

Neighbourhood Planning Forum Application Form



This form should be completed electronically.

Important Information:

This application form should be completed using the information provided in the Tower Hamlets [Neighbourhood Planning Guidance Note Stage 1](#).

In order to increase the speed and ease of decision making, and to make the process more manageable for prospective Forums, the Council strongly suggests that this application should be completed and submitted after a Neighbourhood Area application. Once the Neighbourhood Area has been formally designated, a Neighbourhood Forum application can be submitted.

The Council wants to ensure that your applications are approved in a smooth and timely manner. In order to support this process, we encourage interested groups to meet and begin discussions with the Plan Making Team, well in advance of submitting an application.

This meeting will provide advice and guidance on key considerations, which will help to ensure that the Area and Forum, as applied for can be designated without delays.

Email neighbourhoodplanning@towerhamlets.gov.uk or call 020 7364 5009 to set up the meeting.

Contact information

Forum name

Roman Road Bow Neighbourhood Forum

Contact details of the Forum (complete as relevant)

Email address	hello@romanroadneighbourhoodplan.org
Website address	https://www.romanroadneighbourhoodplan.org
Facebook page	https://www.facebook.com/groups/romanroadneighbourhoodforum
Twitter account	https://twitter.com/rordnplan
Other	Click here to enter text.

Public Information

Contact details of one Forum member

Name	
Email	
Address	
Postcode	
Telephone	

Confidential information

Contact details of an additional Forum member (optional)	
Name	
Email	
Address	
Postcode	
Telephone	

Neighbourhood Planning Forum application information

Public information

This section needs to be completed to ensure the Council has the information needed to determine whether the Forum meets the **four conditions** stated in the Localism Act. The four conditions are numbered below.

1	The Forum is established to promote or improve the social, economic and environmental well-being of its neighbourhood.
1a. How will the Forum seek to promote or improve the Neighbourhood Planning Area in terms of its social, economic and environmental well-being?	
Social well-being	<p>The forum will address the following social agendas:</p> <p>1 To set up programs together with local organisations and partners to improve multicultural relations in the area and find methods to encourage minority groups to get involved in local decision making. The Neighbourhood Forum steering committee is already looking at soft methods of engaging with such groups embedded in those cultures through participatory arts.</p> <p>2 To run training programs on specific topics to enable local residents towards contributing professionally to the development of the local area. The committee has already identified a program called 'Civic University' to support the Roman Road Neighbourhood Forum.</p> <p>3 Work closely with schools specially the new Mulberry School to involve young people in development of their neighbourhoods and allow them to have a voice. Again the committee has already made contacts and have secured 5 workshops for 2017.</p>
Economic well-being	<p>The Forum will work closely with the Roman Road Trust, a Community Interest Company of local residents and businesses promoting and developing economic well-being of the area.</p> <p>The Roman Road Trust has made links with almost all local businesses in the neighbourhood area and is in one-to-one conversations about their wellbeing and economic growth. During the process of making the neighbourhood plan, the Forum will devise drop-ins and workshops at the current Inter Act Hub on the Roman Road where views on local economic needs will be collected and documented to support the policies of the neighbourhood plan.</p>

Environmental well-being	London Borough of Tower Hamlets commissioned The Cass school of Architecture (London Metropolitan University) and the company Public Works to develop a public realm framework for the Roman Road and its surrounding area. This document was produced in collaboration with Roman Road Trust based on their direct testing of public locations through events and their footfall analysis. This document has clear existing environmental criteria mapped out and offers potential solutions. There are clear SWOT analyses in the document related to the physical environment of the area. There are also proposals for environmental and ecological strategies for under-utilised open spaces in the neighbourhood. There have been strategies made towards increasing wildlife habitats in current green spaces and the greening of the high street. The Forum will intend to collaborate with Tower Hamlets Cemetery to increase environmental well-being.
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1b. How will the Forum embed the Council’s guidance and aspirations within the Community Plan, Single Equality Framework, Core Strategy, and Managing Development Document into their activities?

