

# **Sowerby (Proposed)** **Neighbourhood Plan.**

## **Application to designate a Neighbourhood Area.**

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### **Contact Details:**

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## **1: Formal Application Letter to Chief Executive of Calderdale MBC requesting designation of a Neighbourhood Area.**

Ms Merran McRae  
Chief Executive  
Calderdale Metropolitan Borough Council  
Town Hall  
Halifax

*January 2017*

Dear Ms McRae

### **Town & Country Planning Act 1990 The Neighbourhood Planning (General) Regulation 2012**

I am writing to you to request the designation of a Neighbourhood Area under Section 61 of the above Act. This application is made by the prospective Sowerby Neighbourhood Plan Committee, which is capable of being a qualifying body within the terms of Section 61.

The prospective Neighbourhood Plan Committee is comprised of 21 or more people living, working or acting as elected members in the area. The membership is drawn from different places in the area and different sections of the community.

Appendix 1 to this document shows those people who have, as of this date, volunteered to be a member of the Neighbourhood Committee. All of those who have volunteered to be on the committee either live or work in the defined area. The membership of the committee comprises people of a variety of ages and experience. They include both current employed, self-employed, unemployed and retired residents. There is a wide range of employment experience from teachers, business owners, property managers, receptionists, homemakers to media workers. All have in common an active interest in improving our local community.

Not included in Appendix 1 are the duly elected Ward Councillors who all have a seat on the committee in line with statutory requirements.

Our Committee members have been informed of the implications and requirements of the Neighbourhood Plan and have willingly accepted involvement. I feel that the commitment of our members and the diverse knowledge base and professionalism is comprehensive enough to take this project forward to completion.

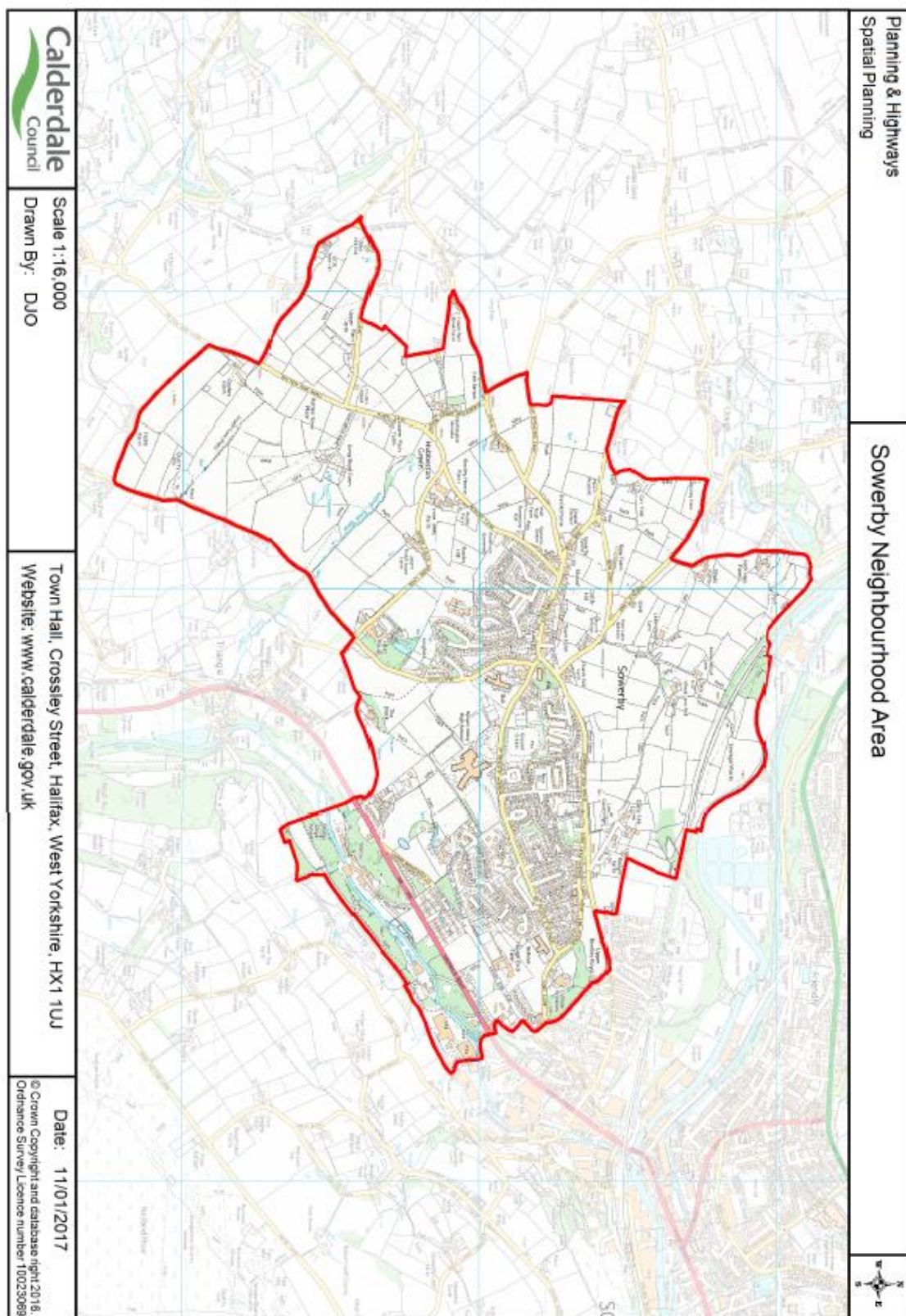
There is a written constitution for the Committee's formation which is located in Appendix 2.

