

APPLICATION FOR THE DESIGNATION OF
ACTON MAIN LINE STATION AND
SURROUNDING STREETS
AS A NEIGHBOURHOOD AREA

SCHEDULES A, B, C and D

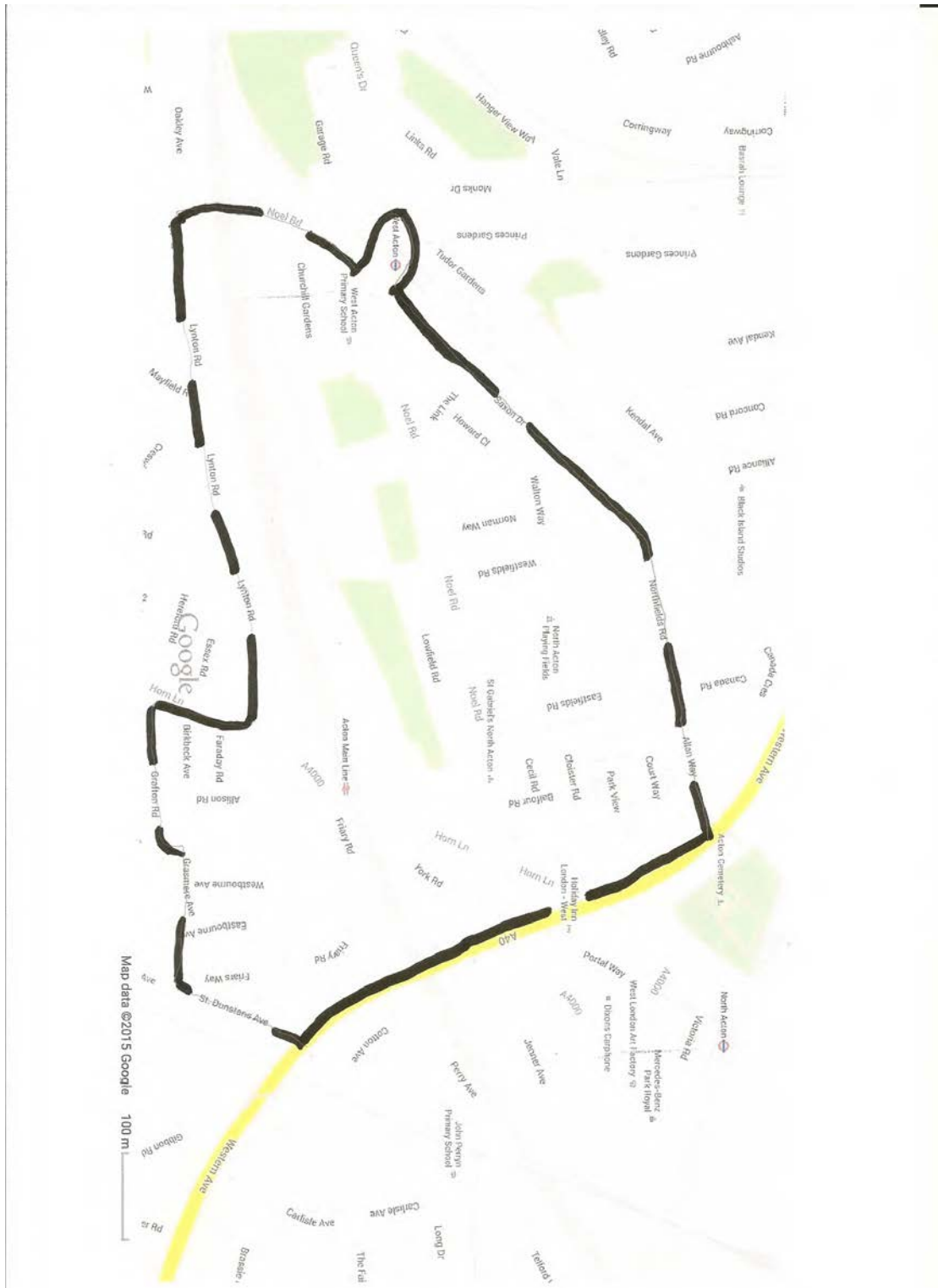
JAN GAYLE-FARLOW

ACTON MAIN LINE (AML) NEIGHBOURHOOD FORUM

10 AUGUST 2015

SCHEDULE A

Map of the proposed area



Details of the proposed area

- Start from north at Gypsy Corner junction of Horn Lane and A40 (Western Avenue).
- Turn south-east to continue along A40 until intersection with St Dunstan's Avenue.
- Turn south and follow St Dunstan's Avenue to intersection with St Dunstan's Gardens.
- Continue west on St Dunstan's Gardens to intersection with Eastbourne Avenue.
- Turn north on to Eastbourne Avenue and continue north to intersection with Grasmere Avenue.
- Turn west and continue to end of Grasmere Avenue to junction with Messaline Avenue.
- Turn south on to Messaline Avenue and continue to junction with Grafton Road.
- Turn west and continue down Grafton Road to intersection with Horn Lane.
- Turn north on to Horn Lane and continue to intersection with Lynton Road.
- Turn west on to Lynton Road and continue to intersection with Twyford Avenue.
- Turn north along Twyford Avenue, over the railway bridge to Noel Road and then to roundabout.
- Turn north-west on to Queen's Drive only as far as Princes Gardens, taking in West Acton tube station and the adjacent bridge.
- Return to roundabout and continue north-east along Saxon Drive.
- At the north-west corner of North Acton Playing Fields, turn east along Northfields Road and then Allan Way.
- At intersection with A40, turn south-east and continue to Gypsy Corner junction.

SCHEDULE B

Statement explaining why the proposed area as in Schedule A is considered appropriate for designation

The area

- 1 The area is centred on Acton Main Line station, which will become a Crossrail station in late 2017. There is considerable interest in the area from developers and private individuals seeking to take advantage of the increased prices for land and housing.

The proposed Crossrail station and the neighbourhood in general would both benefit considerably from the station being coherently and sensibly integrated into its immediate surroundings, with improved accessibility from and connectivity to the town centre.

