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Business, Growth & Regeneration Delivery Cluster  
London Borough of Lambeth,  
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10 Wandsworth Road  
London  
SW8 2LL

30 March 2015

Dear Mr Joyce,

**Re: Kennington Oval and Vauxhall Neighbourhood Forum designation**

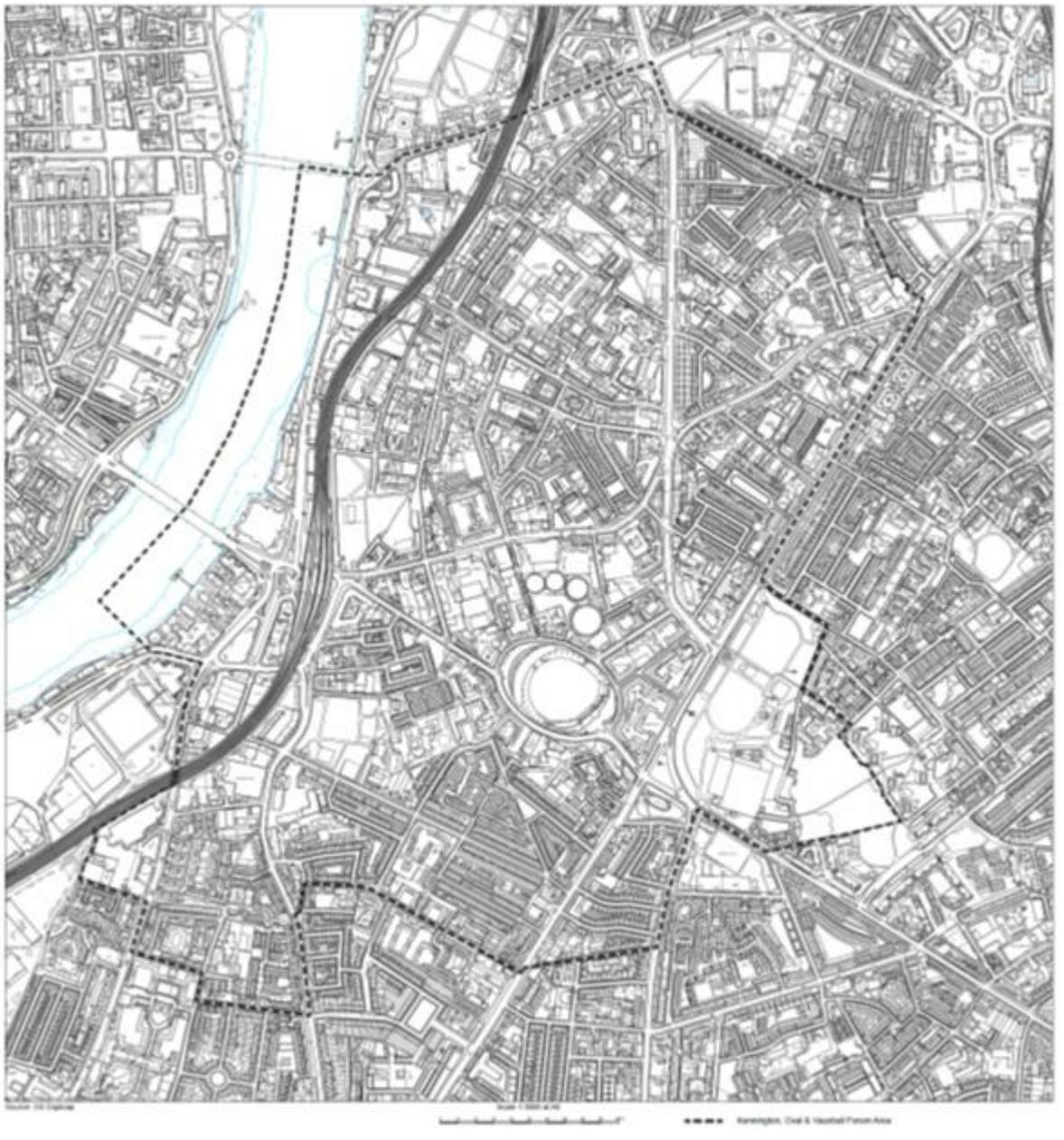
1. This is a formal application for designation of the Kennington, Oval and Vauxhall Forum (KOVF) as a neighbourhood forum, for the purposes of Schedule 9 of the Localism Act 2011 and the promotion of a Neighbourhood Plan for its area.
2. As of February 2015 the Forum has 695 members, and at its Annual General Meeting in October 2014 its constitution was amended to direct its Board, of which I am Chair, to promote a neighbourhood plan for its area. I now enclose the following information:
  - The name of the proposed forum is The Kennington Oval and Vauxhall Forum (KOVF)
  - A map identifying the area to which the application relates, which constitutes the entire area of the existing Forum is at Appendix A
  - A copy of the written constitution of the Forum is at Appendix B
  - The contact details of the member of the Forum to be made public are David Boardman, Chair, KOVF Planning Group, [REDACTED] email [boarfam@btinternet.com](mailto:boarfam@btinternet.com) , copied also to the KOV Forum at [forumKOV@gmail.com](mailto:forumKOV@gmail.com)
  - A statement to explain how the forum meets the conditions contained in the 2011 Act is at Appendix C
3. I trust that this information is satisfactory but please get in contact if you require anything else at this stage. It would be helpful if you could inform me of the timetable for the statutory consultation and decision making process leading up to designation.

