



COPY FOR PUBLIC INSPECTION

Our Ref: SB/ NH Forum
Your Ref: -
Please Contact: E Gingell
Direct Line: 01604 838306
Date: 7th August 2013
E-mail: neighbourhoodplanning@northampton.gov.uk

To Whom It May Concern:

Application to Designate a Neighbourhood Forum: Neighbourhood Planning (General) Regulations 2012:

The attached application to designate a Neighbourhood Forum for Spring Boroughs was received by Northampton Borough Council on the 2nd August and was deemed in accordance with regulation 7 of the Neighbourhood Planning (General) Regulations 2012.

The Application requests the designation of a Neighbourhood Forum for Spring Boroughs for the purposes of Neighbourhood Planning. Anyone wishing to make representations about this proposed Neighbourhood Area may do so. Representations should be made in writing to:

Planning Policy,
Northampton Borough Council,
FREEPOST MID17237,
Northampton,
NN1 1WJ,

Or email: neighbourhoodplanning@northampton.gov.uk

Copies of forms on which representations can be made are available to download from www.northampton.gov.uk, collect in the one-stop-shop (Guildhall), the Central Library (Abington Street) or St James' Library. The form includes a map of the proposed area. Although representations do not have to be made using the form, it may assist in ensuring that all relevant information is contained with any representation. Representations must be received no later than **5 pm on Friday 4th October 2013**.

If you have any additional questions or require assistance in making a representation please do not hesitate to contact Ellie Gingell, Senior Planning Officer either by telephone (01604 838306) or email neighbourhoodplanning@northampton.gov.uk

Frequently asked Questions:

1. What is a Neighbourhood Plan and who can write one?

A Neighbourhood Plan is a new type of plan which will focus on local areas rather than the Borough as a whole. Neighbourhood Plans will be prepared by communities, although the Borough Council will provide technical advice and support or fulfil certain legal requirements such as publicising the application or plan.

The plan making process must be led by the local Parish Council, or a Designated Neighbourhood Forum.

Policies included in Neighbourhood Plans must be related to the use of land in the area, or to spatial matters (i.e. aspects that affect how a place works).

2. Who decides the Neighbourhood Forum?

The community that wish to prepare a Neighbourhood Plan, where there is no Parish Council, must apply to become a Neighbourhood Forum. A copy of their constitution is made public by Northampton Borough Council and representations are invited. Once the Forum is designated, no other group can become a Neighbourhood Forum in the area. Therefore, the Borough Council look at responses made during this time very carefully before 'designating' the forum, or declining to designate if it does not meet the legal requirements or make up.

The designation will last for a period of five years.

3. Who can join a Neighbourhood Forum?

A Neighbourhood Forum must be open to everyone who lives (resident), works, has a business in the area or is an elected member of either the Borough Council or County Council and have a minimum of 21 members. Each group will have different rules over how people can join the forum and how they can vote. If you would like more information about the forum, you are encouraged to contact the group (contact details form part of the application).

However, you do not have to join a forum if you do not want to.

4. Who will pay for the Neighbourhood Planning process?

It will be up to the community to pay for the preparation of their Neighbourhood Plan. The Borough Council will pay for the independent examination and referendum.

5. Can a Neighbourhood Plan stop development?

A Neighbourhood Plan must be in general conformity with the Council's development plan documents, plans and strategies from other public bodies, utility and service providers. Neighbourhood Planning cannot prevent development where this has been identified in the emerging Joint Core Strategy, Central Area Action Plan (CAAP), or emerging Northampton Related Development Areas Development Plan Document (NRDA DPD).

However, Neighbourhood Planning can influence where new development is located, and the design, layout and materials used. Neighbourhood Planning can help to ensure that new development is sympathetic to the surrounding area and meets the needs of the local community. The Government is very clear that it will not be possible to use Neighbourhood Plans to stop development.

6. What weight (importance) will be given to a Neighbourhood Plan?

Once adopted, Neighbourhood Plans hold considerable legal status. Planning decisions will be taken in accordance with Neighbourhood Plans and the other plans and strategies which make up the "Local Plan", unless material considerations indicate otherwise.

