1.0 **Summary**

1.1 This report includes details relating to the request from the Harlesden Neighbourhood Planning Forum for Neighbourhood Area designation, and Forum status, and recommends that the Lead Member approve the designations applied for.

2.0 **Recommendations**

2.1 That the designation of Harlesden Neighbourhood Area and Neighbourhood Forum, as set out in the submitted application, be agreed for the areas of land for which Brent Council is the local planning authority.

3.0 **Background**

3.1 Neighbourhood Plans were introduced through the Localism Act 2011. The Act enables communities to develop planning policies that will become part of the planning framework for their area. It also allows them to grant planning permission for certain types of new development.

3.2 Neighbourhood planning is delivered by 'neighbourhood forums' for their 'neighbourhood area'. Neighbourhood forums and areas need to be agreed by local planning authorities, following local publicity.

**The Applications**

3.5 In July 2015, the Harlesden Neighbourhood Planning Forum applied to become a neighbourhood forum and to have Harlesden designated as a neighbourhood area. The application, including a map showing the extent of the proposed neighbourhood area, is included in Appendix A of this report.

3.6 The proposed neighbourhood area includes land within the London Boroughs of Brent, Hammersmith & Fulham and Ealing. Part of this land, as shown in Appendix B, now
falls within a Mayoral Development Area. On 1 April 2015 the Old Oak and Park Royal Development Corporation (OPDC) became the local planning authority for this land. The OPDC is therefore now responsible for determining the application for this land, rather than the boroughs.

3.7 The council and OPDC assessed the joint application and are satisfied that it complies with the statutory requirements as set out in the Neighbourhood Planning (General) Regulations 2012. A summary of the assessment is included as Appendix C.

3.8 In line with the Regulations, the council and OPDC published the applications for a six week consultation period ending on 25 August 2015. During the consultation period application documents were made available to view at Harlesden and Wembley Library, online at a dedicated website www.brent.gov.uk/hnp and on the OPDC website. The consultation was publicised via a press notice in the Brent & Kilburn Times, posters in community venues in Harlesden, and via Facebook and Twitter. The following groups were also invited to comment via email:

- All Brent Councillors
- Members of Brent Council’s Harlesden Connects Forum
- Members of the Harlesden Neighbourhood Planning Forum
- Relevant organisations and groups from the Local Plan consultation database, including neighbouring boroughs and community groups

Consultation Responses

3.8 Five responses were received to the consultation. There were no objections.

3.9 Councillor Filson, Ward Councillor for Kensal Green and a member of the forum, wrote in support of the joint application stating he considered the boundaries appropriate.

3.10 David Craine, a resident in the area and a forum member, also supported the application. He stated the objectives which the forum has identified will help ensure the body makes a positive contribution to ensuring local engagement for delivery of sustainable development in the area.

3.11 Ealing Council had no objection to the inclusion of a strip of land within their borough, commenting it seemed sensible if proposals are to be brought forward for environmental improvements on the approaches to Willesden Junction Station.

3.12 Transport for London (TfL) noted it has an interest in facilitating the neighbourhood planning process and to ensure that any local transport aspirations are achievable and compliant with the London Plan and the Mayor’s Transport Strategy. TfL therefore wish to be engaged as the Plan develops.

3.13 Robin Smith a local resident commented on traffic issues in the Greenhill Park area. The comments did not relate to the joint application, but will be passed to the transportation team and forum for consideration.

4.0 Financial Implications

4.1 On designation of the neighbourhood area and forum the Council can apply for £10,000 of funding to support the preparation of a neighbourhood plan. Furthermore, on successful completion of an examination into the Plan the Council can also apply
for additional £20,000 towards the cost of examination and referendum. However, the Government has made no commitment to extend this funding beyond the 2015/16 financial year. It is unlikely that an examination and referendum will occur before April 2016 and therefore there is an unfunded risk of £20,000 in 2016/17 which will need to be met from the Cash Limit of the Planning and Regeneration Service Unit.

5.0 Legal Implications

5.1 Once adopted a neighbourhood plan will form part of the development plan for the borough. There is a duty upon the council to provide support and advice to communities wishing to bring forward a neighbourhood plan under the Neighbourhood Planning (General) Regulations 2012.

6.0 Diversity Implications

6.1 The Equality Act 2010 introduced a new public sector equality duty under section 149. It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Council must, in exercising its functions, have “due regard” to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
2. Advance equality of opportunity between people who share a protected characteristic and those who do not.
3. Foster good relations between people who share a protected characteristic and those who do not.

6.2 The joint application has been subject to an Equality Analysis Assessment which is attached as Appendix D. The assessment identifies no potential negative impacts in relation to different equality groups at this stage, but identifies that a further assessment will need to be undertaken when the draft Neighbourhood Plan is submitted to the council.

6.3 The Neighbourhood Planning Regulation 2012 requires the council to ensure that those applying for neighbourhood forum and neighbourhood area status are representative of the area to be covered. Harlesden Forum satisfied this requirement.

7.0 Staffing/Accommodation Implications

7.1 Either additional staff resources will be necessary to support neighbourhood planning, depending upon the number of Plans that are taken forward, or staff resources will be diverted from other plan making projects to provide support and advice.