I look forward to hearing from you.

Yours sincerely, [REDACTED]

HELEN MONGER  
Chair  
Kennington, Oval and Vauxhall Forum  
c/o Carmelita Centre  
41 Vauxhall Walk  
London SE11 5JT

Encs.



**Appendix A. Kennington, Oval and Vauxhall Proposed Neighbourhood Area Boundary**

### Kennington, Oval & Vauxhall Forum Constitution & Working Arrangement

#### 1. Purpose and Objectives

1.1 The name of the Association shall be Kennington, Oval & Vauxhall Forum. Its purpose is to foster public involvement in policy making and service provision at community level and promote and improve the social, economic and environmental wellbeing of the area defined in Article 2 ("the defined area").

1.2 In particular, in the defined Area, the Forum shall:

- i. Involve local people in shaping and strongly influencing Council and other agencies' policies and programmes;
- ii. Understand what local people want for their area;
- iii. Demand timely consultation with the Council to raise awareness of Council initiatives at local level;
- iv. Provide a platform for local people to voice their views;
- v. Monitor and comment on the impact of Council policies, programmes and performance on local communities;
- vi. Act as a proactive voice on behalf of the local communities in the area, proposing initiatives and identifying specific priorities and problems;
- vii. Identify, where possible, opportunities for regeneration and investment, while protecting and enhancing the historic and diverse character of the area;
- viii. Use influence to help promote and market the area;
- ix. Identify ways of improving the local environment and amenity;
- x. Strengthen the role of ward councillors as elected representatives.
- xi. Seek to promote a neighbourhood plan for all or part of the area.

#### 2. Area

Kennington, Oval & Vauxhall Forum shall serve the area shown on the attached map (Appendix A), that is, that part of the London Borough of Lambeth south of Lambeth Road and north of the southern boundary of Oval Ward

#### 3. Membership

Membership of the Forum shall be open to anyone with an interest in the area as defined. There shall be a list of registered voting members. Registered members only shall be entitled to vote at Forum Meetings. Registration is by filling in a form which will be available at meetings or on request from the Secretary.

3.1 There shall be five categories of membership:

1. Representatives of residents' and tenants' associations within the defined area;
2. Representatives of other membership-based societies and community groups in the defined area;
3. Representatives of local businesses;
4. Representatives of public bodies and other public service providers;
5. Individuals who live or work in, or who are elected members of the London Borough of Lambeth for wards any part of which falls within, the defined area.

The Forum shall have the power to introduce a membership subscription.

#### 4. Annual General Meeting/Extraordinary General Meetings

4.1 The Annual General Meeting (AGM) of the Forum shall be held not more than 15 months after the date of the previous AGM.

4.2 There shall be a minimum of 28 days' notice of the meeting.

4.3 The business of the AGM shall be:

- To receive from the Executive Committee a report on the year's activities;
- To receive the annual accounts of the previous year, independently approved;
- To elect Executive Committee members;
- To receive reports as organised by the Executive Committee.

4.4 An Extraordinary General Meeting (EGM) shall be convened at any time by the Chair on behalf of the Executive Committee or on receipt of a written request for such a meeting signed by at least 10% of the membership and specifying the business to be transacted. The Committee must convene the EGM within 35 days of receipt of a valid written request. A minimum of 21 days' notice shall be given for an EGM.

4.5. Voting decisions at an AGM or EGM, other than on changes to the constitution, shall be made by simple majority, the Chair having the casting vote.