SPRING BOROUGH'S VOICE

Application to form a Neighbourhood Forum

STATEMENT

In accordance with the Neighbourhood Planning (General) 2012 regulation 8, As Chairman, I am applying on behalf of Spring Borough's Voice to make an application to designate a Neighbourhood Forum for the Spring Borough's area (as per the map attached).

Spring Borough's Voice is open to all those who live in the area, work in the area and the elected Members for the Borough and County Council, as set out in our constitution (see attached). The Forum will have a minimum of 21 members who live in the area, work in the area or are elected Councillors. The Forum has been established for the express purpose of promoting and improving the social, economic and environmental well being for the Spring Borough's Voice area. We believe that we satisfy the requirements of section 61F(5) of the Town and Country Planning Act, as amended by the Localism Act (2011)

Andy Clarke

Chair of Spring Borough's Voice

BACKGROUND

Spring Boroughs is a predominantly residential area located between key areas of regeneration, including the Castle Station, Enterprise Zone and Northampton town centre.

In January 2013, Northampton Borough Council adopted the *Central Area Action Plan* (CAAP), which sets the overarching planning framework for the area. The CAAP includes key objectives for Spring Boroughs, and identifies a need for regeneration of the area.

Spring Boroughs was successful in its bid to become a part of the 5th wave of national front runners, receiving support and funding from the *Department for Communities and Local Government* in preparing a Neighbourhood Plan.

In 2012/13, *Planning Aid England* held regular workshop sessions to help the community to understand the planning issues in their area.

The area is not within a civil parish, and therefore is not represented by a Parish Council. There are a number of active local community groups in the area. To meet the legal requirements of preparing a Neighbourhood Plan, it is essential that a *Neighbourhood Forum* is established.

Northampton Borough Council invited applications for the role of Independent Chair for the prospective Neighbourhood Forum. The award of contract was agreed by ward members and two representatives from the community. The position of Independent Chair was awarded to Andy Clarke of the University of Northampton. Once the Neighbourhood Forum is established, the role of Chair will pass to a member of the forum, and Andy will provide a technical planning support.

Between 7th March and 25th July, 17 Drop-In meetings were held at Castle Hill URC for residents to find out more about neighbourhood planning. These meetings were helpful in finding those residents who may wish to become a member of a future Neighbourhood Forum. During this time about 120 resident visits amounted, taking account of multiple visits, to an approximate total of 35 different residents who have visited the Drop-Ins. Other residents have been contacted through numerous ad-hoc community meetings, Tea and Toast at Spring Boroughs School and festivals. The Drop-Ins were publicized through notices around the estate and a flyer to all households. In May 2013 workshop events were held to explore issues for the preparation of a Neighbourhood Forum. To celebrate its achievements the Neighbourhood Forum with the help of local partner organisations held a 'Spring Festival' with farm animals, music, food and events.

It is my opinion, as Chair of the Neighbourhood Forum, former Local Authority Head of Planning, former Chief Executive of Northamptonshire Partnership (now Northamptonshire Enterprise Ltd.) and current Fellow of the University of Northampton, the emerging Neighbourhood Forum is ready to be authorized, in accordance with The Localism Act 2012, to begin work on a Neighbourhood Plan for Spring Boroughs.



SPRING BOROUGHS NEIGHBOURHOOD AREA

In May 2012, an application to designate a Neighbourhood Area for Spring Boroughs was submitted to the Council. At present the application remains undetermined, as it was agreed that further work was required in establishing the Neighbourhood Forum. In making this application, the Neighbourhood Forum feels this milestone has been achieved.

The Neighbourhood Forum requests that the consultation on the proposed Neighbourhood Area is reopened. The Neighbourhood Forum supports the proposed boundary as indicated on the Neighbourhood Area application (May 2012). For reference, a map of the proposed area is attached to this application.

CONSTITUTION

A copy of our constitution forms part of this application and is attached to this statement. The constitution has been informed by a number of workshop events within the Spring Boroughs community. A key aspiration of the constitution is to ensure that a minimum of 66% of the Neighbourhood Forum's membership are residents of the Spring Boroughs area, throughout the lifetime of the Neighbourhood Forum.

