



# 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 However, personal information on members within the proposed Forum as detailed in Section 6 will not be published.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

Marylebone 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.

Marylebone Forum was first designated in 2015:

- i. The Forum created a limited company (Marylebone Forum Ltd), with 6 directors and annual accounts filed accordingly;
- ii. Marylebone Forum has a steering committee comprising an equal number of business and resident members. Members include stakeholder representatives from the 2 local amenity



societies, faith groups, small businesses, the 2 landed estates and the 3 local BIDS. Current committee members (18) are listed on the website;

- iii. Regular meetings of the committee are held, together with public AGMs, minutes are posted on the website. We have held meetings virtually since July. Our next meeting will be the 2020 AGM (due in May but postponed due to coronavirus);
- iv. Developing a draft Neighbourhood plan: initial ideas were drafted and a wide local consultation was undertaken in 2017. Progress was put on hold in 2018 pending adoption of the Westminster City Plan. Work resumed in 2019 with a streamlined list of 7 local policies. The next step is professional advice as to viability and evidence base, which we expect to start at the end of this year
- v. The Forum carried out a wide public consultation on priorities for Neighbourhood CIL funding in 2018. A CIL sub-committee was set up to review applications for local projects and to reach out to less represented and more vulnerable groups in the hope of spreading CIL utilisation. Since the WCC Neighbourhood CIL process opened up in 2019, we have received 5 applications for Neighbourhood CIL, and supported 4, which have all been successful at WCC CIL Committee, totalling £240k. Projects include improvement works at St Marylebone parish church and St Marylebone CE High School;
- vi. Community engagement: we advertise consultations widely in the local area, and have held meetings and consultations at key locations and events including St Marylebone parish church, St Marylebone 6<sup>th</sup> Form and Marylebone Summer Fayre (currently all meetings are virtual). We maintain a website with a contact page, and a list of members. Following the coronavirus lockdown, we have set up an e-newsletter and mailing list.

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

- Written constitution attached <https://www.maryleboneforum.org/> Please refer to our website for Constitution

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**

Marylebone

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

- Map attached indicating the Area with a clear boundary



<https://www.maryleboneforum.org/> Please refer to our website for map.

<https://www.maryleboneforum.org/about/area-map>

## 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	Yael
Surname	Saunders
Address	[REDACTED]
[REDACTED]	[REDACTED]
Phone	
Email	<a href="mailto:chair@maryleboneforum.org">chair@maryleboneforum.org</a>

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).

We share a vision for Marylebone to be a vibrant place to live, work, visit, shop or study. We cherish Marylebone's unique character and heritage, whilst striving towards the highest standards for new development, public spaces and local amenities.

We recognise that Marylebone is a heritage area, bound by many different planning policies, and that many types of users benefit from the area in different ways.

The Forum is working hard and collaboratively, reflecting the range of interests of the stakeholders and users, to develop a Neighbourhood Plan, which, we hope, will enhance our area.

The Forum is consulting on how to allocate CIL (Community Infrastructure Levy) funds to local projects.

## 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.



<https://www.maryleboneforum.org/> Please refer to our website for a list of the Committee Members (18), listed below. In addition, we have a total of 430 members who receive email correspondence, attached.

1. Penny Alexander (Baker Street Quarter)
2. Kay Buxton (Marble Arch BID)
3. Kevin Coyne (Rotary Club)
4. Canon Stephen Evans (St Marylebone Parish Church)
5. Steve Wong (New West End Company)
6. Simon Loomes (Portman Estate)
7. Leonora Schofield (British Land)
8. Andrea Merrington (Howard de Walden Estate) (**Secretary**)
9. Isabelle Faulkner (EIFA International School)
  
1. Alan Bristow
2. Michael Bolt
3. Sarah Buttleman
4. Tim Carnegie
5. Sheila D'Souza
6. Ann Marie Johnson
7. Richard Lovell
8. Ian Macpherson (**Treasurer**)
9. Yael Saunders (**Chair**)

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.

	<b>Name (and Email -optional)</b>	<b>Resident or Business Address</b> If you work in the area please include company name	<b>Interest in area</b> Resident / Worker / Councillor		
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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30			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**END OF FORM**