

## Planning Services

HEAD OF SERVICE: ADRIAN DUFFIELD



**Vale  
of White Horse**

*District Council*

Mr Mike Wright  
Glebe House  
Church Street  
Shellingford  
SN7 7QA

**Contact officer: Ben Duffy**  
ben.duffy@southandvale.gov.uk  
Tel: 01235 422600

135 Eastern Avenue, Milton Park  
Milton OX14 4SB

Email: family-wright@hotmail.co.uk

09 December 2021

Dear Mike,

**Decision regarding the designation of Shellingford as a Neighbourhood Area under Section 61G of the Town and Country Planning Act 1990 as amended, and Shellingford Forum as a Neighbourhood Forum under Section 61F of the Town and Country Planning Act 1990 as amended.**

This letter confirms that on 15 December 2020, the Head of Planning at Vale of White Horse District Council, designated the area shown on Map 1 below as the 'Shellingford Neighbourhood Development Plan Area' and the 'Shellingford Neighbourhood Forum' as a Neighbourhood Forum for the area of Shellingford.

These designations have been made for the purposes of preparing a Neighbourhood Development Plan by the Shellingford Neighbourhood Forum under sections 61G(1) and 61F(3) of the Town and Country Planning Act 1990 as amended.

It was decided not to designate the area as a business area under section 61H(1) of the Act as it is not primarily or wholly business in nature.

The relevant area designation information is set out below:

- a) Name of neighbourhood area: Shellingford Neighbourhood Area.
- b) Map of neighbourhood area included below.

Vale of White Horse District Council, 135 Eastern Avenue, Milton Park, Abingdon, Oxfordshire  
OX14 4SB <https://www.whitehorsedc.gov.uk/>

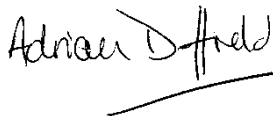


- c) Relevant body: Shellingford Neighbourhood Forum.
- d) The area designation application as submitted is shown in Appendix 1.

The relevant forum designation information is set out below:

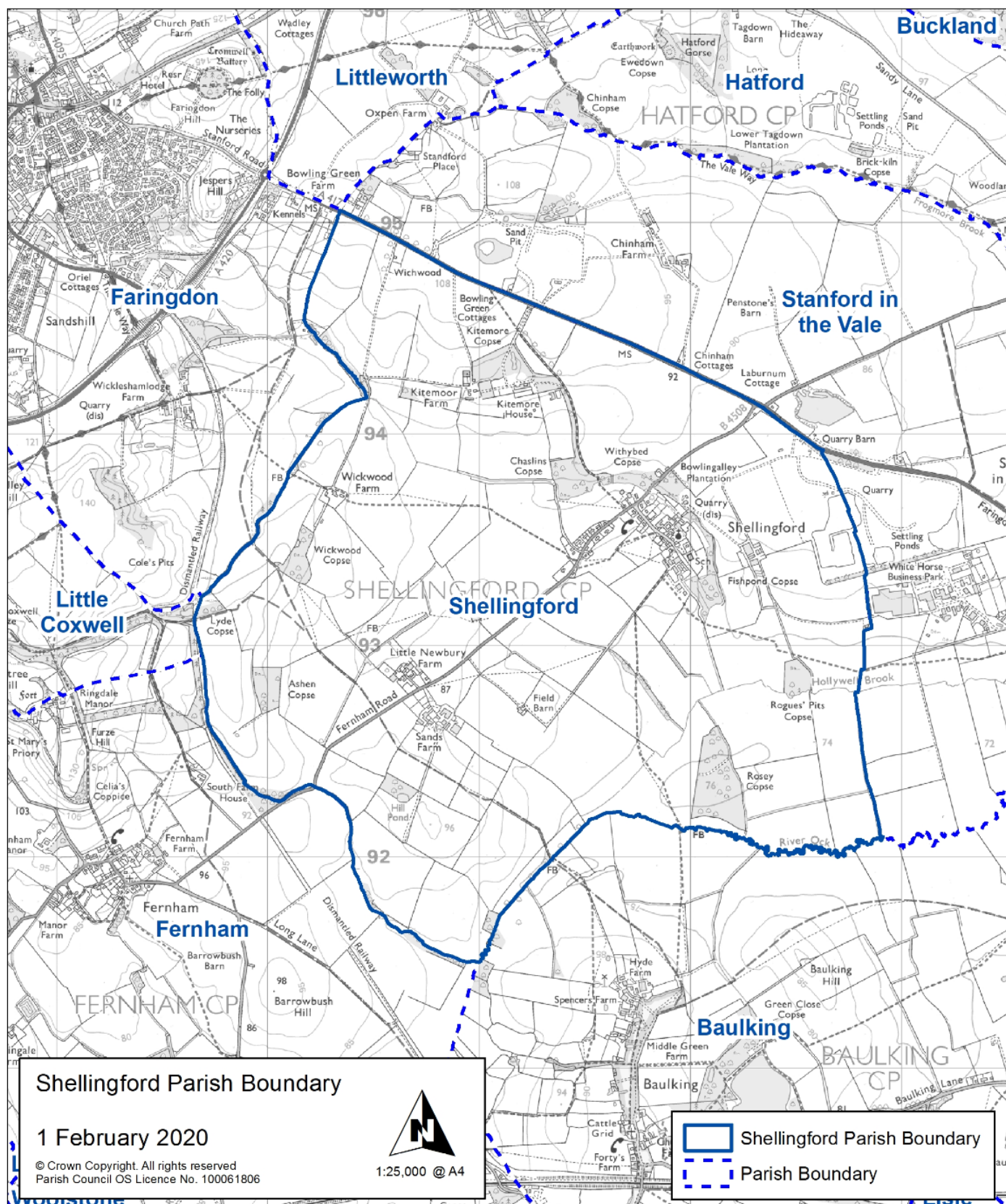
- a) Name of the neighbourhood forum: Shellingford Neighbourhood Forum.
- b) A copy of the written constitution of the neighbourhood forum is available in Appendix 2.
- c) Name of neighbourhood area: Shellingford Neighbourhood Area.
- d) The forum designation application as submitted is shown in Appendix 1. Appendix 3 contains the contact details for at least one member of the neighbourhood forum.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Adrian Duffield', with a horizontal line drawn underneath it.