CONTACT

The contact for this application is:

Andy Clarke

Chair of Spring Boroughs Voice

c/o United Reformed Church

Doddridge Street

Northampton

Tel 07595158535

Appendices:-

- Draft constitution
- Minute of Meeting 20th June, which approved the draft constitution.
- Membership list - CONFIDENTIAL

SPRING BOROUGH'S VOICE

PROPOSED CONSTITUTION

1.Name

The name of the group shall be Spring Borough's Voice Neighbourhood Development Forum.

2.Purpose and Aims

The purpose and aims of the group shall be to promote and improve the social, economic and environmental well-being of the neighbourhood area and will include actions that:

1. Work towards the production of a Neighbourhood Development Plan and Neighbourhood Development Orders, as necessary.
2. Work towards an increase in the effectiveness of public involvement in decision-making.

3. Independence

The group will do its best to make choices and act upon the consensus views and choices of the wider community, as far as possible embracing the range of views. The group will be independent of any political party, religious, trade or campaign organisation.

4. Membership

Membership of the Forum shall be open to any individual living or working in the designated area or is an elected Councillor for the area, without regard to age (after their 16th birthday), disability, political affiliation, religion or belief, ethnic identity, gender identity or sexual orientation who is interested in the physical development of the area and willing to abide by the Code of Conduct of the Forum. Local community organisations shall be allowed one place only on the Forum.

The Forum's Membership is open to:



- a) Individuals who live in Spring Boroughs Neighbourhood Area;
- b) Individuals who work (including charity work), or carry out business in Spring Boroughs Neighbourhood Area;
- c) Elected Members of Northampton Borough Council and Northamptonshire County Council, whose ward falls within Spring Boroughs Neighbourhood Area

Persons who satisfy the above criteria, shall become a Member upon notification to the Secretary, indicating their preferred means of contact, the nature of their work in Spring Boroughs for non-residents, and their address in the case of residents.

Declarations, such as financial, party political employment, land ownership or other organisational interests, that may have a bearing on the work of the Forum, will be recorded by the secretary.

The current membership is listed at Appendix 1. A minimum of 21 Members is required at all times, each of whom must satisfy at least one of the above criteria.

It is the declared aim of Spring Boroughs Voice Neighbourhood Forum that 66% of the membership shall be made up of residents. The 66% proportion of residents is not enshrined in the constitution as a restriction on further activity, if the number should fall below that target. However, if the proportion of residents does fall below 66%, the Spring Boroughs Voice will undertake reasonable endeavours to recruit additional residents as members. It is also a declared aim of Spring Boroughs Voice that resident members will be recruited from a cross section of religion and belief, ethnic identity, age, sex and sexual orientation and interest groups. In addition Spring Boroughs Voice will seek to maintain an appropriate spread of resident members across all geographical parts of Spring Boroughs

Any Member may resign Membership by providing the Secretary with written notice.

5.Officers of the Forum

The forum will elect a Chair, Deputy Chair, and Treasurer from within its Membership on an annual basis. The Chair shall appoint a Secretary, who may be a paid employee of one of the Forum's members.

6.Meetings and Training

The Forum will meet on as regular a basis as is required, to discuss issues and progress the drafting of the Neighbourhood Development Plan.

Meetings will be arranged at least 7 days in advance to provide sufficient notice for Members to attend.

Meetings shall be in public and notice given to the general public.

The group will meet regularly through the use of 'drop-in' sessions. These will be held fortnightly at 2.00 to 4.00 and again at 6.00-7.00pm in addition to the hour before the quarterly Spring Boroughs Residents Association meetings. The Drop-In meetings will be principally consultative in nature. These meetings will be advertised via local notices in the area and through direct communication with Members.

Training opportunities related to Neighbourhood Planning will be provided where possible. Registered Members will make every effort to attend where practical to do so.

Meetings of the Neighbourhood Forum (including drop-ins) should be recorded and, where relevant, may be attended by the relevant officers of NBC Planning and Housing and by the NBC Portfolio Holder.

7. Decision Taking

Formal decisions will be made at a Forum meeting to be held at least twice per year and additionally, as necessary, to elect officers and provide a general update on the work of the plan. Members of the group, who are residents, will be expected to encourage other residents to attend.