Community Plan and Single Equality Framework	<p>The neighbourhood forum intend to run a series of workshops relating to the different themes of the Community Plan:</p> <ul style="list-style-type: none"> - a great place to live - a fair and prosperous community - a safe and cohesive community - a healthy and supportive community <p>These themes are a good starting point as they are broad and, we hope, will allow us to gather different views and ideas that the community may have about the neighbourhood plan area, under these headings.</p> <p>The Forum support the aspirations of the Council’s Single Equality Framework: the neighbourhood forum steering group has already identified that we need to reach out to groups and sections of the community that may not feel that the neighbourhood plan is relevant to them. These groups could be distinguished by religion, ethnicity, age or learning/ physical disabilities. The Forum will need to try and ensure they make contact with the full spectrum of the community to ensure the emerging policies reflect the cross section of needs and aspirations for the area.</p> <p>The Forum steering group have already identified over 20 local groups and have made contact with many of them and met some of them face-to-face, and have further meetings organised for the coming months. Over the months ahead, as the forum expands, we intend to continue contacting these groups to explain what the neighbourhood plan is and how organisations, businesses and individuals can get involved</p>
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Core Strategy & Managing Development Document	<p>The Tower Hamlets Core Strategy designates Roman Road as a ‘district centre’ (maps on p27 and p36), describes the vision for Bow (p114) and highlights Victoria Park and the Regent’s Canal as significant in the borough as a whole (Core Strategy 2010-2025, Ch1 para 1.33), with the importance of connecting to open, green and water spaces highlighted as a particular challenge.</p> <p>This focus places added importance on the activities we carry out in ensuring the detailed knowledge of local people about the place where they live, study</p>
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and work is captured in the policies and projects proposed for the neighbourhood area. Workshops looking at the character, issues and opportunities for different places within the neighbourhood area - not just Roman Road but the various and contrasting housing estates and terraced streets, will help us to address the policy aspirations set out in the Core Strategy.

One of the activities we will need to carry out is a policy review: looking at the specific policies in the Managing Development Document (MDD) and ensuring that we aren't duplicating or contradicting these in the local plan. We will ensure that any documents such as these are available for the community to scrutinise and discuss.

We already identified in the application for Neighbourhood Area designation, that there are no Site Allocations within our proposed Neighbourhood Area. We now need to ensure we understand the policies in the development management chapter in the MDD.

The spatial diagrams in the MDD are a very useful tool for communicating policy proposals in a clear way. We would like to take a similar visual approach in our neighbourhood plan-making process to ensure that everyone who participates is able to understand and comment on the ideas for the area where physical changes are proposed.

1c. How will the Forum envisage engaging with other local forums and groups? (for example, has a Memorandum of Understanding, which could provide the basis for joint working agreements with other local forums/groups been explored?)

Local groups, including resident associations, community and religious groups and charities have been consulted, and are being kept informed of developments. A Memorandum of Understanding has been considered, but we do not believe it's needed at this point, as there is no other Forum in Bow, and we can engage with other local groups as the need arises. Please see Question 2 for how we have begun engaging with local groups in the neighbourhood area.

We are open to learn from the experience of other local Forums in the borough, and to share our learning with them through joint events. More widely, we already benefit from contact with 'My Locality' and the support, advice and guidance they provide.

2

The Forum's membership is open to everyone who lives in, works in or represents the area as an elected member.

2a. How have the Forum taken steps to promote the opportunity to be involved in the Forum and engage with local people prior to submitting this application? This may include evidence of discussions, meetings and consultations.

The Roman Road Trust, an economic and community development group, founded in 2013, initiated the Forum. It has facilitated a range of projects in Bow, including the summer Roman Road Festival, the Roman Road Yard Market and Christmas Fair. Its extensive network of contacts with local businesses community groups and individuals provided a good foundation on which to build the membership of the Forum.