Having considered the options for the Neighbourhood Area, we would like the area indicated on the enclosed map to be designated. This area is based on the current Ward Boundary and runs up to, but not including, the Ripponden Parish Boundary in the west. It contains within it several areas which are currently recognised by the local population as Neighbourhood areas.

Yours sincerely

Sam Roberts

## 2: Extract from Ordinance Survey Map - Identifying the boundaries to which this application relates.



### **3: Statement explaining why this area is considered appropriate to be designated as a Neighbourhood Area.**

It is in the interest of our area to create a Neighbourhood plan, working in consultation with interested parties including, but not limited to:

The Planning Authority  
Other key public bodies  
Residents  
Businesses  
Community and Environmental organisations  
Agricultural interests and  
Those interested in development.

This will ensure that taking the National Planning Framework into consideration, the area will:

“Undertake and achieve development in a sustainable manner; meet its housing needs and responsibilities while placing them in the right location; provide for a viable economic future and promote a socially inclusive community. All the while caring for and protecting the outstanding beauty of our landscape, the valued heritage of the area.”

### **The essential aims of the Neighbourhood Development Plan will be as follows:**

#### **Spatial and Development Principles**

1. To ensure that the area continues to be a vibrant, pleasant, sustainable and safe place in which to live, with facilities that meet the needs and aspirations of the people who live and work there.
2. To assess and respond to the spatial issues and opportunities of the whole Neighbourhood Plan area.
3. To encourage the sequential use of Brownfield sites before Greenfield and Green Belt sites.
4. To continue to promote sustainable access and transport to and within the area.
5. To address the congestion problems within the area by providing adequate parking and suitable on road parking restrictions to prevent obstructions during the working day.

## **Economic**

1. To ensure that the area maintains the ability to support local business needs and requirements.

## **Social**

1. Ensuring housing meets the needs of all sections of the community. To build accommodation within easy walking distance and access to services, including schools, medical centre, shops, business and local transport.
2. To ensure that affordable housing is built for purpose, i.e. One and Two bedroom starter and retirement homes.
3. To ensure that all development, as identified in the Local Plan, is provided in the right location and in sympathy with the area's rural aspect and heritage.
4. To ensure that the infrastructure is developed to meet the needs of the community, supporting the requirements of residents within the educational, health, leisure, and heritage sectors; and to encourage and identify opportunities for development.

## **Environmental**

1. To maintain and protect the natural environment as well as the availability of green spaces.
2. To respect the area's character, natural heritage, environment and existing townscape. To ensure any new development maintains the area's green spaces by including green spaces and planted areas.
3. To protect and enhance the current flood alleviation policies and infrastructure.