## 5. Executive Committee and Officers

5.1. At its annual meeting (AGM) the Forum shall elect from its membership an Executive Committee with a maximum of 20 members. The Executive Committee shall appoint a Chair (who shall also be Chair of the Forum), Secretary, Treasurer and other honorary officers at the first Executive Committee meeting.

5.2 Nomination for election to the committee, with proposer and seconder, both Forum members, must be in writing and received by the Chair or Secretary 10 days before the start of the annual meeting.

5.3 Members of the Executive Committee holding office shall retain the office for not more than three consecutive years.

5.4 The Executive Committee shall have the power to co-opt to fill any casual vacancy on the Committee.

## 6. Meetings

6.1 Forum meetings are public meetings and there shall be a minimum of 4 meetings a year. The public are welcome to attend. Non-members may speak at these meetings but only members may vote.

6.2 The quorum for Forum meetings shall be a minimum of 20 members.

## 7. Finance

7.1 The financial year of the Forum shall be 1 April to 31 March.

7.2 The Honorary Treasurer shall, on behalf of the Forum, maintain a bank account in the name of The Kennington, Oval & Vauxhall Forum.

7.3 There shall be 5 signatories of the bank account. All cheques must be signed by two of the designated signatories.

7.4 The Treasurer shall prepare a written report for the AGM and also report to each Executive Committee meeting.

## 8. Code of Conduct Defined in Appendix B

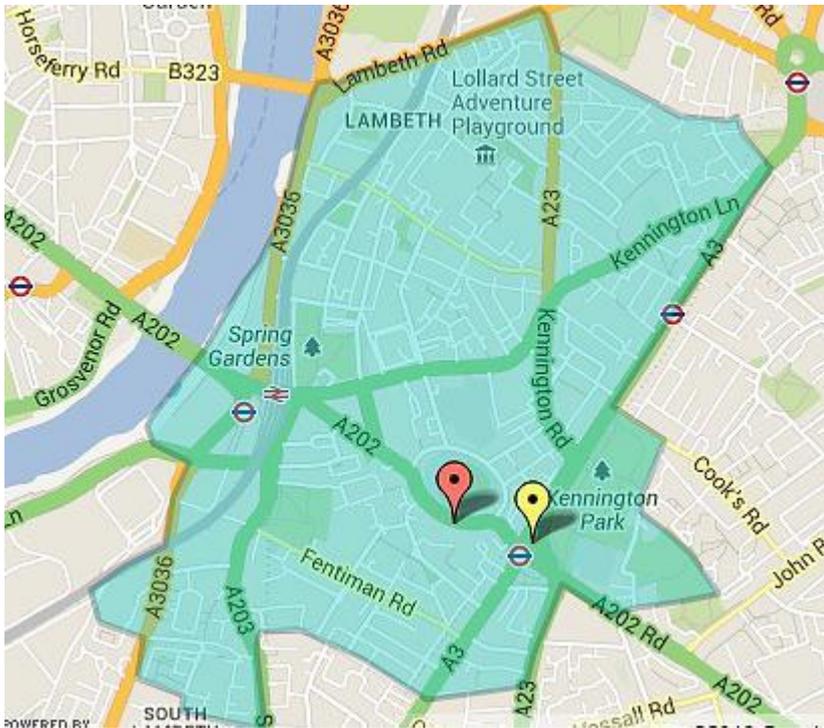
## 9. Amendments to this Constitution

The Constitution may only be amended at an AGM or EGM, if two-thirds of members present and voting are in favour, provided 21 days' notice of the proposed amendment has been posted or delivered to all members at their last known address.

10. Winding up The Forum may be dissolved by resolution at an AGM or EGM, if two-thirds of members present and voting are in favour, provided that 21 days' notice of the proposed resolution has been posted or delivered to all members at their last known address. In the event of dissolution, any surplus funds shall be transferred to one or more organisation having objects similar to the Association, chosen by the Executive Committee and approved at the meeting when the decision to dissolve the Forum is taken.

## Appendix A The area served by the Kennington, Oval & Vauxhall Forum

[See also high resolution image provided as Appendix A with main application]



### Appendix B Code of conduct for meetings

To ensure that Forum meetings are conducted in a spirit of equality and informality the following code of conduct should apply to Forum meetings.