8.0 Environmental Implications

8.1 A neighbourhood plan will allow local communities to focus better on local planning issues relevant to their particular area and there is potential for measures to be proposed and implemented that would lead to improvements to the local area’s environment.
9.0 Contact Officers

9.1 Claire Jones, Principal Planning Officer, Planning Policy and Projects
E-mail: Claire.Jones@brent.gov.uk
Telephone: 020 8937 5301

Andy Donald
Strategic Director, Regeneration & Growth

Agreed
Date:
Appendix A: Harlesden Neighbourhood Area and Forum Designation Application

Claire Jones
Planning Policy, Brent Council
Brent Civic Centre
Engineers Way
Wembley HA9 0FJ

8th July 2015

Dear Claire,

Re: Harlesden Neighbourhood Plan - Area and Forum designation

Please find enclosed an application to you as local planning authorities for designation of the Harlesden Neighbourhood Area and Forum.

We have formed a group of residents, businesses and local organisations in such a way as to constitute a qualifying body under the Neighbourhood Planning regulations and the Localism Act and have defined a Neighbourhood Area for our operations.

This application includes:

- 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 description of the consultative process undertaken to identify a Neighbourhood Area boundary (see Appendix 3)
- A Statement that we are a relevant body for the purposes of S61G of the 1990 Act, a copy of the Harlesden Neighbourhood Plan Forum Constitution and list of 21 Forum Members (Appendix 4)

In addition at a special meeting on 6th July the Forum voted to amend the Constitution as requested by Brent Council and the Old Oak & Park Royal Development Corporation: clause 7 (b) of the original Constitution has now been removed.

The named contact to be listed on consultation documents is:
Sumathi Pathmanaban – Secretary of the Harlesden Neighbourhood Planning Forum
Lift
Unit 2, Ajax House
16a St Thomas’s Road
London NW10 4AJ

Telephone: 0208 965 2561
Email: Sumathi@liftpeople.org.uk

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

Yours sincerely,

R.F. Leao Neto
Chair of the Harlesden Neighbourhood Plan Forum
APPENDIX 2 - STATEMENT EXPLAINING WHY THE AREA IS CONSIDERED APPROPRIATE

The area above has been carefully chosen to accommodate the requirements of the Neighbourhood Planning regulations and provision of the Localism Act.

In 2014 a local Harlesden organisation - LIFT www.liftpeople.org.uk - successfully applied for a grant to take forward the process of developing a Neighbourhood Plan proposal after identifying through its work that there was potential for addressing both needs and opportunities in the area through the Neighbourhood Planning process. The intention was to test the proposal with local residents, councillors, business and other organisations prior to agreeing a Neighbourhood Area and establishing a Neighbourhood Forum to apply to become a designated body for Neighbourhood Plan.

Appendix 3 describes the consultative process and the efforts that have been made by the Initial Steering Group (ISG) of local organisations and residents brought together by LIFT that took forward this process to ensure that it was inclusive of all local interests and that the Neighbourhood Area boundary addressed all the current and potential future change and development in the area.

The Neighbourhood Area that has been defined covers parts of Brent, Ealing and Hammersmith and Fulham and shares part of its boundary with the Unity Neighbourhood Area, a previously designated Neighbourhood Area in Brent. This is because Borough and electoral ward boundaries take little account of the considerable severance effects of the railway lines and stations to the south of Harlesden and the views of local residents and businesses about where they feel their neighbourhood extends in terms of their use of local facilities and their social and civic networks. Small parts of Brent, Ealing and Hammersmith and Fulham fall into the area of the new Old Oak & Park Royal Development Corporation (OPDC) which will act as the Local Planning Authority for the area.

The main boundaries of the Neighbourhood Area to which this designation application relates are as follows:

**East**
Junction of Harrow Road north up Wrottesley Road to the junction with All Souls Avenue. Up All Souls Avenue to Doyle Gardens.

**North**
Then westward along Doyle Gardens to the junction with Harlesden Road then north to the junction with Robson Avenue. Then along the northern boundary of Roundwood Park to Roundwood Road. South on Roundwood Road to the junction with Drayton Road, along Drayton Road via St John’s Avenue to St. Mary’s Road. South down St. Mary’s Road to Craven Park Road. West along Craven Park Road/ Craven Park to the railway bridge before Craven Road.

**West**
South down the freight line to Acton Lane. South down Acton lane to just before Harlesden Station. West to the end of Greenwood Terrace. South across the tracks at the end of Harlesden Station.

**South**
East along the southern boundary of the tracks to join up with and then follow the Brent borough boundary until the north side of the West Coast Main Line (WCML) tracks. Continue east along the north side of the WCML tracks until the east side of Willesden Junction station. East/northeast along the Brent boundary to the junction of Harrow Road and Wrottesley Road.
The length of the boundary is 5728m.