The Neighbourhood Forum will do its best to make choices and decide upon actions that are based upon a reasonable understanding of the informed choices of the wider community as measured by regular community involvement surveys and events.

All members will be entitled to vote at a Forum meeting and voting shall be by a show of hands on a majority basis. Votes for Chair and other officers will be by secret ballot by the residents only, unless the nominations are unopposed, in which case a show of hands will be appropriate.

8. Quorum

The quorum for a meeting to proceed will be seven members, of which 3 are residents plus the Chair or Deputy Chair. A meeting or part of a meeting may be deferred or held informally if a quorum is present but the chair rules that its discussions will not be adequately informed without other members being present.

Technical experts and promoters of development schemes, including developers, agents, consultants and Borough Council, Councillors from adjacent wards and representatives of other organisations (e.g. adjacent Neighbourhood Forums or Neighbourhood Planning Groups) may attend

Forum meetings with the agreement of the Chair, Deputy Chair or Secretary to give information, advice and to set out options for action. They will not be able to take part in the Forum's decision-making.

9.Complaints

Any complaint about the behaviour of a member in respect of their work for the group should be made in writing to the chair of the group. The chair and the secretary will investigate the complaint and decide on action as appropriate. A complaint against the Chair should be made in writing to the Director of Planning, Regeneration and Enterprise of Northampton Borough Council.

10.Finance

The Treasurer shall keep a clear record of income and expenditure, where necessary, supported by receipts.

11.Changes to the Constitution

The constitution may be altered and additional clauses may be added at a General Meeting and changes must be agreed with the consent of two-thirds of those Members who are present.

12.Relationship to Other Groups

The Neighbourhood Forum will be represented on Spring Boroughs Residents Association and Castle Partnership.

The Neighbourhood Forum will have strong links with the Project Board of Northampton Borough Council.

The Forum will seek to compliment the work of existing community groups and organisations.

13. Communication

The Group will communicate with the local community through Facebook, Twitter and printed materials. The secretary will take the lead in communication.

14. Dissolution

Once the Neighbourhood Plan has been adopted by Northampton Borough Council, the Spring Boroughs Neighbourhood Planning Forum will be wound up. A majority of the membership shall decide on the proper disposal of any remaining monies held by the Forum.

APPENDIX



List of Members (to follow) [\[note: this has been received by Northampton Borough Council\]](#)

Andy Clarke 21st June 2013

SPRING BOROUGHES Emerging NEIGHBOURHOOD FORUM

Note of Meeting re Constitution

20TH June 2013-United Reformed Church-at 5.30pm

Those present were:

- Andy Clarke, University of Northampton-Chair of Neighbourhood Forum
- Jennie Crane, Community Minister, United Reformed Church
- John Dickie-resident
- Marie Dickie-resident
- Cllr Winston Strachan
- Cllr Danielle Stone
- Joe Joyce-resident
- Ann Timson-resident
- Dee McGovern-Springs Family Centre
- Duncan McAlpine-Spring Lane School
- Louise Catterall-NHFT
- Martin Powell-resident
- Tracy Durdan-resident
- Laura Greenfield-resident
- Desantila Agastra-resident
- Ellen Tero-resident
- Linda Crick-United Reformed Church

1. Background.

Andy Clarke gave a brief history of the background to Neighbourhood Planning, explaining the process which led to a successful bid to DCLG on behalf of Spring Boroughs. It was explained that this could ultimately lead to the formation of a Neighbourhood Forum. Thursday Drop-Ins have already proved to be an effective means of communication. Residents are mixing together and highlighting concerns and issues that need to be addressed on Spring Boroughs

2. Note of meeting on 21st May 2013.

The note of this meeting had been circulated previously. Marie Dickie made the point that Springs Charity was the more appropriate body for contact not Sure Start. This point was noted.