## **Effective Process**

1. To maintain a continuing dialogue between the Residents Associations, the community, key partners, local organisations, developers and the local Planning Authority.
2. The Neighbourhood Plan should respond and meet the aspirations of the community.

#### **4: Statement of why this group is capable of being a 'qualifying body' for the purpose of a Neighbourhood Development Plan.**

Section 61G ss2a of the Town and Country Planning Act 1990, (as amended by the localism Act 2012) states that a qualifying body must ensure:-

“It is established for the express purpose of prompting or improving the social, economic and environmental wellbeing of an area that consists of or includes the neighbourhood area concerned.”

This group is formed out of several formally recognised Residents Associations as well as individuals who wish to improve their area and make it a sustainable place to live. We are asking for formal recognition of our group as an organisation dedicated to the betterment of our neighbourhood.

“That the membership of the group must be open to; individuals who live in the neighbourhood; individuals who work there and elected members of the Calderdale MBC whose Ward falls within the area.”

All of those who have volunteered to be on the committee either live or work in the defined area. The membership of the committee comprises of people from a variety of ages and experience. They include both current employed, self-employed, unemployed and retired residents. There is a wide range of employment experience from teachers to business owners, property managers to receptionists, homemakers to media workers. All have in common an active interest in improving our local community.

“Must include a minimum of 21 individuals each of whom either: live in the area, works there or is an elected member of the Calderdale MBC whose Ward falls within the area.”

A full membership list is at Appendix 1. Not included in this membership list are the 3 Ward councillors who have all been invited to be de facto members of the committee. While this list shows current membership it does not preclude others from joining at a later date.

“The group must have a written constitution.”

Our constitution can be found in Appendix 2.

## 5: Appendix 1 - Current Membership List

1	Samantha Roberts	1a Lower Lyngarth, Towngate. HX6 1JE
2	Laura Powrey	32 The Newlands
3	Gary McLachlan	1 Lyngarth, Towngate. HX6 1JE
4	Samantha McLachlan	1 Lyngarth, Towngate. HX6 1JE
5	Jan Robinson	Trinity Cottage, Towngate. HX6 1JD
6	Dave Robinson	Trinity Cottage, Towngate. HX6 1JD
7	Lynda Roberts	1a Upper Lyngarth, Towngate. HX6 1JE
8	Maurice Roberts	1a Upper Lyngarth, Towngate. HX6 1JE
9	Sharon Clay	41 The Newlands, HX6 1HG
10	Rob Hinds	3 Longroyd Rd HX6 1NX
11	Rhoda Hinds	3 Longroyd Rd HX6 1NX
12	Steph Howarth	Dean Lane. HX6
13	Hannah Kurmis	29 The Newlands Hx6 1HQ
14	Ashley Yousaf	29 The Newlands Hx6 1HQ
15	Judith Yousaf	29 The Newlands Hx6 1HQ
16	Gail Hargreaves	3 Dean Lane Hx6 1HJ
17	A Maynold	54 Dean Lane HX6 1HE
18	Richard Aston	96 Rooley Heights HX6 1HR
19	Linda Dougall	Field house
20	Collette Tingle	21 Whiteley Avenue, HX6 1DL
21	Simon Roberts	15 Dean Lane, HX6 1HD
22	Margret Pollard	37 Towngate HX6 1HS
23	Tony Delaney	13 Hubberton Green HX6 1NR
24	Gill Shannon	12 Upperfield House Lane HX6 1PL
25	Sue Thorpe	1 St Peters Av HX6 1BL
26	Dr Barry Symonds	68 Sowerby Green HX6 1JH
27	Bob Auton	3 Upperfield House Lane HX6 1PL
28	Pam Auton	3 Upperfield House Lane HX6 1PL

## **6: Appendix 2 – Sowerby Neighbourhood Plan Committee Constitution.**

### **1 NAME OF ORGANISATION**

- 1.1 The name of the Organisation shall be “The Sowerby Neighbourhood Plan Committee”.