This area, based on the consultative process that has been undertaken, defines what most people in the area recognise as the neighbourhood of Harlesden since it includes its main commercial areas with the highest footfall (for example Station Road and the High Street), sites of greatest development potential and the main residential areas and streets of Harlesden.
The area also incorporates key social and community infrastructure including open space, schools, health centres, community centres and places of worship - some needing improvement and extension in response to future development proposals both within the area and adjacent to it at Old Oak Common and Park Royal which is now the responsibility of the Old Oak and Park Royal Development Corporation. It also reflects the remit and operations of many well established neighbourhood groups and structures, including local tenants and residents associations, churches, town management organisations and civic groups.

These groups, through their involvement in the initial interim steering group and subsequent Forum of the Harlesden Neighbourhood Plan treat the neighbourhood as defined above as a ‘natural neighbourhood’ and reflects their aspiration to develop and improve the neighbourhood for the benefit of businesses and local residents.

Willesden Junction and Harlesden Station in their entirety are included since for many people who visit, live and work in the Neighbourhood Area they are the key transport nodes within it and are included in the area for this reason. In addition Willesden Junction is to be the focus of considerable development and its full extent is within the Neighbourhood Area boundary, including that which is formally part of the Borough of Hammersmith and Fulham, since the Brent Borough boundary effectively cuts through the site.
APPENDIX 3 – Consultation on the Neighbourhood Area Boundary

Consultation with the community to establish the Forum has been extensive and every effort has been made to contact all residents, businesses and community groups in the area. The Interim Steering Group (ISG) which was brought together by LIFT included a broad range of organisations and individuals. Over 55 contacts were invited to ISG meetings over its life from its first meeting in November 2014 to before the Forum was established at its first meeting in April 2015. Minutes of all the Steering Group meetings are available from the Lift web site: www.liftpeople.org.uk/news/lets-put-harlesden-on-the-map/

Organisations that were represented on the interim steering group include: HEART, Harlesden Town Team, Harlesden Methodist Church, Harlesden Business Association, HTT Public Realm Team, St Mark’s Church, Harlesden and Kensal Green ward members, Harlesden Safer Neighbourhoods and Elmwood Residents Association. There were 55 people on the interim steering group list.

On 8th April 2015 the Harlesden Neighbourhood Forum was established with an attendance of 23 forum members and a total of nearly 50 local people and organisations. As of 8th April there were 61 forum members with several associate members also.

The ISG initially considered a boundary for the Neighbourhood Area that included larger parts of both Ealing and Hammersmith and Fulham. These areas were felt to include residents and businesses who were likely to feel that Harlesden was their local focus for services and who were likely to be affected by future plans for development, particularly those that were to be included in the Old Oak and Park Royal Development Corporation area.

As a result the Steering Group consulted with both planning officers and councillors in those authorities. In addition residents groups in these non-Brent areas were also approached for their views on the Neighbourhood Plan Boundary. Officers in Brent encouraged the ISG to make contact with the emergent Development Corporation that was hosted by the Greater London Authority and officers and councillors within Ealing and Hammersmith and Fulham. Officers in Ealing were not encouraging and stated that although they acknowledged that residents in that part of Ealing would regard Harlesden as their local centre for shopping, that they would oppose the Ealing extension on the grounds that the area included sites within the London Plan and it would be an area covered by the new Development Corporation. Ward councillors in Ealing were nevertheless supportive and encouraged the ISG to consult.

Hammersmith and Fulham planning officers encouraged the ISG to consult and suggested that particular consideration would need to be given to the boundary at Willesden junction.

A meeting took place with interim officers of the OPDC who encouraged the ISG to consult widely and suggested that the whole of Willesden Junction including a small part of Hammersmith and Fulham was a logical inclusion within the Neighbourhood Area.

Some residents who have attended Steering Group meetings live in part of the Unity Forum area (an adjacent designated Neighbourhood Area and Forum). They felt that they should be in the Harlesden Neighbourhood Area. As Neighbourhood Plan Areas may not overlap, the Steering Group secured a commitment from the Unity Forum that joint working on plan policies would be possible to accommodate this. To accommodate these interested residents and other potential stakeholders, the Harlesden Neighbourhood Plan Forum has a membership category of “Associates” for those who wish to influence the development of the Neighbourhood Plan in the future.
In the end the larger area of Hammersmith and Fulham initially considered to be included in the Neighbourhood Area was excluded due to a lack of response from local residents groups in the area, but to test the views of the wider public on the proposed boundary (including the Ealing extension), a door to door flyer was distributed about the area to consult about the Neighbourhood Plan Area and the key issues for the plan.

People were encouraged by the flyer to get in touch and give the ISG their views about the area boundary and a stall was set up on February 7th (at Star Burger Café in central Harlesden) and on February 14th (at a community event in the main high street to commemorate the return of a local icon – the Jubilee Clock). At the stall people could join a walkabout of the proposed Neighbourhood Plan Area to see where the boundary was being proposed and what area was included. The stall was visited by 56 people with most supporting the proposal for the Area and a Neighbourhood Plan. The following map shows the distribution of residents, community groups and businesses who attended, showing a good spread of respondents across the area.

Red markers are residents, green community groups and yellow businesses. Lilac markers are those who wanted to be kept informed and consulted but did not wish to join the Forum at that time.

