

Neighbourhood Planning Guidance Note 3 – Designating a Neighbourhood Forum and Neighbourhood Area

1. Send us your application

Organisations wishing to be recognised as a Neighbourhood Forum and/or designate a Neighbourhood Area should apply to the Council using the form set out on page 4 after reading the guidance set out below. Applications can be submitted to the Council at any time.

Email: paul.kemp@kirklees.gov.uk

Or write to:

Paul Kemp
Assistant Director (Acting)
Investment and Regeneration
PO Box B93
Civic Centre 3
Huddersfield
HD1 2JR

a) To become a Neighbourhood Forum...

Neighbourhood forums are community groups that are designated to take forward neighbourhood planning in areas without parish or town councils. It is the council's role to agree who should be the neighbourhood forum for the neighbourhood area.

To apply you will need:

1. The name of your proposed neighbourhood forum
2. A copy of the proposed neighbourhood forum's written constitution
3. The name and an Ordnance Survey map of an appropriate scale identifying the neighbourhood area
4. Contact details of at least one member of the forum that can be made **public**
5. A statement* that explains that the forum:
 - a. is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned,
 - b. its membership is open to anyone who lives or works in the neighbourhood area or is an elected member of the Council for the area concerned,
 - c. its membership includes a minimum of 21 people who live or work in the neighbourhood area or are an elected member of the Council for the area concerned and
 - d. it has a written constitution

* As set out in Section 61F (5) and 61 (G) Town and Country Planning Act 1990 through the Localism Act 2011.

b) To designate a Neighbourhood Area...

A Neighbourhood Area is the geographical area that a Neighbourhood Development Plan (NDP) or a Neighbourhood Development Order (NDO) will cover.

If your organisation wants to designate a Neighbourhood Area you will need to apply providing the following information:

1. An Ordnance Survey map on an appropriate scale identifying your proposed neighbourhood area
2. A statement explaining why the area is appropriate
3. A statement* that the organisation making the area application is either a designated forum, or is capable of being such (see no. 5 above)

Once you have prepared the information above and completed the application form send it to us.

Please note you can apply to designate a Neighbourhood Area and become a Neighbourhood Forum at the same time.

2. We will assess your application...

An application for a Neighbourhood Forum will be assessed against the criteria in section 1 a. An application for a Neighbourhood Area will be assessed against the criteria in section 1 b. Additionally, the council will check that there are no overlaps with any other designated bodies or areas.

In assessing your application for a Neighbourhood Forum, we will be keen to make sure that:

- your organisation has secured, or taken reasonable steps to secure, that its membership includes at least one member from each of the three groups identified i.e. an individual who lives in the neighbourhood area, an individual who works in the neighbourhood area and an elected member of the Council for the area concerned
- the membership of your organisation is drawn from different places in the neighbourhood area and from different sections of the community
- your purpose reflects (in general terms) the character of that area

3. We will publicise it...

Provided the application meets the criteria set out above, we will publicise it via our website for 6 weeks and through other mechanisms. Details of the application will be made available together with the process of how to make representations to the Council. For the publicity requirements for all stages see the Council Statutory Publicity Duties Guidance note 5.

4. Designation!

If we do not receive any objections from other groups wishing to designate an alternative Neighbourhood Area or become a Neighbourhood Forum, or any other objections to your application and the Council considers it is in conformity with the Localism Act 2011 and The Neighbourhood Planning (General) Regulations 2012 then it will be referred to the Neighbourhood's Committee for a decision with a recommendation for approval. The Neighbourhood's Committee meeting will be held in public and the agenda posted on the Kirklees Council website one week before the meeting.

Designation lasts for five years.

5. Project Planning

For every plan there are key stages to be met which will require a dialogue with the Council to ensure that your neighbourhood plan is going to meet the required conditions to enable a completed plan to be independently examined. By producing a project plan at the beginning of the process identifying key stages, actions and an indicative timetable, it enables the Council to be clear on the availability of officer support and advise on what technical expertise will have to be resourced by your organisation.

Prepared by Planning Policy Group
Investment and Regeneration Service
May 2013

Application form for a Neighbourhood Forum and/or Neighbourhood Area

1. What is the name of the organisation?

The name of the proposed Neighbourhood Forum if different from above?

2. What is the name of the proposed Neighbourhood Area to which the application relates?

3. Contact Details (**this will be made publicly available**)

Name:
Address:
Email:
Telephone:

4. **Checklist** that your application for a Neighbourhood Forum includes:

Please tick

A copy of the proposed neighbourhood forum's written constitution

A map identifying the neighbourhood area

A statement that the proposed forum meets the conditions set out in section 1

5. **Checklist** that your application for a Neighbourhood Area includes:

Please tick

An Ordnance Survey map on an appropriate scale identifying your proposed neighbourhood area

A statement explaining why the area is appropriate

A statement that the organisation making the area application is either a designated body or is capable of being such

A project plan (optional)

Signed:

Organisation:

Date: