

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

12th May 2014

Dear Merran McRae,

**Town and Country Planning Act 1990
The Neighbourhood Planning (General) Regulations 2012
Designation of Park Ward Neighbourhood Forum**

Further to my letter of 9th May 2014 requesting designation of Park ward as a Neighbourhood Area, I am writing now to request the designation of our neighbourhood forum under Section 61 of the above Act.

The application is made by the prospective Park Ward neighbourhood forum, which is capable of being a qualifying body within the terms of Section 61.

Please refer to the following documents attached to my letter of 9th May:

- A copy of the constitution of the Forum
- A list of all current members of the Forum
- A map showing the boundaries of Park ward, which is the area we intend to be designated as a Neighbourhood Area

The prospective neighbourhood forum comprises 21 or more people living, working or acting as elected members in the area. Membership is open to 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. We have taken all reasonable steps to make sure that the Membership of the prospective neighbourhood forum reflects the character and diversity of the local population.

The Forum was formed at a public meeting (the "Park Ward Summit") held on 19th February 2014 at St. Augustine's Centre on Hanson Lane, following a series of themed meetings over the previous year to develop ideas and priorities in relation to Housing, Open Space, Education (two sessions), and Employment/Economy. Between 10 and 30 people attended each of these events, which included a session on education with a group of 25 schoolchildren. A walkabout/visual audit was also undertaken in June 2013 which identified over 20 potential development sites and buildings within the ward. Notes and minutes of these events can be made available if required.

The "Park Ward Summit" fed back on the results of these earlier sessions and those present agreed to take forward a Neighbourhood Development Plan and to form the Park Ward Neighbourhood Forum. Since then a smaller Steering Group, which I chair, has met on three occasions to take the

proposals further, including one meeting with the Council's Development Strategy Manager, Phil Ratcliffe. Two representatives also attended a national residential "Neighbourhood Planning Camp" in York in late March. Both Halifax Opportunities Trust and Locality have played important support roles in helping us to get to where we are now.

Until further notice I will be the publicly named point of contact for the Forum and should this change in the future (following our first AGM) we will notify the Council.

For the above reasons we consider that the Forum meets the terms of Section 61 to be recognised by the Local Planning Authority as a Neighbourhood Forum for the purpose of creating a statutory Neighbourhood Development Plan for Park Ward and I look forward to receiving your confirmation that this is also the view of Calderdale MBC.

Yours sincerely

Councillor Jenny Lynn

Park Ward (Halifax) Neighbourhood Forum Constitution

Name and Area

1. The name of the group shall be **'Park Ward Neighbourhood Forum'** ("the Forum").
2. The Area shall be the Park Ward situated within the district of Calderdale, West Yorkshire.

Purposes

3. To promote and improve the social, economic, health and environmental wellbeing of the Area.
4. To draw up, agree and implement a statutory Neighbourhood Development Plan for the Area as defined by the Localism Act 2011.

Powers

5. 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.

Membership

6. Full Membership of the Forum shall be on an individual basis only.
7. Full Membership shall be open to all residents living in the Area, businesses based in the area and the elected Calderdale MBC councillors for the Area.
 - a) Businesses with an interest in the Area can become Associate Members of the Forum, can attend meetings, including the AGM, can volunteer for the Forum and receive Forum mailings but cannot vote at the AGM.
 - b) Community and voluntary organisations and public services operating in and serving the Area can send representatives to meetings as above and receive mailings and other publicity but cannot vote at any meetings.
 - c) Membership of the Forum should at all times be a minimum of 21 individuals
 - d) Members may be contacted by the Executive (see below) 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

4. General Meetings

The Forum's ultimate authority comes from its Annual and other General Meetings.

- a) The AGM, and any other public meetings held, give legitimacy to the Executive of the Forum (as defined below) and the plans they or Forum task or working groups may develop
- b) If there is more than one public meeting in any one year, one will be designated as the AGM
- c) The AGM will be called with at least 21 days' notice once per year, not more than fifteen months from the date of the preceding AGM, by informing all residential properties in the ward and all members including Associate Members.

- d)** The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Executive
- e)** At each AGM the Chair will provide a written report, the Treasurer will provide a set of accounts for the previous year and the proceedings will be recorded in writing.
- f)** Voting will be restricted to full members present at the meeting on a one member one vote basis.

5. Forum Executive

- a)** The Executive exists to co-ordinate, implement and monitor the work of the Forum including developing a Neighbourhood Plan for the Area. It will prioritise, schedule and publicise the work of the Forum
- b)** The Executive is made up from Forum members elected at the AGM. Numbers on the Executive will be determined by the membership at each AGM but shall not be fewer than nine nor more than fifteen. Executive members will be elected for a three year period with one third standing down at each AGM.
- c)** The Executive must meet not less than eight times in any twelve month period with no less than two months between meetings.
- d)** The Executive will determine its officers subject to the proviso that these must include a Chair, Vice Chair, a Secretary and a Treasurer.
- e)** Individuals with specialist skills may be co-opted onto the Executive on a non-voting basis and the Executive may set up Task or Working Groups of Forum members for specific projects or tasks to be undertaken.
- f)** The Executive will liaise with the relevant bodies such as the Council, other public services, businesses, schools and colleges, faith groups and community and voluntary organisations relevant to the Area.
- g)** 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. The quorum for decisions shall be 5 voting members.
- h)** The Executive has the power to draw up a Code of conduct by which all members must abide, including determining the consequences for breaches of the Code of Conduct
- i)** Only full members of the Forum may stand for the Executive and should be nominated by a member or Associate Member
- j)** The Executive will receive and consider reports from all Task or Working Groups

6. Forum Funding

The Forum can raise funds for its activities by one or more of the following methods:

- a)** Charging membership fees on an individual and/or associate member basis – level of fees to be agreed at an AGM or extraordinary general meeting
- b)** Submitting applications to grant awarding bodies for appropriate funds
- c)** Working in partnership with organisations which have funds to spend in the Park ward
- d)** By other means in keeping with the role of the Forum, including revenue from the website, donations, and proceeds from events

7. Amendments to the Constitution

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.

8. Dissolution

a) The Forum may be dissolved only by a two thirds vote of those present and voting at a properly constituted General Meeting.

b) In the event of dissolution of the Forum its assets will be distributed to one or more non-profit organisations whose purposes are consistent with the purposes of the Forum as set out above, as determined by a simple majority vote of those present at the meeting called to dissolve the Forum.

April 2014