Horn Lane, the main artery between the High Street and the Crossrail station, is one of the most polluted roads in England, and there will be an increase in all forms of traffic (pedestrian, bicycles, buses, etc.) over the coming years. Residents would like to use the neighbourhood forum as a way of working constructively with the council, developers, Transport for London (TfL), Crossrail and other stakeholders.

- 2 The area is currently designated suburban under the local and London plans, but recent planning applications indicate that Ealing Planning Department see the area as transitioning to urban designation with consequences for housing density, building heights, transport and road configurations beyond any Crossrail planning. Residents and businesses are pleased that the area is undergoing regeneration but are keen to work constructively with planners to ensure that the pleasant suburban streets surrounding the station are not overwhelmed by new high-rise build.
- 3 Several very large development/regeneration proposals are being considered in the area under consideration, including Friary Park Estate (2016–21), Premier Inn hotel and apartments (currently with the Dept for Communities and Local Government), Rosebank Way (2016), Messaline Avenue (2015) and a drive-in McDonalds at Gypsy Corner (being appealed). Residents are keen that regeneration of the area is seen holistically, and would like to work constructively with stakeholders to ensure that no one development is constructed at the expense of local amenities and businesses.
- 4 Immediately north of the proposed neighbourhood forum boundary are a number of very large developments, including: Imperial College student accommodation (23 storeys; completed) and proposals for the Perfume Factory site (33-storey twin apartment blocks; 2017) and Carphone Warehouse site (32-storey tower). While the regeneration of the area is broadly welcome, anxiety is rising among local residents and businesses about challenges to the infrastructure within the proposed neighbourhood forum area from the cumulative impact of these large developments. These challenges include:
 - 4.1 **Lack of schools and GP surgeries to meet increased demand.**
 - 4.2 **The additional burden to the sewerage system.**