As a result of the lack of response from people in Ealing the ISG decided to use the railway line as its main boundary in the south with only limited inclusion of land in the other two boroughs to enable the main railway routes and the stations at Harlesden and Willesden junction to act as the natural boundary of the neighbourhood area.
APPENDIX 4 – Statement of Relevant body

The Harlesden Neighbourhood Plan Forum meets the following conditions: 61F 1990 Act (5) b.
- It is established to promote or improve the social, economic and environmental well-being of the Neighbourhood Area
- It has 61 individual members
- Membership is open to people who live, work, carry out business or are elected members in the area

The Neighbourhood Forum will promote or improve the social well-being of the Neighbourhood Area by ensuring that it is fully considered during every stage of the development of the Neighbourhood Plan and that any proposals that arise from the plan consider the impact on local residents’ social well-being and aim to improve it. The Forum will achieve this by developing peer-led community research methods to identify social (as well as economic and environmental) priorities for local people and through extensive consultation and engagement. The Forum’s ambition is also that the process of developing a Neighbourhood Plan will bring local people together, improving community cohesion, fostering civic pride and strengthening local networks.

The Forum will seek to promote and improve economic well-being in Harlesden by developing policies in partnership with local businesses, employers and training and skills agencies. The Forum will be particularly keen to ensure that the economic benefits arising from the regeneration at Old Oak also flow to the Harlesden community through ongoing liaison with the OPDC, developers, etc., and by promoting improved pedestrian and public transport links. The Forum will also provide a platform for networking and collaboration between local businesses.

The Forum will also seek to improve Harlesden’s environmental well-being by identifying areas for improvement and protection and by aiming to improve the sustainability and environmental quality of public spaces. The Forum will work with local partners to ensure that the Neighbourhood Plan area meets or exceeds environmental standards.

The Harlesden Neighbourhood Forum constitution and list of members follows:

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<th>First name</th>
<th>Surname</th>
<th>Postcode</th>
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<tr>
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**HARLESDEN NEIGHBOURHOOD PLANNING FORUM CONSTITUTION**

1. **NAME**

The name of the group is “Harlesden Neighbourhood Planning Forum” referred to elsewhere in this Constitution as “HARLESDEN FORUM”.

2. **NEIGHBOURHOOD AREA**

The area of the Harlesden NPF is shown on the attached map (Figure 1), referred to elsewhere in this constitution as the neighbourhood area.

3. **OBJECTIVES**

The objectives of the Forum shall be to:

a) Promote and improve the social, economic and environmental well-being of the Neighbourhood area

b) To prepare in partnership with the relevant local planning authority/ies a sustainable Neighbourhood Development Plan for the Neighbourhood area.

c) To foster community spirit and pride in the process of creating the neighbourhood plan

d) To plan and implement involvement of the wider community in the preparation, production and implementation of the Neighbourhood Development Plan

4. **WAY OF WORKING**

The Forum will operate without distinction or discrimination on the basis of nationality, ethnicity, gender, sexual orientation, disability or religious or political belief
5. **POWERS**
In furtherance of the objects, but not otherwise, the Committee of the HARLESDEN FORUM may exercise the power to:

a) Invite and receive contributions and raise funds where appropriate, to finance the work of the HARLESDEN FORUM, and to open a bank account to manage such funds.

b) Set up working groups with terms of reference to undertake tasks in furtherance of its objectives. All such working groups must include at least one Committee member.

c) Publicise and promote the work of the HARLESDEN FORUM and organise meetings, training courses, events or seminars relevant to its work.

d) 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.

e) Employ a Clerk and other staff (who shall not be members of the Committee) as are necessary to conduct activities that meet the objectives of the HARLESDEN FORUM.

f) Take any form of action that is lawful, which is necessary to achieve the objectives of the HARLESDEN FORUM, including taking out any contracts which it may see fit.

6. **AFFILIATIONS**
The Forum shall not be affiliated to any political party or organisation.

7. **MEMBERSHIP**

a) Members will apply for membership and the Committee shall have the power to accept members.

b) Membership is open to all who live, or work as employees of a business, in the neighbourhood area.

c) Membership is open to all business operators in the neighbourhood area of the HARLESDEN FORUM. Business operators may nominate up to two people in their membership application but they may only exercise one voting right at General and Annual General Meetings of the HARLESDEN FORUM.

c) Membership is open to all constituted voluntary and community groups which operate in the neighbourhood area. Voluntary and Community groups may nominate up to two people in their membership application but they may only exercise one voting right at General and Annual General Meetings of the HARLESDEN FORUM.

e) Membership is open to elected London Borough Council members who represent wards in the neighbourhood area.

f) Membership shall be drawn from different places in the neighbourhood area and different sections of the community.

g) People who do not live or work in the Neighbourhood area will be able to join as “Associate Members” and will have all the privileges of membership and can be committee members except that they shall not be able to vote, fill an Officer role (as defined below) nor count towards a quorum in meetings.

h) Any member of the HARLESDEN FORUM may resign from membership by providing the Secretary with written notice.

i) The HARLESDEN FORUM shall have a minimum of 21 (twenty one) members. The Secretary shall maintain a register of members at all times and make it available to any member of the HARLESDEN FORUM or the public who requests it.

j) All Forum members (except Associate members) may exercise only one vote at any meeting of the Forum – Annual General Meeting, Special General Meeting, General Meeting or meeting of the Committee.