A variety of means have been pursued to promote involvement and engage with local people during the past year:

Public consultation meetings. These started with a public meeting at St Paul's Church in February, attended by over 50 people. The neighbourhood planning process was explained, and attendees were invited to join the Forum. Following this meeting, a Neighbourhood Forum Steering Group was formed to publicise the Neighbourhood Plan process and build Forum membership. This group has met at three-week intervals to plan and coordinate the work of the Forum.

A further public meeting was held in June at Caxton Community Hall in Merchant St., in the south of the area. This focused on local community groups, and again included explanation of the Neighbourhood Plan process, including the role of the Forum, and provided opportunities for people to raise local issues of concern.

In building Forum membership, efforts continue to be made to engage as many stakeholders as possible:

Local councillors. All councillors in Bow East and West wards were contacted, and a meeting was held with Rachel Blake, Cabinet member with responsibility for strategic planning as well as Cllr Asma Begum. Cllr Josh Peck is also kept updated with progress.

Community Engagement Events. In collaboration with The Cass school of architecture, the steering group devised or attended a series of community events to increase Forum membership among those less likely to attend formal meetings. The events included Market Stalls, the High Street Re-imagined walk and the Mile End Community Fair:

Market stalls. During May and June members of the steering group held a market stall as part of the Saturday Roman Road Yard Market, on the corner of Roman Road and St Stephen's Road. This was particularly helpful in reaching people who might not belong to local groups or use the internet. This was repeated for the Christmas Fair on 3rd December, when over 40 new members joined.

The High Street Re-imagined was an exciting event in March 2016 where Cass architecture students took local residents on a walk in the area, talking about unforeseen public spaces and community projects that could be developed. One aim would be to increase civic pride in the neighbourhood and greater diversity of people involved in economic, cultural, and social projects. This led to debates about what projects people wanted to see in the neighbourhood, and raised awareness of the neighbourhood plan initiative.

Mile End Park Community Fair The Community Fair in July 2016 organised by 'Friends of Mile End Park' provided another opportunity for the Forum to consult with local people, especially over whether or not to include the park in the designated area. Strong positive views were expressed about both the park and its inclusion in the neighbourhood area, and new Forum members signed up.

Online Presence

There is a dedicated website, which can be found at:
www.romanroadneighbourhoodplan.org.

We also have a Facebook group for the Forum and a Twitter account. See above for site

addresses.

The website is linked to 'Commonplace', an online public consultation platform, enabling contact with a wider group of people. This has led people to comment both on the area and any local matter of concern to them, and to join the Forum.

Flyers (translated in Bengali)

In March 2017 we printed 10,000 RRBNF leaflets. These were successfully distributed to about 80% of the circa 10,000 households in the Neighbourhood Area. Where access was refused in some estates and developments, flyers were left at reception. This is considered a very high percentage coverage that most leaflet distributors can't guarantee.

The leaflet has been translated in Bengali and the leaflet provides instructions for how the public can request a copy to be sent to them.

Letters and emails

We have sought the views of as wide a range of local individuals and groups as possible. Tower Hamlets Council for Voluntary Service provided a list of member groups in E3, which supplemented the list of local groups held by the Roman Road Trust. All the groups for which we could find contact details were contacted, and their members were invited to join the Forum. The following groups were contacted:

Housing

Circle Housing Old Ford

Mile End Old Town Residents' Association (MEOTRA)

Fairfield Conservation Area Residents' Association (FCARA)

NHS

St Stephen's Health Centre

Community groups

Over 30 local groups covering a wide range of concerns were contacted and asked for their views on the proposed area. The following is a list of local groups who have agreed to being in the Forum.

- Bow Muslim Community Centre
- Circle Housing
- Chisenhale Gallery
- East End Trades Guild
- Growing Concerns
- British Waterways
- Bow Haven
- Age UK
- Construction Training Centre

Faith groups The following faith groups were contacted:

Bow Baptist Church, Old Ford Methodist Church, Our Lady & St. Catherine of Siena (Roman Catholic),

St Barnabas, Bethnal Green (Church of England), St Mary, Bow (Church of England), St Paul's Church,

Old Ford (Church of England), Victoria Park Baptist Church; the Bengali Hindu Pragati

Sangha

Temple; Bow Muslim Community Centre; the Sikh Gurdwara Sangat.