- 4.3 Changes to public transport arrangements required to meet increased demand from residents who will no longer have access to car parking.** It is suspected that, after a short moratorium, new residents will want to park on residential streets. This will especially apply to residents who need to a vehicle for work.
- 4.4 The pollution generated by the industrial site next to Acton Main Line station in addition to that produced by traffic on Horn Lane and the A40, resulting in one of the most polluted areas in Greater London.** A committee of residents, council officers and representatives of the firms on the industrial estate meets quarterly. A neighbourhood forum would be able to help coordinate the efforts of everyone involved and address the anxieties of residents on matters of public health.
- 4.5 The problematic road configuration at the junction of Horn Lane and Friary Road.** This includes a weak bridge across the railway and a narrow V junction for vehicles needing to go north from the one-way system at Friary Road. The planned development of a new Crossrail station on Horn Lane is burdened by poor approaches on all sides and the fact that it is surrounded by primarily residential roads. The neighbourhood forum could incorporate the work of the consultative group of local residents, representing a variety of interests, that keeps an eye on this area of concern.
- 4.6 A lack of vision when considering the effects of development/regeneration on the wider area.** All developments should be considered in light of their potential regenerative impact on 'Greater Acton', as well as their effect on neighbourhoods that are directly adjacent. Many residents feel that, currently, each development proposal is being considered in isolation. A neighbourhood forum would enable a more inclusive approach to local planning.
- 4.7 The lack of quality public realm within or adjacent to the proposed areas of development/regeneration.** It is key that useful, accessible and attractive public space is woven into the very fabric of future regeneration and development. A neighbourhood forum would lead a wider and more inclusive approach to the integration of modern development with local needs.

The boundary

- 1 A notable aspect of the proposed boundary area is its compact size. Since legislation was enacted that encouraged the creation of neighbourhood forums, a key determinant of the success of these seems to be relatively tight boundaries relating to a single focal point. In the light of the difficulties experienced by the Central Acton Neighbours' Forum (CANForum), which have delayed designation for a year so far, many residents and businesses within the Acton Main Line Neighbourhood Forum catchment area feel strongly that it would be preferable for the proposed boundary area to be as compact as possible.
- 2 Two residents' associations currently operate in the proposed area. West Acton

Residents Association (WARA) looks after interests west of Horn Lane and the Friary Green Residents Association (FGRA) looks after those to the east. Both residents' associations already combine to address issues concerning public health, transport and pollution and aim to continue to work collaboratively. In addition, quite a few members of the Churchfield Community Association (CCA) – an organisation that includes both residents and businesses, which is focused on Churchfield Road in central Acton but has no hard-and-fast boundaries – also belong to the FRGA. The proposal for this neighbourhood forum is supported by these organisations, who will supply some members of the interim committee who will then liaise between the forum and the associations.

- 3 The proposed boundaries are well delineated and intuitive. The streets and sites within them are interdependent and are concerned with the key issues affecting the area. The areas beyond the boundaries are easily identifiable as established residential neighbourhoods facing and serviced by other commercial hubs.
- 4 We are aware that this relatively small area straddles two wards: Acton Central and East Acton. While we can see that this may present councillors with some difficulties, it has become apparent that councillors themselves break up the wards informally to exercise their own areas of expertise. It should not be difficult for them to find a way to work constructively with residents on both sides of Horn Lane. To this end, we would suggest that one councillor from each ward joins the interim committee on an *ex officio* basis.
- 5 Consideration has been given to making the eventual task of running a referendum of residents and businesses on any neighbourhood plan easier. We have tried to keep the polling station boundaries BDA and ACA in mind when establishing the boundaries and we think we have done what we can. We are open to suggestions on including or excluding a street or two to assist the Council with the referendum if this is deemed important.

The forum

We understand that the CANForum application has recently been withdrawn, and we are taking this opportunity to make a fresh application to meet the needs of the area close to Acton Main Line station. We will be speaking to the interim committee of CANForum to draw on their expertise and to invite them to support us. We understand that a new, separate application for a neighbourhood forum covering the town centre is being prepared, and we will support that application.

We are in dialogue with Tony Millar, secretary of Central Ealing Neighbourhood Forum (CENF), as well as the chairs and secretaries of the local residents' associations that are supportive.

The area of the proposed Acton Main Line Neighbourhood Forum contains one school (West Acton Primary), two GP surgeries, a veterinary practice, a pharmacy, a number of small business and a large number of self-employed residents providing various services. We have been able to gather a remarkable amount of support in a very short time during a major holiday period. We propose to continue to solicit support from the widest and most diverse population and confidently believe that we will gain the trust and confidence of a significant majority.

SCHEDULE C

Statement explaining that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act

This application is being made by Jan Gayle-Farlow as chair of the interim Acton Main Line Neighbourhood Forum. Within the terms of the Localism Act and its subsequent regulations, our interim forum may be considered a relevant body to seek the designation of the area surrounding Acton Mail Line station as a 'neighbourhood area' by virtue of the fact that:

1 We are convening for the express purpose of promoting, furthering or improving:

(a) the social, economic, environmental and general well-being of individuals living in a designated area of Acton in the London Borough of Ealing

(b) the interests of local residents, businesses and community groups in that area.