8. **FORUM MEETINGS**
All decisions at Forum meetings shall be made on a show of hands of members who are entitled to vote at the meeting.

a) General Meetings

i. General Meetings of HARLESDEN FORUM members shall take place at least 3 (three) times per year.
ii. Notice and an agenda for a General Meeting of the HARLESDEN FORUM to
HARLESDEN FORUM members shall be 10 (ten) working days.

iii. The quorum required for a General Meeting to conduct business shall be 11 (eleven)
HARLESDEN FORUM members

b) Annual General Meetings/Special Meetings

i. An Annual General Meeting of HARLESDEN FORUM members shall take place once
in every calendar year. Notice and an agenda for an Annual General Meeting to
HARLESDEN FORUM members shall be 15 (fifteen) working days.

ii. The quorum required for an Annual General Meeting to conduct business shall be 15
(fifteen) HARLESDEN FORUM Members

The Annual General meeting shall:

iii. Elect the Committee of the HARLESDEN FORUM

iv. Receive a report from the Committee of the HARLESDEN FORUM of the activities
that have taken place in the year

v. Receive a final statement from the Treasurer

Elections to the Committee shall take place as follows:

vi. HARLESDEN FORUM members shall notify the Secretary of the HARLESDEN
FORUM of their intention to stand for a place on the Committee in writing and at
least 5 (five) working days before the Annual General Meeting takes place.

vii. At the Annual General Meeting elections shall be held on the basis of a show of
hands for each candidate.

c) Special Meetings may be called from time to time by the Committee to consider
amendments to the constitution or dissolution of the Forum. These shall be subject to the
same notice and quorum as Annual General Meetings.

Committee Meetings

i. Committee meetings will be held a minimum of 6 times per year.

ii. Notice to members of the Committee of a Committee meeting shall be 7 working
days

iii. The quorum required for a Committee meeting to conduct business shall be 5 (five)
members.

iv. Two officers of the Committee must be present at each meeting of the Committee.
One of which must be either the Chairman or the Vice Chairman.

v. All decisions at Committee meetings shall be made on a show of hands of
Committee members present at the meeting.

vi. The Officers of the Committee shall be elected by the Members of the Committee
at the first meeting of the Committee after the AGM of the HARLESDEN FORUM.

vii. To avoid the possibility of the HARLESDEN FORUM becoming dominated by
members of another organisation no more than three members of the Committee
may at any time be drawn from the Forum membership category for business and no
more than three may be drawn from the Forum membership category for voluntary
and community groups (see clause 6d and 6e).
viii. Should any officer or member of the Committee fail to attend more than three consecutive meetings of the Committee then their membership of the Committee shall be deemed to have lapsed. A temporary replacement for any such lapsed member may be selected by the Committee from the membership of the HARLESDEN FORUM who will then take the lapsed member’s place on the Committee until the next AGM. In such cases where an Officer position becomes vacant then their replacement shall be found from among the pre-existing members of the Committee.

ix. During Committee meetings any Committee member having a personal or business interest in any decision of the Committee must declare that interest and the Committee shall have the discretion to exclude that member from that decision.

9. COMITTEE
The Committee of the HARLESDEN FORUM shall be elected at an Annual General Meeting of the HARLESDEN FORUM and shall consist of a minimum of 7 (seven) members and a maximum of 9 (nine).

10. OFFICERS OF THE COMMITTEE
The role of any officer of the Committee may be shared by two members of the Committee.

a) The Chairman of the Committee shall be responsible for:
   i. Calling and chairing meetings of the Committee of the HARLESDEN FORUM, General Meetings and Annual General Meetings of the membership of the HARLESDEN FORUM, unless specifically delegated to the Vice Chairman in writing.
   ii. Exercising a casting vote on elections and resolutions at meetings of the Forum and its Committee.
   iii. Have the power to take decisions on urgent matters between meetings of the Committee.
   iv. The holder of the office of Chairman shall also be entitled to use the title and style “Honorary Headborough of the Parish and Hamlet of Harlesden”. This is a heritage title of long standing in Harlesden that symbolically connects HARLESDEN FORUM with past representative bodies.
   v. The title and office of Chairman is synonymous to and interchangeable with that of Chairwoman.

b) The Vice Chairman of the Committee shall be responsible for:
   i. Calling and chairing meetings of the Committee of the HARLESDEN FORUM, General Meetings and Annual General Meetings of the membership of the HARLESDEN FORUM, if specifically delegated to by the Chairman in writing.
   ii. Exercising a casting vote on elections and resolutions at meetings of the Forum and its Committee where the Chairman is absent in accordance with rule 9(a)i.
   iii. The title and office of Vice Chairman is synonymous to and interchangeable with that of Vice Chairwoman.

c) The Treasurer shall be responsible for:
   i. Maintaining the financial records of the HARLESDEN FORUM.
   ii. Be responsible for presenting the accounts for the year, and a budget for the following year at the HARLESDEN FORUM Annual General Meeting.
   iii. Submit a detailed summary of the accounts at every Committee meeting.
   iv. Act as a joint signatory on the HARLESDEN FORUM account with one other member of the Committee.
v. Taking the minutes if the Secretary is absent.

d) The Secretary shall be responsible for:
   i. Organizing meetings, taking and circulating the minutes and making them available to members within 10 (ten) working days of the previous meeting.
   ii. Maintaining a register of members of the HARLESDEN FORUM and the HARLESDEN FORUM Constitution for inspection by members of the public and HARLESDEN FORUM Members.

