TITCHFIELD NEIGHBOURHOOD FORUM



Application for designation as neighbourhood forum and approval of boundary plan

December 2016

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Application for designation as Titchfield neighbourhood forum

Our Mission Statement

We will value, protect and promote the village of Titchfield by respecting its heritage, appreciating its current community and being aspirational when planning its future and therefore ensuring 'Titchfield is a place to go TO rather than go through'.

Background

Following an article in Titchfield Parish Magazine on the work of Titchfield Village Trust and concerns expressed about traffic, noise, safety and the environment, in autumn 2015, a working party was set up to look into some of these complaints. The working party members were either members of the Trust or concerned local people.

One of the outcomes of this group was a decision to set up a Neighbourhood Forum with a view to producing a Neighbourhood Plan. At the same time as setting up the Forum, over 500 questionnaires were distributed within the village via the internet, in the Parish Magazine, and paper copies given to the school, youth club, scouts and the history society, WI and in the local pub. Some 160 responses were received. The outcomes of the research are on the website http://titchfieldvillagetrust.co.uk/neighbourhood-plan-survey-results-feb-2016/. The aim of the questionnaire was to find out what was important to the villagers, what was annoying and how the village could be improved. The survey results have informed our initial work and re-inforced the need for a forum.

The aim of Titchfield Neighbourhood Forum

The aim of the forum is to help make Titchfield a better place to live, work and play. The forum will do this by preparing a Neighbourhood Development Plan (NDP).

Objectives of the forum:

- To promote and improve the social, economic and environmental wellbeing of the neighbourhood, residents and business in Titchfield.
- To address issues of local concern, including (but not limited to) spatial, community
 infrastructure and improvement of Titchfield (including its environment, heritage, views
 out, appearance, safety, security and amenities) to ensure a high standards of town
 planning, urban design and architecture.
- To develop a Neighbourhood Development Plan that plans positively for the future of Titchfield whilst respecting and improving the features which are of historical or public interest in the village and the immediate surrounding area.

CONSTITUTION OF THE TITCHFIELD NEIGHBOURHOOD FORUM

Section	
1.0 Name of the Forum and Area	1.1 The name of the Forum shall be the Titchfield Neighbourhood Forum ('the Forum').
	1.2 The area covered by the Forum shall be the area shown on the attached map, known as Titchfield Neighbourhood Area ('the Area').
2.0 Aims and Objectives of the Forum	2.1 The aim of the Forum shall be to promote and improve the social, economic and environmental well-being of the area, residents and business in Titchfield by means of a neighbourhood plan.
	2.2 The objectives of the Neighbourhood Forum shall include, but not be limited to:
	 Address issues of local concern, including (but not limited to) spatial, community infrastructure and improvement of Titchfield (including its environment, heritage, views out, appearance, safety, security and amenities) to ensure a high standards of town planning, urban design and architecture. Seeking to obtain and maintain designation by Fareham Borough
	 Council (FBC), pursuant to section 61F (5) of the 1990 Act, as the Neighbourhood Forum for the area. 3. Develop a Neighbourhood Development Plan that plans positively for the future of Titchfield whilst respecting and improving the features which are of historical or of public interest in the village and the immediate surrounding area. 4. Making representations as to any planning or licensing issue,
	 whether or not consultation of the Forum is required pursuant to any statutory scheme. 5. Consulting with FBC (by FBC's Elected Members and/or Officers), other governmental, policing or public bodies and other stakeholders interested in, affecting or affected by any actual or proposed policies within the Neighbourhood Plan. 6. Improving and supporting cross border neighbourhood planning and
	 processes in the area. 7. Supporting and developing projects and other activities that are of benefit to the Neighbourhood. 8. Proposing priorities for the Community Infrastructure Levy spend and agreeing this with FBC.
	 Encouraging the periodic monitoring and review of the Neighbourhood Plan and identifying and agreeing any modifications required with FBC. Contributing to the implementation of the Neighbourhood Plan after it is made.
3.0 Powers of the Forum	3.1 The Forum shall organise at least three Forum Meetings per year, including an Annual General Meeting (AGM), to which all Forum members will be invited.
	3.2 The Forum may develop a Memorandum of Understanding with Fareham Borough Council relating to the relationship with FBC, the support that would reasonably be available and the manner in which the NDP will be prepared.
	3.3 The Forum shall prepare the Neighbourhood Plan, on behalf of and in

extensive consultation with the local community, in accordance with a Project Plan agreed by the Forum.