1. All participants have a responsibility to conduct themselves in a way that does not cause offence to others or limits in any way their ability to participate in meetings.
2. This includes any kind of derogatory remark, interruptions, actions or behaviour that intimidates people who are speaking or wish to speak.
3. Forum members should be particularly sensitive to those members who may not be used to speaking in public or whose first language is not English. Forum members or members of the public who feel that this code of conduct has been breached should raise it with the Chair, either at the time or immediately after the meeting.
  - i. The Chair, will judge whether there has been a breach of conduct. The Chair will inform the person responsible that such behaviour is not acceptable.
  - ii. If unacceptable behaviour persists a motion will be put to the meeting to suspend the person or persons from the meeting. Any future participation by that person will be dependent upon a commitment given in writing to the Chair that such behaviour will not recur.
  - iii. Continued breaches of the code by Forum members will result in membership being withdrawn by a simple majority vote by those present at the Forum meeting.

## Appendix C

Neighbourhood Forum Requirements under the Localism Act 2011	Included	Comments
Name of the proposed Neighbourhood Forum	Yes	Kennington Oval and Vauxhall Forum (KOVF)
A copy of the written constitution of the forum	Yes	Constitution on KOVF website, and attached as Appendix B
A name of the neighbourhood area and a map which identifies the area	Yes	Kennington Oval and Vauxhall. High resolution map attached as Appendix A, with a boundary which in the north is contiguous (without overlap) with the lower boundary of the Waterloo and South Bank NF and constitutes the lower boundary of Oval Ward in the south
The contact details of at least one member	Yes	David Boardman, Chair of KOVF Planning Group, as set out in application letter
A statement to show the proposed forum is established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area that consists of or includes the Neighbourhood area concerned.	Yes	See Constitution para 1.1
Its membership should be open to individuals who live, work and who are elected members.	Yes	Membership is open to all who live or work in the area or are local elected officials (Councillors and MP). We hold regular open meetings every 6-8 weeks to which all are invited. We have a membership of 695 as at February 2015 and regularly seek to update our list and recruit new people.
The membership must include a minimum of 21 individuals	Yes	See statement above – the tests are met with members in all categories, including ward councillors and representatives of the Vauxhall BID and Oval Business Partnership as KOVF Board members. A postcode analysis of members providing full postcodes shows a wide distribution of membership across the proposed area.
Each of whom: <ul style="list-style-type: none"> <li>• Lives in the area concerned; or</li> <li>• Works in the area; or</li> <li>• Is an elected member</li> </ul>	Yes	
It has a written constitution	Yes	As above
Such other conditions as prescribed – evidence of representativeness and inclusiveness	Yes	The group has a website. <a href="http://forumkov.wix.com/kov-forum">http://forumkov.wix.com/kov-forum</a> We have promoted our meetings and other events widely. We regularly hold stands at the Oval Farmers' Market. We hold meetings every 6 to 8 weeks (except August) on thematic and pertinent issues of the day for the local area and have regular slots for planning issues to be aired, led by our Planning Group, including presentations from developers on forthcoming proposals.

		<p>Our core Planning Group, a sub-group of the Board, has members with relevant professional experience, and make regular representations in planning matters, guided by opinions gathered from survey and public meetings. There is a standing invitation for a local ward Councillor to attend any of the monthly meetings. Our latest notice to members on planning issues is attached.</p> <p>Efforts have been made to ensure that the Forum is representative of the demographic mix of the area and inclusive of all – we attend Pride Picnic, Vauxhall Trust Festival, St George’s Festival, Vauxhall Park Summer Fair and events at Pedlar’s Acre, and the Wyvil and Vauxhall Gardens Estates.</p> <p>Our meetings have been held in the Carmelita Centre and the Wheatsheaf Hall and we collect a list of those in attendance – some meetings have had in excess of 100 people present to discuss local issues.</p>
<p>An LPA must have regard to the desirability of designating a body; Who ensures that the membership includes at least one individual who lives, who works and is an elected member</p>	<p>Yes</p>	<p>The membership tests are met, with 695 members overall, and members in all the relevant categories. The geographical spread is illustrated by the postcode analysis, and the varied backgrounds of Board members are illustrated in the consolidated CV/election statements made by Board members at their election in October 2014, and now attached. A further co-opted member, Martin Osengor, has a BME background.</p>
<p>Whose membership is drawn from different places</p>	<p>Yes</p>	
<p>Whose purpose reflects the character of that area</p>	<p>Yes</p>	<p>KOV was set up as a forum primarily to encourage local participation in consultation and engagement with issues affecting our area. As part of this work, KOV is involved in commenting on local development in an area subject to heavy development pressures, ever increasing population density and increasing demands on local infrastructure. The Forum wishes to play its part in making and keeping the KOV area a good place to live, work and visit, and wishes to promote a Neighbourhood Plan to this end.</p>