11. THE FINANCES OF THE HARLESDEN FORUM
   a) Any money acquired by the HARLESDEN FORUM, including donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the HARLESDEN FORUM.
   b) All funds must be applied to the objectives of the HARLESDEN FORUM and for no other purpose.
   c) Bank accounts shall be opened in the name of the Forum. Any deeds, cheques etc relating to the Forum’s bank account shall be signed by at least 2 (two) Committee members, 1 (one) of whom must be the Treasurer.
   d) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Forum stays within its budget.
   e) Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Forum.
   f) An annual financial report shall be presented by the Treasurer at the Annual General Meeting of the HARLESDEN FORUM.

12. NEIGHBOURHOOD PLANNING
   a) Any decision to submit to the local planning authority for approval any Neighbourhood Development Plan shall be subject to a vote at a General Meeting of the HARLESDEN FORUM.
   b) All consultation on the Neighbourhood Development Plan will take place with residents and businesses in the neighbourhood area whether members of the HARLESDEN FORUM or not.
   c) The Committee shall be delegated to work with the local planning authority and any independent experts and advisors on the Neighbourhood Development Plan as they see fit.
   d) At the discretion of the HARLESDEN FORUM Committee working groups can be delegated the tasks of preparing the Neighbourhood Development Plan and may co-opt non-voting members onto such working groups as it sees fit. All such working groups must include at least one Committee member.

13. ALTERATION OF THE CONSTITUTION
   a) Any changes to this constitution must be agreed by a majority vote at an AGM or at a special general meeting, called specifically for the purpose under the same conditions that apply to Annual General Meetings specified above.
   b) Proposed amendments to this Constitution or dissolution of the HARLESDEN FORUM must be conveyed to the Secretary formally in writing. The Secretary and other officers of the HARLESDEN FORUM shall then decide whether to put the proposed amendments to a special general meeting of the HARLESDEN FORUM for discussion and decision.

14. DISSOLUTION
    The HARLESDEN FORUM may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Committee.

This amended version of the Constitution was adopted by the Forum at its meeting on 6th July 2015.
Appendix B: Mayoral Development Area Boundary (shaded in blue)
Appendix C: Assessment of Neighbourhood Forum and Neighbourhood Area Application for Harlesden

Neighbourhood Forum

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evidence</th>
<th>Meets/ fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of proposed neighbourhood forum</td>
<td>Harlesden Neighbourhood Planning Forum</td>
<td>✓</td>
</tr>
<tr>
<td>Contact details of at least one member of the proposed neighbourhood forum</td>
<td>Sumathi Pathmanaban, Interim Secretary of the Harlesden Neighbourhood Planning Forum, c/o Lift, Unit 2, Ajax House, 16a St Thomas’s Road, London NW10 4AJ Tel: 0208 965 2561 E-mail: <a href="mailto:Sumathi@liftpeople.org.uk">Sumathi@liftpeople.org.uk</a></td>
<td>✓</td>
</tr>
<tr>
<td>Does the proposed neighbourhood forum have a written constitution?</td>
<td>Yes; submitted with application.</td>
<td>✓</td>
</tr>
<tr>
<td>Has the proposed neighbourhood forum identified a neighbourhood area to which the application relates and a map which identifies the area?</td>
<td>Yes; submitted with application.</td>
<td>✓</td>
</tr>
<tr>
<td>Has the proposed neighbourhood forum demonstrated that the aim of the Neighbourhood Forum is to improve and promote the social, economic and environmental well-being of the defined Neighbourhood Area?</td>
<td>Yes; evidence in constitution and supporting statement.</td>
<td>✓</td>
</tr>
<tr>
<td>Does the purpose of the Neighbourhood Forum reflect (in general terms) the character of the Neighbourhood Area?</td>
<td>Yes; evidence in supporting statement.</td>
<td>✓</td>
</tr>
<tr>
<td>Is the membership of the Neighbourhood Forum open to those who live, work and who are elected members in the defined Neighbourhood Area?</td>
<td>Yes; evidence in application.</td>
<td>✓</td>
</tr>
<tr>
<td>Has the proposed Forum secured, or at least taken reasonable steps to attempt to secure, its membership of at least 21 members who live and/or work in the proposed neighbourhood area and includes at least one elected member whose ward is covered by the proposed neighbourhood area?</td>
<td>Yes; evidence in application.</td>
<td>✓</td>
</tr>
<tr>
<td>Is membership drawn from different places in the neighbourhood area concerned and from different sections of the community in that area?</td>
<td>Yes; evidence in application.</td>
<td>✓</td>
</tr>
</tbody>
</table>

1 These criteria are taken from the Neighbourhood Planning (General) Regulations 2012 and the Localism Act 2011 Schedule 9 61F
Has the proposed Forum been publicised in line with the Regulations and were any representations received?

