

London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
TW3 4DN

18 May 2018

Dear London Borough of Hounslow

**Hounslow Town Centre, Hounslow
Designation as Neighbourhood Area
Application for Neighbourhood Forum**

The Hounslow Town Centre Neighbourhood Forum Group has resolved to seek the designation of the Hounslow area as a Neighbourhood area under the Localism Act 2011.

Map and boundaries

I enclose a copy of a map showing the proposed area. The boundaries are based on the administrative area of the Hounslow Central ward and includes Jersey Road, Brackendale Close, Spring Grove Crescent, and Kings Avenue. The area comprises of: travelling north along Whitton Road, from the railway bridge at Hounslow Station, to Bell Road leading to Lampton Road; north to the two mini-roundabouts which cojoin with Spring Grove Road; follow Spring Grove to Thornbury Road, turning right down to the A315, London Road; the boundary then crosses A315 at right angles, south and east across Thornbury Park to the railway line turning west and south along the rail line back to Whitton Road.

Reasoning of choice of area

The area is based on the administrative boundary of the Hounslow Central ward. It is the same as the council ward. It reflects the inclusivity, diversity and character of the area. The ward fits in with the local area and community and represents a coherent neighbourhood. The basis of this area has been to include the Town centre along with its amenities and businesses and the residential areas surrounding the centre that are likely to be affected by change and regeneration in the centre.

Constitution

I enclose the constitution of the Hounslow Town Centre Neighbourhood Forum Group. You will note that the Association is a "relevant body" for the purposes of the Act as it is capable of being designated a Neighbourhood Forum, the constitution meeting all the conditions set out in the Act. It is a qualifying body under the Localism Act 2011.

A list setting out names of 21 people who live or work in the area and give their support to the Association is enclosed. The list of supporters includes our local member of Parliament, all 3 of the Hounslow Central ward elected councillors, elected council cabinet member, candidates for the May 2018 local council elections, businesses within the area and, the local residents.

Affiliated groups, resident associations, community services, and endorsements

The Association is also supported strongly by local residents including Hounslow Central Residents Association, Blenheim Centre and Prince Regent Road Resident's Associations;

HOUNSLOW TOWN CENTRE NEIGHBOURHOOD FORUM GROUP

CONSTITUTION

NAME, AREA COVERED AND PURPOSES

- 1) This is the constitution of the Hounslow Town Centre Neighbourhood Forum Group (Forum Group) which is an unincorporated association having no political affiliation and operating in accordance with the fullest principles of equal opportunity.
- 2) The area covered by the group (Hounslow Town Centre Area, HTCA) is set out on the attached plan
- 3) The purposes of the Forum Group are:
 - a) to further the social, economic and environmental well-being of Hounslow town centre and the surrounding residential areas;
 - b) to submit the HTCA to the Council for designation as a Neighbourhood Area;
 - c) to secure official designation as a Neighbourhood Forum and to carry out the functions of a Neighbourhood Forum for the HTCA, as set out in the Localism Act and related regulations; in particular
 - (i) to monitor and initiate matters relating to planning, transport, regeneration and environmental improvement in the HTCA in association with the Council and with other neighbourhood forums as appropriate;
 - (ii) to prepare a Neighbourhood Plan in accordance with the Localism Act;
 - (iii) to initiate Neighbourhood Development Orders, identify assets of community value, and undertake other activities provided for by Localism legislation, regulations or Government initiatives.
 - d) to ensure as far as possible that all opinions on the development of the HTCA of those living and working there, and of all community organisations and businesses operating there, are properly heard and considered;
 - e) in addition to the functions of a Neighbourhood Forum under the Localism Act, to join with Hounslow Council and prospective developers in discussing proposals for development of the HTCA and to assist in promoting the HTCA as an attractive and vibrant business and residential environment.

MEMBERSHIP

- 4) The initial individual members of the Forum Group are those who volunteered to be members of a Neighbourhood Forum at the public meeting held at Holy Trinity Church on 29 November 2012 (Foundation Meeting) and following subsequent local meetings.
- 5) In addition to those members qualified under (4), individual membership of the Forum Group shall be open to:
 - a) Councillors for any ward wholly or partly in the HTCA;

- b) individuals living or working within the HTCA;
- c) individuals with a strong interest and involvement in the development of the HTCA.

6) Affiliated membership of the Forum Group shall be open to any community organisation or business operating in the HTCA which supports the purposes of the Forum Group. Such organisations and businesses shall nominate one person to act as their representative on the Forum Group and may nominate an alternate to attend and vote if the nominated representative cannot attend.