3.4 The Forum shall involve the public throughout the development of the plan so that they understand what is going on and to contribute to the development of the Plan.

4.0 Values of the Forum

- 4.1 The Forum shall conduct its affairs ethically.
- 4.2 The Forum shall observe the 'Nolan Principles', the seven principles of public life, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
- 4.3 The Forum shall pursue equality of opportunity in terms of its membership, its conduct and its proposed Plan.
- 4.4 The Forum shall, in the course of its activities, not discriminate on any grounds unrelated to merit.
- 4.5 The Forum shall be at all times a non-political organisation which shall act so far as practicable to benefit both Residents and Businesses

of the Forum

- **5.0 Membership** 5.1 Membership of the Forum is open to any individual who lives in the area, individuals who work there, individuals appointed to represent people who live or work there and individuals who are elected members of the Council, whose ward falls within the Neighbourhood Area.
 - 5.2 The Forum shall comprise at least twenty-one (21) members.
 - 5.3 The majority of the members of the Forum shall be residents of the area, including representatives from local community associations.
 - 5.4 The initial members of the Forum shall be those identified in the application for designation.
 - 5.5 Applications by individuals for membership shall be made in writing to the secretary. Approval will be decided by the Forum; individual applicants should normally intend to be able to commit to membership of the Forum for the whole of its duration.
 - 5.6 Subsequent applications will be considered at general meetings or committee meetings of the Forum and deemed accepted if approved by a majority of voting members present.
 - 5.7 When members wish to resign, feedback from the resigning member should be sought if possible; members who fail to attend the Forum for more than 3 meetings shall be deemed to have resigned.

Notes:

Individuals who represent people who live or work in the Area are here defined

- individuals appointed by an organisation with an interest in the area, such as a charitable, educational, health or social body, to represent the interests of people who live or work there.

Local community association is here defined as follows:

- local: its purpose is the benefit of a geographical locality (rather than, say, a

	social section or a vocational interest); - community: membership is open to all members of the community within the locality;
	- association: members are associated by means of a written constitution.
6.0 Structure of the Forum	6.1 The Forum may appoint a Committee, to act on behalf of the Forum in the preparation of the Neighbourhood Plan.
	6.2 The Committee shall comprise up to twelve (12) members of the Forum, who shall include the officers of the Forum, and the majority of whom shall be residents of the area.
	6.3 The Committee may co-opt up to three (3) additional members.
	6.4 The committee may constitute sub-groups from time to time as shall be considered necessary in order to achieve its aims and objectives. The sub-groups shall be subordinated to and may be regulated or dissolved by the committee.
	6.5 Any sub-groups established by the Forum shall abide by the same aims and objectives, values and conduct as the Forum itself.
7.0 Conduct of the Forum	7.1 The Forum shall conduct its affairs in accordance with its Agreement with Fareham Borough Council, and shall work with the Council during the preparation of the Plan to enable the Council to carry out its duty to support and to help ensure a successful examination.
8.0 The Committee	8.1 The Committee shall be responsible for the day to day management of the Forum, including management of the Forum's finances.
	8.2 Membership of the Committee will be open to all members of the Forum.
	8.3 All members of the Committee will be elected at the Forum's AGM. Retiring members will be eligible for re-election.
	8.4 At the AGM of the Forum, the members shall elect from the membership, a Chair, Vice Chair, Secretary, Treasurer and such other officers as the Forum in general meeting may determine. An officer of the Forum may (subject to the agreement of a general meeting of the Forum) transfer his or her powers and duties to another member of the Committee on a temporary basis.
	8.5 The Committee may co-opt members to the Committee at any time to fill any vacancies that arise. Such appointments must be ratified at the next Forum meeting.
	8.6 The Committee shall meet as often as necessary for the effective transaction of the business of the Forum and the quorum for any meeting shall be at least 50% of Committee members.
	8.7 Notification of Committee meetings and the agenda will be sent out to all Committee members at least seven days prior to the date of the meeting.
9.0 Rules at Meetings	9.1 The Chair shall chair meetings of the Forum, which shall be held according to a programme agreed by the Forum.
	9.2 The Secretary shall keep a record of meetings of the Forum in the form of Minutes, which shall record reports received, resolutions made and actions agreed.
	9.3 Fourteen (14) days notice shall be given for General Meetings (other than