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evidence</th>
<th>Meets/ fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application dated 08/07/2015 was publicised on the council’s website for six weeks, closing on 25/08/2015.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Reason for refusal

| Reason for refusal | N/A | |

Neighbourhood Area

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evidence</th>
<th>Meets/ fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the proposed Forum submitted a map which identifies the area to which the area application relates?</td>
<td>Yes; submitted with application.</td>
<td>✓</td>
</tr>
<tr>
<td>Does all of the proposed area fall within the London Borough of Brent? (if not see 61I)</td>
<td>No; the Neighbourhood Area covers parts of Ealing. On 1st April 2015 the Old Oak &amp; Park Royal Development Corporation (OPDC) become the Local Planning Authority for these areas, and land adjoining Willesden Junction within Brent. 61I will require a designation by all of the Local Planning Authorities covered by the application, in this case Brent Council and the OPDC.</td>
<td>✗</td>
</tr>
<tr>
<td>Has any part of the proposed area already been designated as a neighbourhood area or is it the subject of a separate neighbourhood area application?</td>
<td>No</td>
<td>✓</td>
</tr>
<tr>
<td>Is this area considered appropriate to be designated as a neighbourhood area?</td>
<td>Yes</td>
<td>✓</td>
</tr>
<tr>
<td>Is the area proposed to be designated as a business area? (if so see 61H)</td>
<td>No</td>
<td>✓</td>
</tr>
<tr>
<td>Has the proposed Area been publicised in line with Regulations and were any representations received?</td>
<td>Application dated 08/07/2015 was publicised on the council’s website for six weeks, closing on 25/08/2015.</td>
<td>✓</td>
</tr>
<tr>
<td>Does the applicant organisation comply with the validation criteria for neighbourhood forums?</td>
<td>Yes</td>
<td>✓</td>
</tr>
</tbody>
</table>

Reason for refusal

| Reason for refusal | N/A | |

20
Appendix D: Equality Analysis Assessment

Harlesden Neighbourhood Area and Forum designation

Impact Assessment Data

5. What effects could your policy have on different equality groups and on cohesion and good relations?

5.1 Age

Neutral

- The joint application has been assessed against the requirements of the Neighbourhood Planning Regulations 2012, which include demonstrating membership of the forum is open to everyone who lives, works or is an elected member in the area and that the forum is representative of the area to be covered. The application demonstrates that membership has been drawn from a cross section of the community and membership is spatially distributed across the neighbourhood area. The application demonstrates the forum have also endeavoured to engage widely with the community before establishing the forum. The forum's constitution states membership is open to everyone who lives, works, undertakes business or is an elected member in the area. Their key objectives reflect they wish to engage with the wider community and foster community spirit. At this stage there are no negative impacts on this specific group, however, as the neighbourhood plan develops a further assessment of the implications of policies in the plan will be needed.

5.2 Disability

- Neutral

The joint application has been assessed against the requirements of the Neighbourhood Planning Regulations 2012, which include demonstrating membership of the forum is open to everyone who lives, works or is an elected member in the area and that the forum is representative of the area to be covered. The application demonstrates that membership has been drawn from a cross section of the community and membership is spatially distributed across the neighbourhood area. The application demonstrates the forum have also endeavoured to engage widely with the community before establishing the forum. The forum's constitution states membership is open to everyone who lives, works, undertakes business or is an elected member in the area. Their key objectives reflect they wish to engage with the wider community and foster community spirit. At this stage there are no negative impacts on this specific group, however, as the neighbourhood plan develops a further assessment of the implications of policies in the plan will be needed.

5.3 Gender identity and expression

- Neutral
The joint application has been assessed against the requirements of the Neighbourhood Planning Regulations 2012, which include demonstrating membership of the forum is open to everyone who lives, works or is an elected member in the area and that the forum is representative of the area to be covered. The application demonstrates that membership has been drawn from a cross section of the community and membership is spatially distributed across the neighbourhood area. The application demonstrates the forum have also endeavoured to engage widely with the community before establishing the forum. The forum's constitution states membership is open to everyone who lives, works, undertakes business or is an elected member in the area. Their key objectives reflect they wish to engage with the wider community and foster community spirit. At this stage there are no negative impacts on this specific group, however, as the neighbourhood plan develops a further assessment of the implications of policies in the plan will be needed.