7) An individual, organisation or business applying for membership of the Forum Group shall attain membership when their eligibility under (5) or (6) is confirmed by a General Meeting.

PUBLIC OPENNESS AND GENERAL MEETINGS

8) The Forum Group shall seek to inform all residents and workers in the HTCA and all community organisations and businesses operating there of its purposes and activities and of their eligibility to become members of the Forum Group, and will hold a minimum of two open General Meetings each year at which the Forum Group will give information and seek views on development proposals for the HTCA.

9) The following shall be eligible to attend and vote at General Meetings of the Forum Group:

- a) all individual members;
- b) all representatives or alternates of organisations and businesses having affiliated membership.

10) General Meetings shall be called on the initiative of the officer designated to do so under (15a), or if the Management Committee or any five members request it. All those eligible to attend under (9) shall be given at least two weeks' notice of the meeting. A General Meeting shall not be called if another General Meeting has already been called.

11) General Meetings shall be open to the public, and all reasonable measures shall be taken to publicise them. The quorum at a General Meeting shall be 10 members as defined under (9). Subjects to be discussed at the General Meeting must be communicated to the members when a General Meeting is called, except in emergency. Subjects exempted from the requirements of this section as being emergency measures shall not include changes to this constitution, or a proposal to call a Dissolution General Meeting under (19).

12) When the General Meeting exercises the functions of a Neighbourhood Forum under the Localism Act, all members may speak, but only the following may vote:

- a) individual members who live or work in the HTCA;
- b) nominees of organisations or businesses which operate in the HTCA.

13) Only a General Meeting shall have the power to:

- a) change the constitution;
- b) appoint or remove officers;
- c) exercise the powers of the Forum Group when acting as a Neighbourhood Forum, including deciding to undertake and consult on any Neighbourhood

- Plan or Development Order; finalising any such Plan or Order; and submitting it for official approval;
- d) confirm the eligibility of individuals, organisations or businesses to attain membership of the Forum Group
 - e) finalise policy to be carried out by the officers and the Management Committee on individual development proposals, or on general development matters.

ANNUAL GENERAL MEETING

14) An Annual General Meeting (AGM) shall be held once in any period of 12 months. It may be one of the minimum two General Meetings provided for in (8). The AGM shall include:

- a) a report on the activities of the Forum over the previous year
- b) a statement of accounts
- c) resolutions put forward by members
- d) other functions of a General Meeting as set out under (13) as appropriate

OFFICERS, MANAGEMENT COMMITTEE AND ADVISERS

15) The Forum Group shall have officers, chosen by a General Meeting to carry out the following functions:

- a) Calling General Meetings as set out under (10) and chairing them;
- b) Keeping records of meetings and decisions;
- c) Administering the Forum Group's finances and reporting on them to the Annual General Meeting;
- d) Maintaining records of individual and representative membership and ensuring that the membership is informed of all activities and decisions of the Forum Group;
- e) Ensuring that all eligible individuals, organisations and businesses are aware of the Forum Group's activities and aims;
- f) Any other functions that the Forum Group shall decide.

16) The initial officers of the Forum Group are those chosen at the Foundation Meeting.

17) The general management of the affairs of the Association shall be directed by the Management Committee which shall hold at least four meetings each year. The Management Committee shall normally be chaired by the officer designated to call and chair general meetings under (15a) and shall consist of:

- a) the officers as defined in (15) and (16);
- b) up to 13 other individuals elected by the members with the power to vote present at the Annual General Meeting, provided that the majority of committee members shall be people who live or work in the HTCA
- c) persons co-opted individually by the Management Committee who shall serve on the Management Committee until the conclusion of the next Annual General Meeting, provided that the number of co-opted members shall not exceed one quarter of the Management Committee, and that the composition of the committee continues to comply with the provision stated in (b) above

18) To assist in the preparation of any work as a Neighbourhood Forum, the Forum Group may appoint advisers whose duties may include the chairing of committees, sub committees and working groups but who shall not have voting power.

INDEPENDENCE, DISSOLUTION AND TERMINATION OF THE FORUM GROUP

19) A vote to dissolve the Forum Group may only be taken at a Dissolution General Meeting. This will be a Meeting called specifically for this purpose by a previous General Meeting. The previous meeting must have been duly called under (10) with notice that a proposal to call a Dissolution Meeting will be discussed.