	the Annual General meeting and Special General Meetings)
	9.4 Meetings of the Forum shall be quorate if a third of members, or twelve (12) members, whichever is least, are present, provided that the majority of these are residents.
	9.5 Where possible, the Forum shall make decisions by consensus; where this is not possible, decisions shall be made by a simple majority vote; in the event of a tied vote, the proposal shall fail.
	9.6 At each meeting of the Forum, members shall declare in advance any interests they have which may give rise to a conflict of interest with the work of the Forum.
	9.7 Forum communications shall normally be conducted by email.
10.0 Finance	10.1 Any monies acquired by the Forum shall be used only to help achieve the aims and objectives of the Forum.
	10.2 The Treasurer shall keep a proper account of the finances of the Forum.
	10.3 The Treasurer shall set up finance handling arrangements with Titchfield Village Trust who will administer, as the accountable body, the relatively small amounts of money.
	10.3 All transactions in any format shall be authorised by the Treasurer and one other officer of the Forum.
	10.4 No committee member shall receive any payment or benefit in kind for services rendered to the Forum. However, reasonable out of pocket expenses, properly incurred on behalf of the Forum may be reimbursed at the discretion of the committee.
	10.5 Committee members of the Forum shall be entitled to be indemnified out of the property of the Forum for any liability properly incurred by them on behalf of the Forum, provided that nothing in this clause shall entitle any member or members to any indemnity against liability arising through negligence or similar actions on their part.
	10.6 The Treasurer shall keep proper accounts of the finances of the Forum.
	10.7 The accounts shall be audited or examined by an auditor or independent examiner who possesses the necessary skills and who is appointed at the Annual General Meeting. The person so appointed shall not be a member of the Committee.
11.0 Complaints	11.1 Complaints about the conduct of a member of the Forum shall be made in confidence in writing to the Chair; such complaints shall be investigated by the officers of the Forum, who shall decide on action as appropriate.
	11.2 If the complaint concerns an officer of the Committee, or if a complaint is unresolved, then mediation may be sought if required.
12.0 Alteration of Constitution	12.1 The Constitution may be amended by a General Meeting of the Forum (including a Special General Meeting of the Forum called in accordance with the provisions of this constitution).
	12.2 Notice of any proposal to amend the constitution shall be given to the members of the Forum in writing not more than 28 days and not less than 14 days before the proposed amendment is debated.

12.3 Any motion proposing an alteration to the constitution shall require the approval of a two thirds majority of members present and voting.
13.1 Within two months of the Designation of the Forum by Fareham Borough Council, the Inaugural Annual General Meeting shall be held. An Annual General Meeting must be held within fifteen months of the previous Annual General Meeting. A minimum of 21 days' notice shall be given.
13.2 The Annual General Meeting shall: a) receive a report from the Committee b) receive an audited statement of accounts c) elect Officers and members of the Committee in accordance with 13.3 below d) appoint an auditor or independent examiner e) consider any other appropriate business
13.3 Elections of Committee and Officers: a) In a contested election (that is where the number of candidates exceeds the number of posts to be filled) the candidates polling the greatest number of votes shall be considered to be elected. Voting shall be by a show of hands. b) In an uncontested election (where the number of candidates does not exceed the number of positions to be filled) a vote for each candidate shall be held by a show of hands. c) A candidate shall be considered to be elected only if the vote is passed by a
simple majority. d) In elections for officer positions where a resolution that the candidate shall be elected is not passed, nominations shall be re-opened and the election conducted immediately after members of the Forum have had a reasonable opportunity to make nominations.
14.1 A Special General Meeting of the Forum may be called by:- a) a resolution of a General Meeting of the Forum, b) a resolution of the Committee of the Forum, or c) a request from at least 6 members of the Forum
14.2 The Secretary must convene the meeting within a period of not less than 14 and not more than 28 days of the meeting being requisitioned unless, in the judgment of the Chair of the Forum, an emergency has arisen, justifying the holding of a meeting at less than 14 days notice.
15.1 The duration of the Forum shall be five years from the date of designation.
15.2 The Forum may be dissolved by mutual consent at an earlier date once the Neighbourhood Plan has been adopted.
15.3 The duration of the Forum may be extended, either to complete the preparation of the Neighbourhood Plan, or if agreed by its members, in order to deliver the Neighbourhood Plan, with other relevant organisations as appropriate, or to deliver other aspects of Localism.
15.4 Upon dissolution of the Forum, any assets held in the name of the Forum (after payment of all debts and liabilities) shall be disposed of to other organisations having similar objectives to those of the Forum, as agreed by a majority of remaining members.