2 Our membership is and will remain open to:

(a) individuals who live in the area

(b) individuals who work in the area, whether for business carried on there or otherwise

(c) community and/or faith organisations that operate in the area, through their duly appointed representatives

(d) businesses, educational establishments or other entities that operate in the area, through their duly appointed representatives

(e) individuals who are elected members of Ealing Council, any part of whose area falls within the area, who will be *ex officio* members

(f) individuals who have a material and ongoing social, cultural, economic or financial interest or involvement in the area.

3 Our membership will include a minimum of 21 individuals, each of whom is one or more of the following:

(a) an individual who lives in the area

(b) an individual who works in the area, whether for business carried on there or otherwise

(c) an appointed representative of a community and/or faith organisation which operates in the area

(d) an appointed representative of a business, educational establishment or other entity that operates in the area

(e) an individual who has a material and ongoing social, cultural, economic or financial interest or involvement in the area.

4 Our interim forum has prepared a written constitution. This is attached as Schedule D.

SCHEDULE D

Constitution of the Acton Main Line Neighbourhood Forum

1 Name

The name of the organisation is the 'Acton Main Line Neighbourhood Forum' (hereinafter 'the Forum').

2 Aims and objectives

The Forum is a voluntary association of individuals and organisations, whose purpose is to produce a neighbourhood plan to:

- further the social, economic, environmental and general well-being of individuals living in a designated area of Acton in the London Borough of Ealing
- further the interests of local residents, businesses and community groups in the same area
- operate without distinction or discrimination on the grounds of sex, disability, sexual orientation or race, or of political, religious or other opinions

3 Area

The Forum will cover the area of Acton shown in Schedule A, subject to any amendment as may be agreed with Ealing Borough Council acting in its capacity as local planning authority.

4 Membership

(a) Membership will comprise at least 21 individuals in line with paragraph 4b, as required by the Localism Act 2011. The Forum will use all reasonable endeavours to ensure its membership does not fall below this legal requirement.

(b) Full membership will be open to:

- i. individuals who live in the area
- ii. individuals who work in the area, whether for business carried on there or otherwise
- iii. community and/or faith organisations that operate in the area, through their duly appointed representatives
- iv. businesses, educational establishments or other entities that operate in the area, through their duly appointed representatives
- v. individuals who are elected members of Ealing Council, any part of whose area falls within the area, who will be *ex officio* members
- vi. individuals who have a material and ongoing social, cultural, economic or financial interest or involvement in the area.

(c) Any applicant eligible for membership under paragraph 4b and who supports the aims and objectives of the Forum will become a member of the Forum on submission to the secretary of a request to join which:

- i. provides satisfactory evidence of eligibility
- ii. provides contact details that may be used by the Forum for its lawful purposes.

(d) The Management Committee may refuse to accept, or may revoke, membership of any individual or organisation that, in its opinion, fails to meet the criteria for membership or that acts in a way inimical to the aims and objects set out in paragraph 2. Any person or organisation whose membership is revoked will have the right to appeal to a general meeting of the Forum called under paragraph 8.

(e) The Management Committee will use all reasonable endeavours to seek to ensure that, so far as may be realistically possible, the membership of the Forum reflects opinions and attitudes from across the mainstream political spectrum, ethnicities and backgrounds representative of the area and ensuring sufficient representation of a diversity of residents, interests and communities.

5. Management Committee and officers

(a) The day-to-day business of the Forum will be conducted by the Management Committee ('the Committee'). Subject to decisions of any general meeting, the Committee will comprise 12 members elected by a general meeting in the proportion of:

- one third by residents of the area
- one third by the representatives of community and/or faith organisations as identified in paragraph 4.b.iii
- one third by representatives of business, educational and other entities as identified in paragraph 4.b.iv.

Councillors or others elected to public office for any part of the borough will not be eligible for election, but may be eligible for co-option under paragraph 5.b.

The term of office of any member of the Committee will expire at the next AGM convened and held after the AGM at which the member was elected, but members will be eligible to stand for re-election.