20) The Forum shall be independent of all outside organisations, except in so far as organisations hold affiliated membership under (6). Any alterations to the forum area or constitution requested by the Council or other legal authority can only be carried out if they are considered and approved by a General Meeting of the Forum Group

21) The Forum Group shall cease to exist if no quorate General Meeting has been held for 18 months. If at the end of the 18-month period five members have requested that a General Meeting be called under (10), the Forum Group shall not cease to exist unless the meeting requested is duly called but is not quorate.

22) If the Forum Group ceases to exist as provided for under (21) above, or a Dissolution General Meeting votes to dissolve the Forum Group, any remaining assets shall be divided equally among those non-business community organisations concerned with the social or environmental well-being of the Town Centre Area and having affiliated membership of the Forum Group at the time of the dissolution of the Forum.

local businesses including the Treaty Centre, Hounslow Chamber of Commerce, shops along the Hounslow High Street, local schools including Kingsley Academy and local community services including Hounslow and District History Society, as well as religious institutions including Holy Trinity Church, Maswell Park Church, and the United Reformed Churches. Our local Member of Parliament for Brentford and Isleworth, also supports our application. In our original application our current MP's predecessor, the MP for Brentford and Isleworth also expressed her wholehearted support for the Neighbourhood Forum.

"I am fully supportive of the formation of a neighbourhood forum group in the Hounslow town centre. It is gratifying to see that following enabling legislation in November 2011 that local democracy is flourishing and the 800th anniversary spirit of Magna Carta lives, breathes and thrives through ordinary people who uphold the principles of the Great Charter of Liberties by working together for the good of all in general and our London Borough of Hounslow in particular!"

Member of Parliament, Brentford and Isleworth, 2012

Socially diverse and diverse location

You will note that the designated chosen area is a socially diverse catchment and has a membership drawn from across the whole area.

Application for a Neighbourhood Forum

The Association would like to seek designation as a Neighbourhood Forum at the same time to save on time.

Following our meetings with the Head of Regeneration planning and her team, I would like to reiterate, that we value ourselves as being a critical friend to the council. We have been involved with the developers, architects and planners of the new proposed regeneration development in the Hounslow central ward since its concept, giving constructive feedback when needed. We would like to continue and develop the good relationship between the local residents and the council.

Chris Durkin, President shall be formally acting as the contact person required by legislation and can be contacted by email at htcn_forum@hotmail.co.uk.

Yours sincerely

Shipra Kar
General Secretary

Enc:

- i) Map of area
- ii) Constitution
- iii) List of members

Hounslow Town Centre Neighbourhood Forum

1. [REDACTED] - Alexandra Road (resident association rep)
2. [REDACTED] - Alexandra Road (resident association rep)
3. [REDACTED] - Lansdowne Road (resident association rep)
4. [REDACTED] - Lansdowne Road
5. [REDACTED] - Blenheim Centre (resident association rep)
6. [REDACTED] - Blenheim Centre (candidate for May 2018 local council elections)
7. [REDACTED] - Baroque Court (resident association rep)
8. [REDACTED] - High street
9. [REDACTED] - Brackendale Close
10. [REDACTED] - Alexandra Road (elected council member Hounslow Central Ward)
11. [REDACTED] - North Drive (elected council member Hounslow Central Ward)
12. [REDACTED] - North Drive (elected council member Hounslow Central Ward)
13. [REDACTED] - Summerhouse Avenue (Cabinet Member for Community Protection and Enforcement and elected councillor for Hanworth Park ward)
14. [REDACTED] - Hounslow Chamber of Commerce
15. [REDACTED] - Treaty Centre
16. [REDACTED] - Kingsley Academy
17. [REDACTED] - CAN Mezzanine
18. [REDACTED] - Maswell Park Crescent (Hounslow Disability Network)
19. [REDACTED] - Pownall Gardens
20. [REDACTED] - Montague Road (resident association rep)
21. [REDACTED] - Spring Grove Road

Local Groups / affiliated network

[REDACTED] elected Member of Parliament Brentford and Isleworth

Hounslow Central Residents Association

Prince Regent Road residents including Blenheim Centre and Baroque Court

Osterley and Wyke Green Residents Association (OWGRA)

Hounslow Community Safety Partnership – includes met police, ambulance and fire service

Hounslow Disability Network

U3A (formerly university of the third age)

Sopotomitrst International

[REDACTED] Hounslow Chamber of Commerce

[REDACTED] – Hounslow History Society

[REDACTED] – Chatsworth Crescent

[REDACTED] – Chatsworth Crescent