Background and further explanation

The Forum has the purpose of promoting and improving the social, economic and environmental well-being of the residents and businesses of Titchfield village. The terms of reference for the forum are shown below.

This document sets out in more detail the way the Forum will be organised and run in line with the constitution.

The forum has responsibility for the creation and implementation of a neighbourhood development plan for the area of Titchfield as shown on the boundary plan. The forum is chaired by Ann Wheal.

The forum is open to anyone who lives, works or volunteers in the village. However, it must consist of no less than 21 members from a broad cross section of the population and must meet officially at least four times a year. Members who come from all socio economic groups are part of the forum. At present,

- 5 (possibly 6) live in social housing,
- 7 (possibly 8) live in new build houses,
- the businessman lives out of the village as does the treasurer
- the remaining members live in older type houses.

Of these members:

- 5 were born in Titchfield,
- 14 members have lived in Titchfield over 14 years,
- the businessman has had a business in the village for 21 years,
- the present the Mayor of Fareham Borough Council, Councillor Connie Hockley, is a forum member as are as two former councillors
- the remaining members are comparative newcomers to the village.
- All live or work within the neighbourhood boundary?

Should a member leave the forum then every effort will be made to find a replacement from someone who lives in the village and who has similar interests and skills as far as is possible. In order to recruit new members a notice will be published in the Parish Magazine (circulation 420), e mails will be sent out via current e mail lists (over 500) and notices will be placed in local shops and the post office. A prospective forum member will meet the executive of the forum and providing each is happy then the new member will be invited join the group.

The forum will have a chair, vice-chair, secretary and a project manager. These will form the executive committee. The forum will also have a treasurer who reports to the chair.

For ease of working, forum will be subdivided into smaller groups, each having a team leader and each looking at specific identified areas. The team leaders will report back to the executive and to the main quarterly forum meetings but will contact other group members as and when

appropriate. Regular e mail contact will be made to show progress and identify areas where more work needs to be done.

When major decisions are necessary, a $2/3^{rd}$ majority will be required within the forum with the chair having the casting vote.

Should a conflict of interest arise then the secretary will obtain and record details and report to the chair and vice-chair. Every effort will be made to resolve the issue amicably.

The current Forum

Titchfield Neighbourhood Forum consists of 27 members representing a broad cross-section of the population. For a breakdown on the forum membership please see the terms of reference. Appendix 2.

Finances are managed through TVT as the accountable body. TVT is formally registered as a charity. The treasurer of the Trust is also the Forum treasurer who provides regular reports to the Trust and to the Forum

Organisation

Chair Ann Wheal

Lantern Cottage, 10-12 High Street,

Titchfield, PO144AF

tel:01329 849253; e mail <u>ann@wheal.co</u>

Vice-chair Colin Wilton-Smith

Secretary Gloria Hunt Project Manager Paul Robinson

The above members are part of the executive committee who manage the day to day business of the forum.

Treasurer Ian Reeves

For ease of working the forum is split into 4 groups and chaired by a member:

Historic Titchfield

Presentation and promotion of Titchfield

Traffic and parking

Health and the environment

Judy Ekins

Sean Searight

Paul Robinson

Alison Asquith

Andy Hoare and Richard Summers of Boyle and Summers have now been appointed as consultant. They are architects and urban planners. Andy is a resident in the village and was a member of the original working party.

Current members of the Forum are shown in Appendix 1

The work of the forum to date

The forum steering group has met 5 times so far. The individual groups have met regularly and fedback to the executive committee and to the main Forum. Members of the groups have met with both Hampshire County Council and Fareham Borough Council officers regarding specific areas of interest and Ann Wheal and Colin Wilton-Smith have met with Carol Grant of 1Community to look at ways of funding some of the ideas that do not come within the Neighbourhood Plan funding stream.

