

Ms Juliet Seymour
Planning Policy
London Borough of Southwark
Chief Executive's Department
PO Box 64529
London SE1P 5LX

28 April 2013

Dear Ms Seymour,

Re: South Bank and Waterloo neighbourhood plan - area designation

Please find enclosed an application for designation of the Southwark section of the South Bank and Waterloo neighbourhood area.

Prior to and since the Department for Communities and Local Government's approval of the South Bank as a frontrunner in March 2012, we have undertaken significant local consultation. This builds on 20 years of cross-borough local engagement in the South Bank neighbourhood.

Now a group of residents, businesses and local organisations has formed in such a way as to constitute a qualifying body under the regulations of the Act. I have been asked to submit the application on behalf of that group, the interim neighbourhood forum. This application comprises:

- A map identifying the area (this can be found in Appendix 1)
- A statement explaining why this area is considered appropriate to be designated (see Appendix 2)
- A statement that the organisation or qualifying body is relevant for the purposes of the 1990 Act (as applied by section 38A of the 2004 Act) (please see Appendix 3)
- A draft Neighbourhood Forum constitution (see Appendix 4)

Please note that the application for designation of neighbourhood forum status is to follow. However, you have previously advised us that you would wish to see a draft constitution for the neighbourhood forum and I wish to emphasize that what is attached at Appendix 4 remains a draft.

You will note from the attached map that the area we seek to be designated falls across two boroughs, reflecting the neighbourhood area in which we have collectively operated for the past 20 years. Therefore we will make a simultaneous application to the London Borough of Lambeth.

Since the area is predominantly commercial in nature, the involvement of businesses as well as residents is essential and we would therefore seek to secure a designation of the neighbourhood as a business area, enabling businesses as well as residents to vote in referenda on the neighbourhood plan.

Do get in contact if you require anything else at this stage and I look forward to hearing from you care of:

South Bank Employers' Group,
Capital Tower,
91 Waterloo Road,
London SE1 8RT

Yours sincerely,

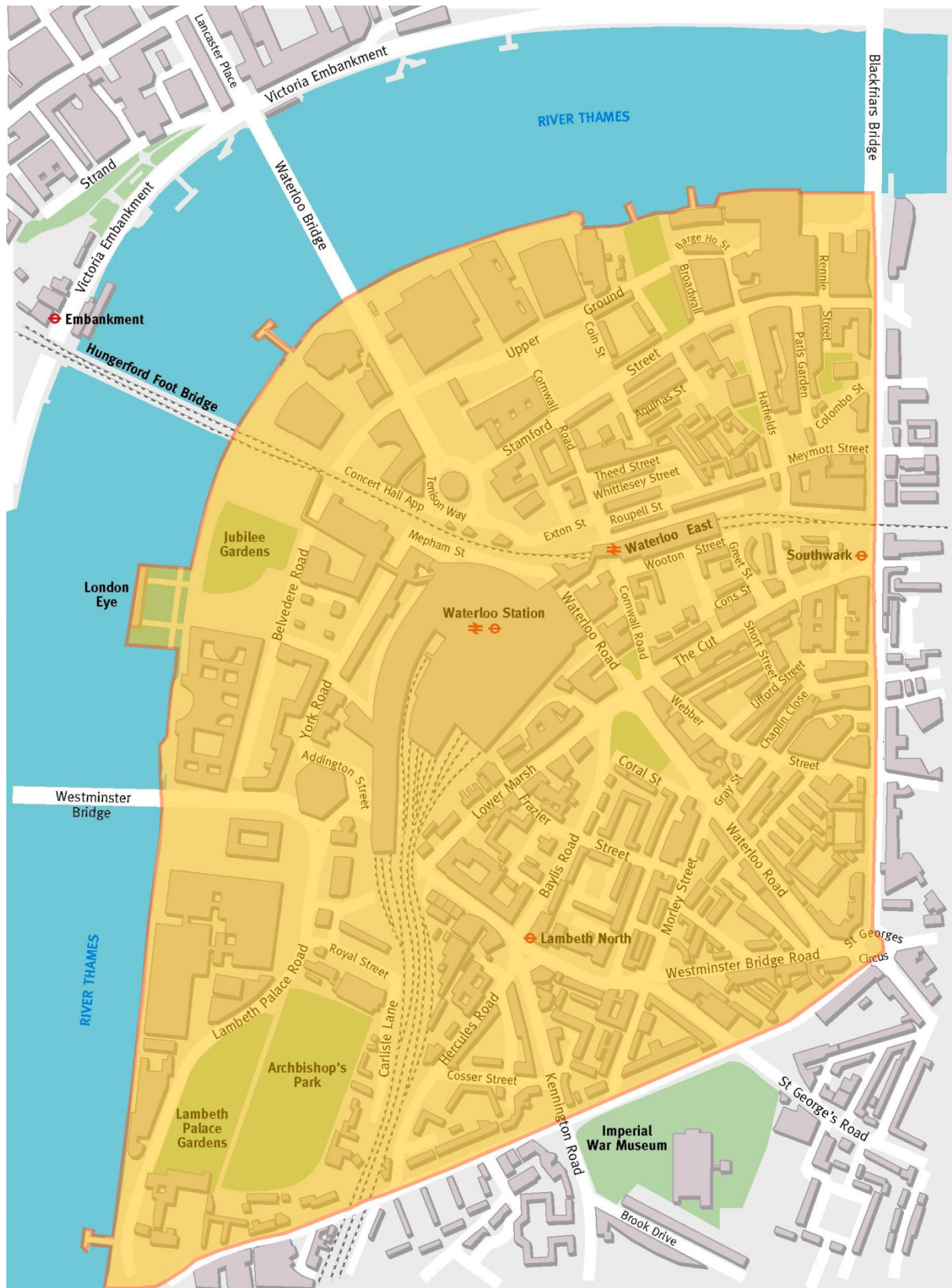
Ted Inman OBE

On behalf of the South Bank and Waterloo Interim Neighbourhood Forum

Neighbourhoodplan@southbanklondon.com

020 7202 6900

APPENDIX 1 – NEIGHBOURHOOD AREA



APPENDIX 2 - STATEMENT EXPLAINING WHY THE AREA IS CONSIDERED APPROPRIATE

The area above has been carefully chosen and widely consulted upon among the local community. This consultation has confirmed the widely-held view that the neighbourhood boundary as submitted reflects the natural neighbourhood, in the following ways:

- 1) The area includes the South Bank and Waterloo commercial, cultural and residential area, including streets and public realm with the highest footfall, as well as sites of greatest development potential and places and facilities in greatest need of improvement. It reflects the aspiration of people across the neighbourhood to develop and improve the public realm.
 - 2) The area also incorporates key social and community infrastructure including libraries, schools and colleges, health centres, community centres some needing improvement and extension in response to densification - and reflects the remit of many well established neighbourhood groups and structures, for example Association of Waterloo Groups, Waterloo Community Coalition, Coin Street Community Builders, Waterloo Action Centre, South Bank Employers' Group, Waterloo Quarter Business Improvement District. It also reflects the area covered by the South Bank Partnership, the regular meeting of elected representatives and South Bank stakeholders, and the area which is the subject of the consensus about the priorities for the neighbourhood expressed in the Partnership's Manifesto and Action Plan to which the leadership of both Southwark and Lambeth is signed up. These groups treat the neighbourhood as defined above as a 'natural neighbourhood'.
 - 3) Of the many millions of people annually that visit the area or work here, Waterloo Station is the key transport node and the surrounding area to the boundary is the extent to which onward journeys are continued on foot. Our research suggests that those accessing the South Bank riverside, Blackfriars Road offices, or St Thomas' Hospital travel on foot from Waterloo Station. Therefore, the area indicated is an appropriate catchment area for visitors and workers since it represents the core area of their experience.
 - 4) The South Bank Forum, which has been engaging with local people for 20 years, operates across the catchment area. Invitations and agendas for each meeting are delivered to every household in the area. It attracts 80-120 people to its quarterly meetings and attendees (and others in the neighbourhood) have been widely consulted about their aspirations for the area across this period.
 - 5) The IPSOS MORI survey of residents, employees and visitors commissioned on behalf of the South Bank Partnership in 2008-09 also covered this area and generated clear evidence of shared aspirations among these groups. The results of this and other research, including much work on the public realm, urban design, community facilities, and open spaces by various local organisations form the basis of our bid to write a neighbourhood plan. In almost all cases these studies cover the area which is put forward in this submission.
 - 6) The cross-borough element of the application is particularly important and precedent is emerging in London that cross borough plans are appropriate. In the South Bank case this is consistent with the view of the local community that the natural neighbourhood crosses the borough boundary. Since the neighbourhood planning process will be community-led, the borough boundary should not be the principal factor in determining the neighbourhood. .
 - 7) The cross-border nature of the neighbourhood plan is further reflected in the work of SBEG, the South Bank Forum, South Bank Partnership, Waterloo Quarter BID and WaCoCo. These structures were developed specifically to address the deficiencies in cross borough engagement which are likely to be exacerbated by any decision to designate a neighbourhood plan area along the borough boundary. The potential of the area is only likely to be fully realised by greater cross-border collaboration.
 - 8) We have consulted widely on the boundary – including efforts to inform every resident and business (both within and to some degree outside the proposed boundary via a letter drop, open and one-to-one meetings to discuss it. This area reflects the consensus agreed within the community as to what constitutes the South Bank area.
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APPENDIX 3 – QUALIFYING BODY STATEMENT

This application is made on behalf of a qualifying body in accordance with the Act. We are a body capable of becoming a neighbourhood forum, currently comprising the following 45 members:

Ward Cllr representatives	
Name	Status
Cllr Peter Truesdale	Bishop's Ward Councillor
Business representatives	
Name	Organisation/Address
John Rushton	Small Back Room
Crystal Lawrence	Crystal Lawrence, Oxo Tower
Gudde Skyrme	Studio Fusion, Oxo Tower
Doreen Gittens	Archipelago Textiles, Oxo Tower
Rebecca Hook	J-ME, Oxo Tower
Teresa Collins	Teresa Collins, Oxo Tower
Josef Koppmann	Josef Koppmann, Oxo Tower
Angelica Mastronado	Blade-Blum, Oxo Tower
Donna Uden	ITV
Michael Johnson	Waterloo Quarter BID/Nagan Johnson
Crispin Jones	Mr Jones Watches, Oxo Tower
Paul Ridyard	3 Fish In a Tree, Oxo Tower
Mark Beckett	The Thirsty Bear, Stamford Street
Resident representatives	
Name	Address
Iain Tuckett	Whittlesey St
Ken Hamilton	The Cut
Juliet Heap	Windmill House
Judith Bryan	Stamford Street
Sarah-Jane Lucas	Windmill House
Christopher Baggott	Windmill House
Robin Dahlberg	White House Apartments
Jenny O'Neil	Upper Ground
Giles Goddard	Secker Street
Mike Tuppen	Ufford Street
Mlela Matandara-Clarke	Blake House, Hercules Road
Fred Webb	Whittlesey Street
Audrey Webb	Whittlesey Street
Sue Lynch	Redwood (Oxo Tower)
Barbara Zanditon	Pearman Street
Richard Wollard	Pearman Street
Vicky Wollard	Pearman Street
Jane Chelliah-Manning	The Cut
Russell Bratermann	White House Apartments

Cllr Lorna Campbell	Stamford Street
Organisational representatives	
Name	Address
Helen Santer	Waterloo Quarter BID, Lower Marsh
Clare Millett	Coin Street Community Builders, Stamford Street
Ashley Hargreaves-Smith	Colombo Centre, Colombo Street
Jenny Stiles	Waterloo Action Centre
Ted Inman	South Bank Employers' Group, Waterloo Road
Richard Bridge	WaCoCo
David Clarson	Waterloo Community Development Group
Liz Clarson	Friends of St John's Garden
Chris Clements	Oasis UK
John Langley	National Theatre
Ian Caldwell	King's College London