Adrian Duffield  
Head of Planning

# Map 1 Designated Shellingford Neighbourhood Area



## Neighbourhood Planning Area Designation Application Form



Application to designate a Neighbourhood Area  
Town and Country Planning Act 1990  
Neighbourhood Planning (General) Regulations 2012



### 1. Single point of contact regarding the Neighbourhood Plan

Title:  First Name:  Surname:   
 Address:   
 Postcode:   
 Email:

### 2. Parish clerk details (if different from those above)

Title:  First Name:  Surname:   
 Address:   
 Postcode:   
 Email:

### 3. Relevant Body

Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with section 61G of the 1990 Act and section 5C of the 2012 Regulations.

Yes ☒ No ☐

Name of Relevant Body:

Note: in areas covered by a town or parish council, the town or parish council is the relevant body. For applications covering more than one parish area, please nominate a lead parish to act as the Relevant Body. If your area is not covered by a parish council (only a parish meeting), please contact the Planning Policy Team before making your application.

### 4. Extent of area

Please attach an OS plan showing the extent of the proposed Neighbourhood Area and indicate below the relationship of the proposed area to parish boundaries. For further information about obtaining OS maps please see note 1.

Proposed area covers the whole of a single parish boundary area: ☒

Proposed area covers part of a single parish boundary area: ☐

Proposed area covers multiple parish boundary areas: ☐

### 5. Applications covering more than one parish area:

If your application area covers more than one parish area, please list the parishes covered by the area application, the extent of the parish included and obtain consent from the parish by getting them to sign below:

Name Town/Parish Council	Extent of parish included in Neighbourhood Area	Name and Position	Authorising Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

By signing this form your Parish Council is agreeing to the inclusion of part or the whole of your parish into the Neighbourhood Area named below and shown on the attached OS map.