(b) The Committee may co-opt up to 8 additional voting members for a term to expire no later than the next following AGM. The power of co-option will be used inter alia to ensure that, as far as possible, the Committee has a reasonable balance and is representative of the local community.

(c) The Committee will elect from among its members a chair, vice chair, secretary, treasurer and any other officers as it sees fit. Their duties will include:

i. Chair: chairing all general, stakeholders group and committee meetings and, in the event of a tied vote, exercising a casting vote; and being jointly responsible with the treasurer to answer to the general meeting on the conduct of the financial affairs of the Forum

ii. Vice chair: assuming the chair's responsibility for chairing meetings in the event of the chair being unable to do so

iii. Secretary: handling the Forum's administration, including minutes of meetings and all matters relating to applications for and records of membership, and ensuring compliance with data protection legislation

iv. Treasurer: handling the Forum's financial business, preparing financial reports and, jointly with the chair, answering to the general meeting on the conduct of the financial affairs of the Forum.

(d) The Committee will meet not less than once a quarter. The secretary will give at least seven days' notice of meetings to all members of the Committee. Five members will constitute a quorum. Any meeting of the Committee that is not quorate may continue its deliberations, but any decisions taken will be subject to ratification at the next quorate meeting of the Committee.

(e) The Committee may appoint sub-committees to carry out specific roles or projects. Any such sub-committee may co-opt such persons as it thinks fit to enable it to perform its functions but will not take any action beyond the terms of its appointment and will report on its activities to the Committee.

(f) Decisions of the Committee will be taken by a simple majority of those present and voting, except on a substantive issue or proposal such as the content of a proposed neighbourhood plan, which will be subject to a requirement for a majority of all those members elected by residents and businesses under paragraph 5.a.

(g) The Committee will keep minutes of all its proceedings which will be available for inspection by any member on giving no less than 10 working days' notice to the secretary.

(h) Any member may attend any meeting of the Committee and may speak at the discretion of the chair but may not vote.

6. Meetings

The General Meeting of all members will be the controlling body of the Forum.

7. Annual General Meeting (AGM) and election of officers

(a) An AGM will be held on a day to be appointed by the Committee not later than six months after the end of the Forum's financial year.

(b) The business of the AGM will include:

i. a report from the chair on the activities of the Forum since the previous AGM and its plans for the forthcoming year

ii. a report from the treasurer on the financial position of the Forum, including a record of income and expenditure

iii. consideration of and, if thought fit, approval of the accounts of the Forum for the previous financial year, together with a report on those accounts

iv. appointment of an auditor to report to the following AGM on the accounts for the current financial year

v. any other business as required by the Constitution or as directed by the Committee

vi. consideration of any motion that has been submitted by a member of the Forum in time for circulation with the notice of the AGM and is subsequently seconded at the AGM. Any motion submitted for two consecutive AGMs will be heard subject to a vote by the Committee

vii. election of the Committee for the forthcoming year.

(c) The secretary will give all members at least 14 days' written notice (including via email) of the date, time and place of the AGM. Such notice will include details of all business to be transacted at the meeting.

(d) Nominations for election to the Committee will be invited in advance of the AGM and must

be proposed and seconded in writing by members with the signed consent of the candidate. Nominations may be made at the AGM at any point until immediately after the reports of the Committee and the treasurer.

(e) Election of members of the Committee may be taken en bloc if there are no more nominations than there are vacancies to be filled, in accordance with paragraph 5.a, unless any member objects, in which case the meeting will vote on each nomination separately.

(f) In the event of there being more nominations than vacancies, a ballot will be held with ballot papers being distributed at the AGM for return by the end of the meeting. Voting will be ranking the candidates in order of preference and will be counted by the single transferable vote method. The meeting will agree to the appointment of one or more scrutineers to act as returning officers and to advise the chair on the results.

(g) The AGM may, by a vote of no fewer than two thirds of those present and able to vote, agree to consider any urgent or important business that has arisen since dispatch of the notice of the meeting.

8. Other general meetings

In the period between AGMs, the forum will meet as a general meeting of all members at intervals of not more than 6 months. At least 15 working days' written notice (including via email) will be given to members. A general meeting of all members will be called within 28 days of receipt by the secretary of a request in writing signed by no fewer than 5 members, stating the purposes for which the meeting is required and the resolution proposed.