As an outcome from the work of the Forum steering group, a number of additional improvements to the village are being considered which are not covered by the plan. This includes entering the Village in Bloom competition and applying for funding from the Heritage Lottery Funding for projects such as an historic trail, blue plaque scheme, new and improved signposts, improvements to Barry's Meadow and the historic canal.

Communication

The Forum considers communication to all of the community to be of the utmost importance. A Communications and Engagement Strategy will be developed. The Forum has already sent out newsletters via e mail; put notices on TVT notice board, in the parish rooms and community centre as well as the local greengrocers; published further articles in the Parish Magazine; kept the website up-to-date; set up a Facebook page; had a stall with visual aids at the local church fete with members available to give explanations or answer questions; taken over an empty shop in the village with display of relevant material. Other ideas in the pipeline are newspaper and magazine articles and information on local radio. It is also proposed to have displays and open meetings in the Parish Rooms at regular intervals to inform the public in detail of the proposals.

The first scheduled open meeting was held in the Parish Rooms on 30th October. A leaflet drop went to 1000 houses within the neighbourhood boundary area and 150 people from across the community visited the exhibition and talked to forum members. Visitors were requested to write their observations/comments on post-it notes. 95% of the comments were positive and these have been published on the village website.

At the present time we are contacting approximately 500 of the village community via e mail bi-monthly by newsletter which is also published in the Parish Magazine and displayed in the Village Trust notice board. This will be broadened in the future to a leaflet drop for those not already contacted.

Application for approval of Titchfield Boundary Plan

Rationale for 'The Plan' boundary

This statement sets out the rationale for the area defined by the plan boundary proposed for the Titchfield Neighbourhood Plan. Reference has been made to guidance in the government's Planning Guidance for Neighbourhood Planning (Paragraph: 033 Reference ID: 41-033-20140306). The guidance sets out a number of topics that should be considered when deciding on boundary lines:

- Village or settlement boundaries which might reflect areas of planned expansion
- The catchment area for walking to local services such as shops, primary school, doctors' surgery, parks or other facilities
- The area where formal or informal networks of community based groups operate
- The physical appearance or characteristics of the neighbourhood for example many buildings must be of a consistent scale or style as Titchfield is a conservation area
- The historical buildings which lie within Titchfield and the historical nature of the village affect the boundary plan
- The natural setting and features of the area

Village or settlement boundaries which might reflect areas of planned expansion. Defining the boundary

The plan boundary is defined by the village or settlement boundaries, which follow a typical rural village pattern. The boundary follows the urban edge of Fareham to the west and east, which can be seen from various points in Titchfield and should be preserved. These sight lines reinforce the notion of Titchfield being located within a landscape rather than being part of a larger town. The northern boundary follows the line of the elevated south coast railway line, which serves as a boundary between Fareham Borough Council and Winchester City Council and represents a physical limit to the plan area.

The southern boundary extends towards the Meon Shore and is defined by various types of protected public open spaces - including the Chilling woodland and the Titchfield Haven nature reserve. These open spaces provide a distinctive southern approach to the village characterised by large open vistas across fields to surrounding urban areas.

The approach to Titchfield from all directions involves moving from an urban area through water meadows, valley and woodland towards the village centre. This is seen as a defining characteristic of Titchfield's urban form.

In addition to the neighbouring residential areas, the village is surrounded by a major road and a railway line, as well as by waterway and landscape. The natural aspects of its setting will be central to the Neighbourhood Plan in order to shape, support and reinforce local distinctiveness.

The catchment area for walking to local services such as shops, primary school, doctors' surgery, parks or other facilities

The proposed boundary of the plan does not follow the Titchfield Ward boundary because the Ward boundary includes areas such as Segensworth industrial and business park and Whitely housing and retail park. People generally do not identify these places as Titchfield. The Neighbourhood Development Plan is aimed at enhancing and shaping the original village core. The plan boundary follows a spatial form rather than a political boundary.