## 6. Name of Neighbourhood Area

Please give the name by which your Neighbourhood Area will be formally known

SHELLINGFORD

## 7. Intention of neighbourhood area:

Please indicate which of the following you intend to undertake within your neighbourhood area:

Neighbourhood Development Plan:

☒ Yes

Neighbourhood Development Order:

☐

Community Right to Build Order:

☐

## 8. Reasons for considering the area appropriate

Please briefly describe below why you consider this area is appropriate to be designated as a Neighbourhood Area:

Please see attached statement

## 9. Previous applications

Has this relevant body previously submitted an application to designate a neighbourhood area, which has not yet been determined?

Yes

☐

No

☒ No

## 10. Withdrawal of previous application

If you answered 'yes' to question 9 above, please sign below to withdraw your previous application

I/we hereby wish to withdraw any previous application/s to designate a neighbourhood area made by this relevant body

Name:

Date:

Signature:

## 11. Declaration

I/we hereby apply to designate a Neighbourhood Area as described on this form and the accompanying plan.

Name: Barry Moody

Date: 14/09/2020

Signature:

Please return the form to:

Vale of White Horse District Council  
135 Eastern Avenue  
Milton, Milton Park, OX144SB

or

South Oxfordshire District Council  
135 Eastern Avenue  
Milton, Milton Park, OX144SB

or

planning.policy@whitehorsedc.gov.uk

planning.policy@southoxon.gov.uk

Publications of applications to the Council's website.

Please note, as required under the Neighbourhood Planning (General) Regulations 2012, a copy of this form and accompanying information will be published on the Council's website. However, all personal information, with the exception of the name and address of the main contacts, will be redacted from the website. The complete form will be available to view in the council offices. If you require any further clarification, please contact the Planning Policy Team.



# **Shellingford Neighbourhood Forum Constitution**

## **1. Name**

1.1 The name of the Forum shall be the Shellingford Neighbourhood Forum (The Forum).

## **2. Area of Benefit**

2.1 The area in which the Forum will pursue its objectives is the Shellingford Neighbourhood Area, which is designated by the Vale of the White Horse District Council for which the forum will produce a Neighbourhood Plan.

## **3. Objectives**

3.1 The purpose of the Shellingford Neighbourhood Forum is to prepare a Neighbourhood Plan for the Shellingford area;

3.2 To promote and improve the social, economic and environmental well-being in the Shellingford area;

3.3 To preserve and enhance the conservation area and the valuable characteristic features of Shellingford.

## **4. Affiliations Operations and Independence**

4.1 Declarations of interest and potential conflicts of all members will be recorded and reported to the Forum annually and at every meeting.

4.2 The Forum shall be independent from any political party or organization.

4.3 Individual members may comment on planning applications but not in the name or apparently in the name of the Forum.

4.4 All members of the Forum shall act in its various meetings in the best interest of the Forum and the residents of the area, and shall follow the latest good governance guidelines.

4.5 The Forum shall act in accordance with best practice in the preparation of its Neighbourhood Plan and in accordance with government guidelines and shall work collaboratively with the District Council to achieve this.

## **5. Powers of the Forum**

5.1 In furtherance of its objectives the Shellingford Neighbourhood Forum may:

- i. Invite and receive contributions, raise funds where appropriate to finance the work of the Forum, and to open a bank account to manage such funds.
- ii. Publicize and promote the work of the Forum and organize meetings and any training courses or events as needed.
- iii. Employ staff and volunteers as necessary to conduct activities to meet the objects of the Forum.
- iv. Take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including taking out any contracts which it may see fit.
- v. To pay reasonable out of pocket expenses to members or volunteers for costs incurring carrying out the Forum's business. The amount must be approved by the treasurer who will keep record of the expenditure.

## **6. Forum Meetings**

6.1 The Forum shall aim to hold 6 meetings each year or at such frequency that is necessary to ensure preparation of the Neighbourhood Plan is progressed in accordance with the approved Project Plan. There shall be quorum when at least one quarter of the members of the Forum are present at the meeting.

6.2 Every matter shall be determined by the majority of the members of the Forum who are present and voting. In case of equality of votes the Chairperson shall have a second or casting vote.

6.3 Minutes shall be kept of all meetings as a record of the proceedings of the Forum and any sub-groups.

### **6A Annual General Meeting (AGM)**

- i. There shall be an Annual General Meeting which shall be held in February each year.
- ii. All members will be notified at least 2 weeks in advance to the meeting, giving the venue, date and time.

- iii. The officers shall present a report and accounts of the Forum for the preceding year.
- iv. Nominations for election to the officers must be made by members of the association in writing before the commencement of the meeting.
- v. The quorum at the AGM shall be one third of the members.

## 6B General and Special General Meetings

- i. The Forum may at any time call a general meeting stating the business to be discussed. At least 14 day's notice shall be given to Forum members in advance to the meeting.
- ii. A special meeting may be called by the Secretary if a written request is received from at least 7 members. At least 14 days' notice shall be given to Forum members in advance to the meeting.

## 7. Membership

7.1 The Shellingford Neighbourhood Forum must meet the conditions in Section 61F (5), Schedule 9 of the Town and Country Planning act 1990 and regulation 5 of the 2012 Neighbourhood Planning (General) Regulations.

7.2 Membership is open to:

- i. individuals who live in Shellingford
- ii. individuals who work in Shellingford
- iii. individuals who are elected members of the county council or district council whose area falls within the Shellingford Neighbourhood Area.

7.3 The Shellingford Neighbourhood Forum must comprise of at least 21 individuals who live or work in the Shellingford Neighbourhood area.

7.4 Membership shall be drawn from different parts of the Shellingford area and from different sections of the community.

7.5 The Secretary will be responsible for managing the list of members.

## 8. Amendments to Membership

8.1 The Forum shall be supported by the officers to be elected annually at the Annual General Meeting.



8.2 The officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer.

8.3 If vacancies occur among officers, the Forum shall have the power to fill them from among its members.

8.4 Members to note that it is acceptable to resign at any time and must notify the Secretary.

8.5 Members will no longer be eligible to be members upon moving from or ceasing to work in the Shellingford Neighbourhood Area.

8.6 To ensure the Forum will have a minimum of 21 members and its membership reflect the diversity, character and exclusivity of the area, the Forum will review the membership list at the AGM.

8.7 New appointments for any resignations may be considered during the year.

## **9. Amendments to the Constitution**

9.1 Any amendment to the constitution shall require the approval of two-thirds majority of those present and voting at the General Meeting at which it is discussed.

9.2 Any resolution for the amendment of the constitution must be received by the Secretary at least 21 days before the meeting at which the resolution is to be brought forward.

## **10. Finance**

10.1 All monies raised by or on behalf of the Forum shall be applied to further the objects of the association and for no other purpose.

10.2 The funds of the Forum including all donations, contributions and bequests shall be paid into an account operated by the Treasurer.

10.3 All cheques drawn on the account must be signed by two additional officers and must be approved by the Forum.

10.4 The Forum shall comply with the obligations for trustees under the Charities Act 1993 (or any statutory reenactment or modification of the act) with regard to:

- i. The Keeping of records
- ii. The preparation of annual statements of account
- iii. The auditing or independent examination of the statements of account.

## **11. Dissolution**

- 11.1 The Forum may be dissolved at a Special General Meeting called for the purpose and must be advertised 14 days before the meeting.
- 11.2 Such proposals to dissolve the Forum shall take effect only if agreed by two-thirds majority of members present and voting at the meeting.
- 11.3 Surplus funds of the Forum, if it is dissolved, shall be given or transferred to such other charitable institution or voluntary organization having similar objects.

## **12. Duration**

- 12.1 The duration of the Shellingford Neighbourhood Forum is 5 years from the approval date.

## Appendix 3

### Shellingford Neighbourhood Forum

The Shellingford Neighbourhood Forum has been established for the express purpose of promoting and improving the social and environmental well being, of the Shellingford Neighbourhood Area (as shown in the area designation map).

The membership is open to, individuals, who live and work or are elected members in the Shellingford Neighbourhood area.

The membership must include a minimum of 21 individuals. Shellingford Neighbourhood Forums membership is currently made up 23 parishioners who live in the neighbourhood area plus the district councilor.

Out of the 23 members of the Forum we have a steering group of ten parishioners, and the District councilor.

The attached written constitution sets out the structure of the Shellingford Neighbourhood Forum to achieve best practice.

Contact name for the Forum will be, Mr Mike Wright,

Glebe House, Church Street, Shellingford, Faringdon. Oxon. SN7 7QA  
family-wright@hotmail.co.uk