Ongoing consultation

We currently have **250** members of the Forum. We have sought to reach as many people in Bow as possible with the resources at our disposal, including those groups that are harder to reach. We recognise there is more work to do to increase the number and diversity of the Forum membership. We will be producing a leaflet early in 2017 providing updated information on the Neighbourhood Plan process and inviting people to join the Forum. This has been translated into Bengali.

On 24 Jan, two members of the Roman Road Bow neighbourhood forum attended a Meotra meeting. We answered the groups questions and responded to their concerns and had the opportunity to outline the timetable for the plan, inviting the group to attend a forthcoming forum committee meeting.

On 14 Feb 2017, we held a committee meeting that was open to the public. Around 10 Meotra members attended. Residents raised concerns about the role of the neighbourhood forum and that they hadn't been involved in the plan to date. Members of the forum committee were able to answer questions and assured the group that the plan was still at a formative stage and emphasised that we were keen to engage with a cross section of groups in the boundary area and that we welcomed Meotra's knowledge and experience and hoped they would help to inform emerging policies over the months ahead. Attendees left the meeting clearer about the role of the plan and forum and have invited the committee to attend the Friends of Mile End Park summer fair to publicise and engage attendees in the emerging plan.

On 25 March 2017 several members of MEOTRA attended the RRBForum's General Meeting and we facilitated a collaborative focus group that enabled members to talk about their issues with their neighbourhood. John White, Chair of both MEOTRA and Friends of Mile End Park, agreed to act as Forum Ambassadors throughout the NP process. Notes from the focus meeting were supplied to John White for him to circulate to his group members. RRBForum explained that, while the RRBForum could and should embed the interests of smaller groups within the NP, the main aim is to create a collective vision representing the interests of all groups and working for the benefit of the whole community.

John White, their chairman, requested that the RRBForum attend their AGM to explain the process to their members.

Since then, the RRBForum has been in contact with John White on an informal basis to deepen understanding. Torange Khosari met with John White on the May 1st bank holiday weekend to discuss organising a 'NP' walk in their area to highlight and develop potential planning and development ideas.

On 31 May 2017, a General Meeting was held at the Interact Hub on Roman Road and the updated constitution was approved unanimously, enabling the Forum application to the Council to proceed, and the Council's six week consultation period to begin. All Forum members had been sent a copy of the Constitution and had been invited to attend the General Meeting via a newsletter and on social media sent out on 17 May 2017. Thirteen people attended, including representatives of local resident association John White from MEOTRA and Paul Creasy from Circle Housing. All voted unanimously to approve the Constitution. At

this meeting, several Forum Ambassadors representing different geographical areas in the neighbourhood were assigned.

The Forum will continue with informal and formal community engagement events over the year ahead.

3 The Forum’s membership includes a minimum of 21 people, each of whom lives in, works in or represents the area as an elected member.

3b. Does it have a membership of at least 21 people?

Yes No

3b. How have the Forum secured (or taken reasonable steps to attempt to secure) at least one person from those who live in, work in or represent the area as an elected member in its membership? This may include evidence of discussions, meetings and consultations.

The various means of engagement used are described in Question 2. Those who live in the area have been contacted through community engagement events and our online presence.

Extensive contact with local businesses and traders has been achieved through initiatives of the Roman Road Trust in partnership with the Cass school of architecture through the year, and more recently in collaboration with the East End Guild.

We have contacted all local councillors in the two wards comprising the area, Bow East and Bow West, and met with the councillor who is a cabinet member with responsibility for strategic planning. Local councillors Joshua Peck, Asma Begum and Rachel Blake have all confirmed strong support of the RRBNF in face-to-face meetings, however they have decided they cannot join the Forum due to conflict of interests arising from being Cabinet members.

On 18 October Cllr Amina Ali messaged Forum member Tabitha Stapely expressing her desire to become involved but has not been in touch since despite several attempts to contact her.