Consultation with the community to establish the group has been extensive and every effort has been made to contact all residents, businesses and community groups in the neighbourhood. An open invitation to join the body capable of becoming a neighbourhood forum has been issued on local websites (including SBEG and Waterloo Quarter Business Improvement District, Waterloo Community Coalition), on the South Bank Forum email list, Twitter, and in the local press.

In addition to the list above a further 39 representatives qualifying under the Act as being eligible to join the Interim Neighbourhood Forum have expressed an interest in doing so.

Representation

Efforts have been made to ensure that the group is representative of the demographic mix in the area. The IPSOS MORI research was used to gain an understanding of this mix, including age, gender, ethnicity, language, size of household, duration of residence, work status etc. Where it was noted that young people were underrepresented, special efforts were made to redress this balance, e.g. by contacting SE1 United.

Governance

A draft constitution for the neighbourhood forum is attached. This has not yet come into effect as we propose to first seek designation of the boundary in case changes to this trigger changes to the neighbourhood forum membership.

Draft South Bank and Waterloo Neighbourhood Forum Constitution

Purpose

1. The purpose of the Forum shall be to produce a Neighbourhood Plan to further the social, economic and environmental well-being of individuals working, living in the area of shown on the attached plan (or as amended by agreement with the local authorities) and such other purposes as the Neighbourhood Forum may from time to time decide.

Name and Area

2. The name of the group shall be 'South Bank and Waterloo Neighbourhood Forum', hereafter known as the 'Neighbourhood Forum'.
3. The Neighbourhood Area shall be decided by the Forum and statutorily designated by the London Borough of Lambeth and the London Borough of Southwark. The area is shown in Appendix One.

Interim Neighbourhood Forum

4. An Interim Neighbourhood Forum shall be established in order to manage the process of establishing the Neighbourhood Forum.
5. The Interim Forum shall be a 'body capable of becoming a neighbourhood forum' as described in 11) below.
6. The Interim Neighbourhood Forum shall elect a chair.
7. The Interim Neighbourhood Forum shall be dissolved as soon as is practicable at the first AGM of the Neighbourhood Forum
8. The Interim Neighbourhood Forum will for the purposes of establishing the Neighbourhood Forum, communicate an open call for Neighbourhood Forum members from any of the constituent groups described in 10) below, via a variety of media.

Neighbourhood Forum

9. The status of the Neighbourhood Forum shall initially be that of an unincorporated association, with consideration given to incorporation at an early stage, established for the purpose of neighbourhood planning as defined in Schedule 9 of the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.
10. Membership of the Neighbourhood Forum shall be open to:
 - I. Individuals who live in the neighbourhood area concerned,
 - II. Individuals who work there (whether for businesses carried on there or otherwise), and
 - III. Individuals who are elected members of Lambeth or Southwark Council
11. The Neighbourhood Forum must have at least 21 representatives and reflect the character and diversity of the neighbourhood area. Membership shall include:
 - I. a minimum of three members resident within the neighbourhood boundary, and
 - II. a minimum of one Ward Councillor representing a ward in the neighbourhood area.
12. The Neighbourhood Forum shall elect a Chair and Vice Chair.
13. The Neighbourhood Forum shall establish a Steering Group to manage business on its behalf and to oversee the plan production process as described in 21) – 26) below.
14. Experts, local authority officers and others not eligible for membership of the Forum may attend and participate in meetings by invitation but do not have voting rights.

Neighbourhood Forum meeting frequency and business

15. A meeting of the Neighbourhood Forum shall take place a minimum of every six months following the first meeting.
16. An Annual General Meeting shall take place once a year at which the business of presenting the Annual Report and Accounts and agreeing the officer positions and membership of the Steering Group should take place.

