schools in the Area. The Forum has very good representation from schools and we are aware that many school staff resident in the Area are members of one or more local associations and hence can provide feedback to the Forum via those organisations. The representation covers a balanced age range of pupils.

Item 2 Forum Members Attach Revision

Forum Members (revised – as at 10 January 2018)

Person	Representing/ special interest	
Simon Less	Resident	HA1 3JE
Cllr June Baxter	Ward Councillor	n/a
Paul Catherall	Resident & Business	HA1 3JN
Nuno Costa	Resident & Byron Hill Residents	HA2 0JD
Andrew Parkin	Business/work - St Dominic's	HA1 3HX
Johanna Nixon	Resident & Leigh Court	HA2 0HZ
Sue Thomas	Resident	HA1 3BE
Rita Bhatia	Resident	HA1 3LD
Hristina Macdonald	Resident	HA1 3NY
Charles Fowler	Resident	HA1 3JS
Stephen Woodward	Business	HA1 3LP
Claudia Calogero	Resident	Ha2 0JH
Monica Moreira	Resident	HA2 0JD.
Irene Wears	Resident & CBHE	HA1 3BH
Andrew Reed	Resident & CAAC & Harrow Architect's Forum	HA1 3JW
Denise McDonald	Resident	HA1 3ED
Dr Philip Frame	Resident & Roxborough Residents Association	HA1 3BA
Mark Ellis	Resident	HA2 0HY
Jayne Nathan	Resident	HA2 0HR
Debora Catherall	Resident & Harrow Hill Trust	HA1 3JN
Sandra Heselton	Business/work	HA1 3LL
Emma Heselton	Business/work	HA1 3 LL
Bridget Campbell	Resident	HA1 3JP
Seymour Soloway	Resident	HA1 3JY
Michelle Deans	Resident	HA1 3JP
Associate Member		
St Anselm's Roman Catholic Primary School represented by Eileen Kinnear		HA1 3BE