5.4 Marriage and civil partnership

• Neutral
The joint application has been assessed against the requirements of the Neighbourhood Planning Regulations 2012, which include demonstrating membership of the forum is open to everyone who lives, works or is an elected member in the area and that the forum is representative of the area to be covered. The application demonstrates that membership has been drawn from a cross section of the community and membership is spatially distributed across the neighbourhood area. The application demonstrates the forum have also endeavoured to engage widely with the community before establishing the forum. The forum's constitution states membership is open to everyone who lives, works, undertakes business or is an elected member in the area. Their key objectives reflect they wish to engage with the wider community and foster community spirit. At this stage there are no negative impacts on this specific group, however, as the neighbourhood plan develops a further assessment of the implications of policies in the plan will be needed.

5.5 Pregnancy and maternity

Neutral
The joint application has been assessed against the requirements of the Neighbourhood Planning Regulations 2012, which include demonstrating membership of the forum is open to everyone who lives, works or is an elected member in the area and that the forum is representative of the area to be covered. The application demonstrates that membership has been drawn from a cross section of the community and membership is spatially distributed across the neighbourhood area. The application demonstrates the forum have also endeavoured to engage widely with the community before establishing the forum. The forum's constitution states membership is open to everyone who lives, works, undertakes business or is an elected member in the area. Their key objectives reflect they wish to engage with the wider community and foster community spirit. At this stage there are no negative impacts on this specific group, however, as the neighbourhood plan develops a further assessment of the implications of policies in the plan will be needed.

5.6 Race

Neutral
The joint application has been assessed against the requirements of the Neighbourhood Planning Regulations 2012, which include demonstrating membership of the forum is open to everyone who lives, works or is an elected member in the area and that the forum is representative of the area to be covered. The application
demonstrates that membership has been drawn from a cross section of the community and membership is spatially distributed across the neighbourhood area. The application demonstrates the forum have also endeavoured to engage widely with the community before establishing the forum. The forum's constitution states membership is open to everyone who lives, works, undertakes business or is an elected member in the area. Their key objectives reflect they wish to engage with the wider community and foster community spirit. At this stage there are no negative impacts on this specific group, however, as the neighbourhood plan develops a further assessment of the implications of policies in the plan will be needed.

5.7 Religion or belief

Neutral
The joint application has been assessed against the requirements of the Neighbourhood Planning Regulations 2012, which include demonstrating membership of the forum is open to everyone who lives, works or is an elected member in the area and that the forum is representative of the area to be covered. The application demonstrates that membership has been drawn from a cross section of the community and membership is spatially distributed across the neighbourhood area. The application demonstrates the forum have also endeavoured to engage widely with the community before establishing the forum. The forum's constitution states membership is open to everyone who lives, works, undertakes business or is an elected member in the area. Their key objectives reflect they wish to engage with the wider community and foster community spirit. At this stage there are no negative impacts on this specific group, however, as the neighbourhood plan develops a further assessment of the implications of policies in the plan will be needed.

5.8 Sex

Neutral
The joint application has been assessed against the requirements of the Neighbourhood Planning Regulations 2012, which include demonstrating membership of the forum is open to everyone who lives, works or is an elected member in the area and that the forum is representative of the area to be covered. The application demonstrates that membership has been drawn from a cross section of the community and membership is spatially distributed across the neighbourhood area. The application demonstrates the forum have also endeavoured to engage widely with the community before establishing the forum. The forum's constitution states membership is open to everyone who lives, works, undertakes business or is an elected member in the area. Their key objectives reflect they wish to engage with the wider community and foster community spirit. At this stage there are no negative impacts on this specific group, however, as the neighbourhood plan develops a further assessment of the implications of policies in the plan will be needed.

5.9 Sexual orientation

• Neutral
The joint application has been assessed against the requirements of the Neighbourhood Planning Regulations 2012, which include demonstrating membership of the forum is open to everyone who lives, works or is an elected member in the area and that the forum is representative of the area to be covered. The application demonstrates that membership has been drawn from a cross section of the community and membership is spatially distributed across the neighbourhood area. The application demonstrates the
forum have also endeavoured to engage widely with the community before establishing the forum. The forum's constitution states membership is open to everyone who lives, works, undertakes business or is an elected member in the area. Their key objectives reflect they wish to engage with the wider community and foster community spirit. At this stage there are no negative impacts on this specific group, however, as the neighbourhood plan develops a further assessment of the implications of policies in the plan will be needed.

6. Please provide a brief summary of any research or engagement initiatives that have been carried out to formulate your proposal.

What did you find out from consultation or data analysis? Were the participants in any engagement initiatives representative of the people who will be affected by your proposal? How did your findings and the wider evidence base inform the proposal?

My analysis is based on the information provided in the joint neighbourhood forum and area application. In addition the council consulted on the joint application for a 6 week period. No objections were received.

7. Could any of the impacts you have identified be unlawful under the Equality Act 2010?

No negative impacts have been identified at this stage.

8. What actions will you take to enhance any potential positive impacts that you have identified?

No positive impacts have been identified.

9. What actions will you take to remove or reduce any potential negative impacts that you have identified?

No negative impacts have been identified.

10. Please explain the justification for any remaining negative impacts.

There are no negative impacts identified.

Comments

No negative impacts have been identified at this stage. The forum's constitution requires it to be an inclusive organisation. However, a further assessment will be undertaken when the draft Neighbourhood Plan is submitted to the council.