The result to date is that we have a wide representation of people who live in the area, a substantial number of members working in local businesses, and one member who is a local councillor.

3c. Do members come from different places within the neighbourhood and do they reflect the diversity of the people within the neighbourhood? Please provide the name, postcode and interests & relevant background of each member.

#	Name	Postcode	Interests & relevant background
1	Giuseppe Polifrone	E3 5RA	Owner of local shop, Symposium
2	Neil Vening	E3 5ES	Owner of local shop, GKelly
3	Richard Desmond	E3 5TP	Chair of Victoria Park Friends Group
4	Kate Angus	Ee 2RS	Age UK
5	Sophie Hill	E3 2SJ	Manager at Bow Arts Trust
6	James Hugheson	E3 5JL	Reverend at St Paul’s Old Ford

7	Lisa Barker	E3 5SN	Manager at East End Church
8	Francesca Colloca	E35GH	Chair of Gladstone Place Residents Association
9	Tabitha Stapely	E3 5EA	CEO at Roman Road Trust C.I.C
10	Alex Holmes	E3 2GQ	Local resident
11	Mike Mitchell	E3 5JG	Local resident
12	Michelle Owoo	E9 5HP	Resident, Cadogan Terrace
13	Yasmin Latif	E3 2HT	Local resident
14	Nadia Wilkinson	E3 2HT	Local resident
15	Nick Morgan	E3 2UE	Local resident, Bow Quarter
16	Lee Sergeant	E3 2DQ	Local resident
17	Martyn Stables	E3 5QR	Local business, Look Property
18	Carol Morris	E3 5QG	Local resident, head of Antil Road Area RA
19	Gavin Cambridge	E3 2SN	Local resident
20	Thomas Martin	E3 5GS	Local resident
21	James Hughesdon	E35JL	Local resident, local minister
22	Simon Maltz	E3 2BA	Local resident
23	Elizabeth Lane	E3 2BA	Local resident
24	Ewan Cameron	E3 5AP	Local resident
25	Antonia Iaconi	E3 2TW	Local resident
26	John White	E3 5AX	Local resident
27	Julie Fagan	E3 2AR	Local resident
28	David Field	E3 2ZL	Local resident
29	Allison Moore	E3 2tn	Local resident
30	Sheila Ozeer	E3 2SY	Local resident
31	Deborah Frazer	E3 2AB	Local resident, local minister
32	Liz Harrison	E3 2PJ	Local resident
33	Charlotte Davies	E3 2DB	Local resident
34	Saj Shaukat	E3 2qe	Local resident
35	Christine Hevey	E3 2YJ	Local resident
36	C Worthington	E3 4QU	Local resident
37	Elizabeth Gladwin	E3 2AB	Local resident
38	Sophie Hill	E3 2SJ	Local resident
39	Kashem Rahman	E3 5AN	Local resident
40	Mijan Rahman	E3 2TP	Local resident
41	Nick Morgan	E3 2UE	Local resident

Yes No

4b. Has the written constitution been developed in a correct and proper manner? (in accordance with Locality Guidance)

Yes, please see attached. The written constitution was developed in accordance with Locality Guidance. It was also discussed with attendees at the Forum's General Meeting on 25th March 2017. Following feedback from the group, in particular Carol Morris Chair of Antil Road Area Residents Association, the Constitution was amended to include suggested improvements. The Constitution was recirculated to all Forum members and was then formally approved at a General Meeting on 31 May 2017 at which the thirteen attending Forum Members voted unanimously to approve it.

Meeting Log: Please provide dates of your meetings with the Plan Making Team

18th May and 21st October 2016 and 12th January 2017

Applicant name

Tabitha Stapely

Date

02 June 2017

Please note: Forums will be required to inform the Council of any change to the original content and intentions detailed in its application form. Specifically, any change to the membership of the Forum and written constitution will require the Forum to immediately notify the Council of these changes, in writing to the neighbourhood planning email address.