17. The first meeting of the Neighbourhood Forum shall be an Annual General Meeting.
18. A minimum of 10% of the total Neighbourhood Forum membership must be present for meetings to be quorate and voting to be valid.
19. In order to amend the constitution, a minimum of 20% of the total Neighbourhood Forum membership must vote in favour of the amendments.

Steering Group

The Neighbourhood Forum will elect a Steering Group to oversee the production of the neighbourhood plan. In order to reflect the complex balance of stakeholders in the South Bank, this Steering Group shall be equally constituted from four main groups, residents, businesses, large public organisations, community organisations, together with ward councillors and MPs if they wish.

20. Members of the Neighbourhood Forum shall volunteer to sit on the Steering Group, which manages the development of the Neighbourhood Plan.
21. The Steering Group will be comprised of:
 - I. Four business representatives, consisting of
 - I. Two representatives from businesses of over 250 employees based in the area
 - II. Two representatives from businesses of under 250 employees based in the area
 - II. Four residents and residents' organisations representatives, consisting of
 - I. Two individuals residing in the area
 - II. Two people representing tenants or residents associations based in the area
 - III. Four representatives of large charities, cultural organisations or public service providers based in the area
 - IV. Four representatives of neighbourhood organisations based in the area
 - V. Up to six ward councillors and (if they wish) the two MPs representing constituents in the neighbourhood area
22. In addition the Steering Group may co-opt non-voting members to provide additional expertise as decided by the steering group
23. Meetings may be attended by officer representatives of the local authorities as observers.
24. If there are volunteers for more than the number proposed to represent each of the membership groups at I-IV above, each group shall elect the number of representatives specified, in a manner of election approved by the Neighbourhood Forum.
25. The Steering Group shall elect its own officers (Chair, Vice Chair and Treasurer) and shall meet as often as is agreed to fulfil its role as set out in para. 25).
26. If vacancies occur they will be filled, by election if necessary from nominations from within the appropriate membership group. .
27. The purpose of the Steering Group shall be to oversee:
 - I. General administration of the Neighbourhood Forum including proper financial arrangements
 - II. Administration of the plan-production process, such as arranging consultation events
 - III. Other such tasks as may be agreed by the Neighbourhood Forum.
28. The Steering Group may also establish thematic sub-groups to progress sections of the plan. Membership of these sub groups can include non-voting members such as experts, council officers and others.

General administration and operations

29. The Steering Group shall appoint and the Neighbourhood Forum shall approve a suitable incorporated body to be the administrative and accountable body for the Neighbourhood Forum and its sub groups, responsible for:
 - I. Administering and taking minutes of Neighbourhood Forum and Steering Group and other meetings,
 - II. Establishing a Neighbourhood Forum website and other official communications, and
 - III. Administering funds and producing an Annual Report and Accounts.

- IV. Maintaining accurate records of membership of the Neighbourhood Forum and the contact details of members
30. The Neighbourhood Forum and sub-groups shall not be affiliated to any political party or organisation. All representatives of the Neighbourhood Forum and sub groups shall act in the best interests of the neighbourhood and shall follow the good governance guidelines set out in the guidance (or any updating thereof) to be found at: <http://www.goodgovernancecode.org.uk/>.
31. The Neighbourhood Forum and sub groups shall act in accordance with best practice in the preparation of neighbourhood plans and in accordance with Government guidance for such preparation and shall seek to work collaboratively with the Local Planning Authority or Authorities to achieve this.
32. The Neighbourhood Forum and sub groups shall operate according to equal opportunities principles and shall not discriminate against any persons on grounds of race, nationality, gender, sexuality, religion, or age.

Additional clauses to be added covering:

- **Conduct of meetings**
- **Provisions for the termination of membership should it become necessary**
- **Conflicts of interest**
- **Appointment/election of officers and termination of such appointments**
- **Communications protocols**
- **Dissolution**
- **Membership duration and renewals**