### **2 AIMS AND OBJECTIVES**

The aims and objectives of the association shall be to:

- 2.1 To draw up, agree and implement a statutory Neighbourhood Development Plan for the Area as defined by *The Localism Act 2011*.
- 2.2 Undertake and achieve development in a sustainable manner;
- 2.3 Meet its housing needs and responsibilities while placing them in the right location.
- 2.4 Provide for a viable economic future and promote a socially inclusive community.
- 2.5 Caring for and protecting the outstanding beauty of our landscape, the valued heritage of the area.
- 2.6 Act as a channel of communication between local residents, Calderdale MBC and any other statutory/voluntary bodies or any businesses.

### **3 EQUAL OPPORTUNITIES**

- 3.1 All Members should seek to represent the various needs of the area and must not discriminate on the grounds of race, sex, age, sexuality, disabilities (both mental and physical), nationality, political or religious belief.

### **4 POWERS**

- 4.1 In pursuit of the above purposes and for no other reason the Forum may hold funds and other assets and maintain such banking arrangements as are required to implement its purposes.

### **5 MEMBERSHIP**

- 5.1 Full Membership of the Forum shall be on an individual basis only.
- 5.2 Full membership shall be open to all residents living in the Area, employees of businesses based in the Area and the elected Calderdale MBC Councillors for the area.
- 5.3 Businesses with an interest in the Area can become Associate Members of the Forum, can attend meetings and can volunteer for the Forum and receive Forum mailings but can not vote in the AGM.



- 5.4 Community and voluntary organisations and public services operating in and serving the Area can send representatives to meetings as above and receive mailings but can not vote at any meetings.
- 5.5 Membership of the forum should at all times be a minimum of 21 individuals.
- 5.6 Members may be contacted by the Executive from time to time to act as a litmus test for ideas and proposals or to be invited to participate in other activities related to the work of the Forum.

## **6 GENERAL MEETINGS**

- 6.1 The Forum's ultimate authority comes from its Annual and other General meetings. The Committee shall meet not less than 6 times a year.
- 6.2 The AGM, and any other public meetings held, give legitimacy to the Executive of the Forum and the plans they or Forum task or working groups may develop.
- 6.3 If there is more than one public meeting in any one year, one will be designated as the AGM.
- 6.4 The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Executive.

## **7 NP EXECUTIVE**

- 7.1 The executive exists to co-ordinate, implement and monitor the work of the NP Committee including developing the Neighbourhood Plan for the Area.
- 7.2 The Executive is made up from the Committee members elected at the AGM. Numbers on the Executive will be determined by the membership at each AGM.
- 7.3 The Executive will determine its officers subject to the proviso that these must include a Chair, Vice Chair, a Secretary and a Treasurer.
- 7.4 Executive decision making can be by consensus or after a vote – the Chair will have a second (casting) vote in the event of a tie.
- 7.5 The Executive has the power to draw up a Code of Conduct by which all members must abide, including determining the consequence for breaches of the Code of Conduct.
- 7.6 Only full members of the Neighbourhood Plan Committee may stand for the Executive and should be nominated by a member or Associated Member.

## **8 NEIGHBOURHOOD PLAN COMMITTEE FUNDING**

The Neighbourhood Plan Committee can raise funds for its activities by one of more of the following methods:

- 8.1 Charging membership fees.
- 8.2 Submitting applications to bodies for appropriate funding.
- 8.3 Working in partnership with organisations which have funds to spend in the delineated Area.
- 8.4 By other means in keeping with the role so the Committee, including websites,

donations and proceeds from events.

## **9 AMENDMENTS**

- 9.1 Amendments to this Constitution may be made only at a properly convened General Meeting called with a minimum of 21 days notice to all voting members and by a two thirds majority of those present and voting.

## **10 DISSOLUTION**

- 10.1 The Committee can be dissolved only by a two third vote of those present and voting at a properly constituted General Meeting.
- 10.2 In the event of dissolution of the Committee its assets will be distributed to one or more non profit organisations or refunded to any awarding bodies.

January 2017.