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17 December 2012

Dear Mr Crofton-Briggs,

Re: Application to the City Council for the establishment a Neighbourhood Forum for the Summertown and St Margaret's wards of the City.

After a number of residents' meetings to discuss the desirability of establishing a Neighbourhood Forum in this area, we think that the time has come to make this formal application.

At our last meeting on 6 November we had the unanimous support from the more than 80 present that we should proceed.

The name of the Forum should be the Summertown and St Margaret's Neighbourhood Forum

The area it will cover are the Summertown and St Margaret's wards as outlined on the City Council website.

We attach our Constitution which we hope we have drafted to meet the requirements of the latest regulations. The Aims set out in the Constitution describes our intentions which we understand to be compatible with the intentions of the Localism Act.

We also attach the names and addresses of the residents of the two wards who have both expressed support for the Neighbourhood Forum and are ready to help us get it established.

All our ward councillors support this application.

I happy for my address to be made public in any consultation about this application.

Please let me know if there are any other steps we need to take. Your advice would be much appreciated.

Best wishes

Yours sincerely

Martin Roberts (Chair of the SStMNF Working Party)

Summertown/St Margaret's Neighbourhood Forum (SStMNF) Constitution

The Name of the Forum and the Area Covered

The Summertown/St Margaret's Neighbourhood Forum, the neighbourhood of which is defined by the boundaries of the City Council wards of Summertown and St Margaret's.

Its Aims and Objectives

- 1) To enable all inhabitants of the ward and those with active interests in the area to meet to discuss common concerns with the intention of maintaining and improving the social, environmental and economic well-being of the neighbourhood.
- 2) To create a Neighbourhood Plan that secures, by referendum, the support of the neighbourhood.

Its Membership

Membership of the Forum will be open to all residents of the two wards and will also include local business people, individuals who work in the area and elected city and/or county councillors representing the area.

Meetings

Forum meetings will be held at least three times a year to discuss issues raised by members. While the Neighbourhood Plan is being drafted and in due course revised that is likely to be a major item on the Forum's agenda.

The most important meeting will be the Annual General Meeting which will be held during the month of October. That meeting will decide on the management of the Forum.

Committee and Officers

For the day to day running of the Forum there will be elected, at the AGM, a Chair, Vice Chair, Secretary and Treasurer. Normally their term of office should be three years. They will be supported by a Steering Committee consisting of another four members who will be elected at the AGM. That Committee will organise the Forum meetings and drive forward the Neighbourhood Plan and/or Neighbourhood Development Order(s). For these latter they will call in expert assistance wherever necessary.

All local City and County Councillors representing the two wards will be *ex officio* members of the Committee but will not normally hold office. A quorum for the Steering Committee will be four.

Finance

The Treasurer, supported by the Committee, will explore possible sources of external funding and, from time to time, members will be asked to donate for particular expenses

Alterations and Dissolution

This Constitution can be amended at the AGM by a majority vote. Should a majority at an AGM vote in favour of dissolving the Forum that vote will be binding. A quorum for the AGM will be 21. In the case of dissolution any assets which the Forum has secured will be handed over to the City Council.