9. Conduct of general meetings

(a) 20 members – or one fifth of the membership if less – will constitute a quorum. A quorum is not required to receive the report and accounts.

(b) Voting at general meetings will be by show of hands, except as provided in paragraph 7.f above.

(c) A member who is unable by reason of illness or disability to attend a general meeting at which a ballot is to be held will be entitled to appoint a proxy to vote on his or her behalf. Notice of appointment of a proxy must be received by the secretary not less than 24 hours before the meeting.

(d) Formal minutes will be produced for each general meeting and posted on the Forum's website no later than 10 working days after the meeting has taken place.

(e) Conflicts of interest must be declared. Members with a conflict of interest should withdraw from discussion and voting on the issue in question.

10. Finance

(a) The finances of the Forum will be controlled as follows:

i. The Forum's accounting period will be annual, ending on 30 March.

ii. The treasurer will maintain all accounting records for a period of 6 years or until the winding up of the Forum, whichever is the sooner, and will pass them on to his or her successor. These records will be subject to inspection and reporting to the AGM as provided in paragraph 7.b.

iii. Such records will be available for inspection by any member on giving not less than 10 working days' notice.

iv. The treasurer will open and maintain a bank or other appropriate account in the

name of the Forum. This account or accounts will be controlled by a mandate requiring the signature of no fewer than 2 of the officers as listed in paragraph 5.c. Signatories must not be related or members of the same household.

v. Accounts will be independently examined if the turnover of the Forum exceeds £15,000 in the year in question.

vi. As part of a voluntary organisation, officers and committee members are not entitled to receive any part of the funds raised by the Forum, beyond those reimbursing reasonable expenses or agreed running costs.

11. Constitution and interpretation

(a) In this Constitution, the term 'community organisations' includes residents' associations, charities, churches and other religious establishments, welfare organisations and other bodies that operate wholly or partly within the area and whose aims are consistent with the objects of the Forum.

(b) The term 'neighbourhood plan' includes, but is not limited to, a neighbourhood development plan as defined in the Localism Act 2011.

(c) In the event of any question arising where the interpretation of this Constitution is in doubt or where it is silent, the Committee will have the power to act according to its own interpretation and at its discretion.

(d) Any requirement in this Constitution for notices or reports to be distributed to members of the Forum will be deemed to have been satisfied if such notice or reports have been sent by email, by posting on the Forum's website or by other electronic means. An individual member may request hard copies, and in such a case, the Committee reserves the right to make a charge to cover the extra cost incurred. Formal notices from a member to the Committee may be sent by email, subject to validation against a written signature submitted to the secretary in advance.

12. Amendments to the Constitution

Other than as may be required by law, amendments to this Constitution may only be made by a majority representing two thirds of the members present and voting at a quorate general meeting.

13. Term

(a) The duration of the Forum will be for five years from the date of adoption of this Constitution unless it is previously wound up or extended by resolution of a general meeting.

(b) On dissolution of the Forum, any remaining assets will be distributed to the community organisations that remain as members at that date in proportions to be decided by the Committee. The Committee will retain responsibility for completing such distribution for a period ending 6 months from the date of dissolution.

14. Code of conduct for Management Committee members

(a) The role of the Management Committee is to conduct the day-to-day business of the Forum in an efficient, fair and responsive way. In taking decisions on behalf of the Forum, committee members must always be aware of their responsibility to represent all those living and working in the Forum area.

(b) All committee members must comply with this Constitution and code of conduct at all times and in line with the aims and objectives of the Forum.

(c) Committee members must never use their position to seek preferential treatment for

themselves, relatives or members of their household, or for other organisations of which they are trustees, board members or members. Any pecuniary or non-pecuniary interests must be declared at committee meetings.

(d) Committee members cannot receive any payment from the Forum, other than for bona fide expenses as approved by the treasurer and submitted and recorded in writing.

(e) Any serious breach of this code of conduct may result in a committee member being asked to resign, or being suspended by a majority vote of the Committee.

15. Confidentiality and data protection

It is the responsibility of the Management Committee to ensure that all data held or shared by the Forum is done so in accordance with best practice and within the recommendations and terms of current data protection legislation. Specific responsibility for monitoring and compliance is that of the elected secretary, to whom all initial requests should be addressed in writing.

Signed on this day of