The plan boundary encompasses a school, nurseries, local shops, a doctors' surgery, cafes, pubs and small businesses. There are also a number of parks and recreational areas and general open spaces, used by residents and visitors alike. Several successful businesses and niche shops are located within the plan area, which serve Titchfield and the surrounding area. The vitality of an urban area depends on a complex mix of local businesses and other elements to bring it to life. The Forum recognises the importance of urban vitality to the future of Titchfield and will look to the Neighbourhood Development Plan to help drive and sustain appropriate mixed land uses within the village. The plan boundary includes areas of green infrastructure that can be made more accessible to the public and could link with recreational areas in the centre of the village. It is hoped that the neighbourhood development plan will give prominence to the health and wellbeing of those in the village.

The area where formal or informal networks of community based groups operate

Titchfield's history and traditions have helped shape the plan boundary. The area defined by the boundary contains several community, social and cultural groups, all of which contribute to the life and identity of the village. These include the historic group of Bonfire Boys who organise the annual Titchfield Village Carnival. There are also groups that meet in village locations such as the community centre, parish rooms, the church, the theatre and the tithe barn. Such groups are drama and gardening clubs, scouts, youth club, film club, toddler groups, photographic and bridge clubs to name a few.

The physical appearance or characteristics of the neighbourhood for example many buildings must be of a consistent scale or style as Titchfield is a conservation area

Whilst appreciating that some development within Titchfield is necessary it is important that care is taken to ensure that not only is the design appropriate and fitting to the conservation area of the village but that the size and type of properties are appropriate. Titchfield has the oldest population (Hantsweb) so it is necessary to re-address the balance of age by providing starter homes and homes for first time buyers to encourage younger people to either stay in the village or to come to live in the village.

The historical buildings which lie within Titchfield and the historical nature of the village affect the boundary plan

A number of important historical landmarks also contribute to the village identity including the many historical assets such as the Abbey, the Tithe Barn and St Peter's Church. The village will shortly have a country park adjacent the Tithe Barn which will form a link for the village on both sides of the A27 road.

The natural setting and features of the area

Titchfield is located within a strategic gap between suburban areas of Fareham. The boundary line connects with the adjacent urban settlements whilst allowing space for controlled expansion in the future. The current village edge forms a frontage onto the wider landscape and this is considered important to the identity of Titchfield. Any future expansion of the village boundary will need to be considered in line with the physical characteristics of Titchfield and maintain the strategic gap with adjacent suburban areas. The defining characteristic of Titchfield is of a small urban area within a landscape setting between the neighbouring, more densely urban areas of Fareham and Park Gate. The village can be described as a unique place located within a water meadow and valley. Sited on gently sloping land overlooking the Meon Valley between Fareham and Swanwick, the village extends from Titchfield Abbey down towards the Meon Shore. It is located alongside the A27 and has good links to public transport hubs and roads serving the Solent region.

Summary

The plan boundary has been shaped by a number of features - urban, landscape, ecological, environmental, historical and water-based - that give the village its distinctive character. Cultural and social networks and local businesses have also helped to define the village. These structures and concepts underpin the proposed boundary.

Ann Wheal TVT, people with disabilities

Andy Hoare school governor, urban planner

Susanne (Sukie) Swan NADFAS, long standing resident

Paula Weaver Born in Titchfield, local politics

Colin Wilton Smith Titchfield Abbey Heritage Area

Judy Ekins Titchfield Abbey Heritage Area,

Mary Burner Born in Titchfield, Historical Titchfield

Phil Burner Community centre/Friends of St Peter's Church

Ken Groves Titchfield Abbey Heritage Area/long standing resident

Jim Bartlett TVT/born in Titchfield

Karen Postle gp surgery, long standing resident

John Hiett Friends of St Peter's Church and bowling club

Sheila Hignell the Church, born in Titchfield

Gloria Hunt village charities/gardening club

Connie Hockley councillor and Mayor

Peter Wheal independent

Mark Hussey businessman in village for 21 years

Ross Underwood theatres/drama

Tony Postle I Independent/long standing resident

Tessa Short TVT/long-standing resident

Alison Ascough The Haven, the Art Show, Choir, long standing resident

Paul Robinson Independent

Mary-Kate Smith Speedwatch, National Child Birth Trust, younger resident

Sean Searight historic buildings, village life

Ian Reeves treasurer, local charities

Pamela van Reysen history, gardening, theatre

Linda Bowman born in the village, history, the village

Lynda De-Pear born in the village, village generally