3. Name for the Forum.

This point was raised and suggested names were submitted and members were encouraged to consider the name of the Forum at the end of the meeting. For the purposes of this minute, the voting was as follows:

SPRING BOROUGHS FUTURE	1
SPRING BOROUGHS TOGETHER	1
SPRING BOROUGHS VOICE	9
MAKING SPRING BOROUGHS BETTER	1
NETWORK SPRING BOROUGHS	1
SPRING BOROUGHS PLANNING	1
SPRING BOROUGHS NEIGHBOURHOOD FORUM	1

The meeting decided to agree the name Spring Boroughs Voice as the name of the Neighbourhood Forum

4. Rules of the Forum or Constitution

a) Sections 1,2 and 3

After lengthy discussion a proposal to keep sections 1,2 and 3, as written, was agreed following a vote recorded as follows: 10 in favour, 3 against, 3 abstentions

b) Membership of the Forum

It was re-iterated that membership of the Forum should be open to all who reside, work or carry out business in the area. It was stated that residents should hold a significant majority of the membership and should reflect the ethnic and cultural mix of the area. It was stated that the age of members should be addressed as well as a geographical mix. A vote on this section unanimously supported the draft, with some small changes to wording.

c) Meetings and Drop-Ins

It was agreed that the Forum will meet on a regular basis as required. Meetings will be arranged at least 7 days in advance. Meetings shall be in public and notice given to general public. Drop-Ins will continue fortnightly. They will be principally consultative in nature.

d) Decision taking.

Agreed that all members would have a vote with the exception of local authority and registered social landlords.

e) Sections 8-14

Quorum. The draft was amended to six members, of which 3 should be residents plus Chair or Deputy. The other clauses were agreed.

The draft constitution was approved by the meeting.

5. List of Members.

All members present indicated their wish to be listed of members of the Neighbourhood Forum

6. Any Other Business.

None

7. Date of Next Meeting

25th July 2013

The meeting closed at 6.55pm

Andy Clarke, University of Northampton-Independent Chair of Spring Boroughs Neighbourhood Forum

SPRING BOROUGH'S VOICE

Application to form a Neighbourhood Forum

STATEMENT

In accordance with the Neighbourhood Planning (General) 2012 regulation 8, As Chairman, I am applying on behalf of Spring Borough's Voice to make an application to designate a Neighbourhood Forum for the Spring Borough's area (as per the map attached).

Spring Borough's Voice is open to all those who live in the area, work in the area and the elected Members for the Borough and County Council, as set out in our constitution (see attached). The Forum will have a minimum of 21 members who live in the area, work in the area or are elected Councillors. The Forum has been established for the express purpose of promoting and improving the social, economic and environmental well being for the Spring Borough's Voice area. We believe that we satisfy the requirements of section 61F(5) of the Town and Country Planning Act, as amended by the Localism Act (2011)

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Chair of Spring Borough's Voice

BACKGROUND

Spring Boroughs is a predominantly residential area located between key areas of regeneration, including the Castle Station, Enterprise Zone and Northampton town centre.

In January 2013, Northampton Borough Council adopted the *Central Area Action Plan* (CAAP), which sets the overarching planning framework for the area. The CAAP includes key objectives for Spring Boroughs, and identifies a need for regeneration of the area.

Spring Boroughs was successful in its bid to become a part of the 5th wave of national front runners, receiving support and funding from the *Department for Communities and Local Government* in preparing a Neighbourhood Plan.

In 2012/13, *Planning Aid England* held regular workshop sessions to help the community to understand the planning issues in their area.

The area is not within a civil parish, and therefore is not represented by a Parish Council. There are a number of active local community groups in the area. To meet the legal requirements of preparing a Neighbourhood Plan, it is essential that a *Neighbourhood Forum* is established.

Northampton Borough Council invited applications for the role of Independent Chair for the prospective Neighbourhood Forum. The award of contract was agreed by ward members and two representatives from the community. The position of Independent Chair was awarded to Andy Clarke of the University of Northampton. Once the Neighbourhood Forum is established, the role of Chair will pass to a member of the forum, and Andy will provide a technical planning support.

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The Neighbourhood Forum requests that the consultation on the proposed Neighbourhood Area is reopened. The Neighbourhood Forum supports the proposed boundary as indicated on the Neighbourhood Area application (May 2012). For reference, a map of the proposed area is attached to this application.

CONSTITUTION

A copy of our constitution forms part of this application and is attached to this statement. The constitution has been informed by a number of workshop events within the Spring Boroughs community. A key aspiration of the constitution is to ensure that a minimum of 66% of the Neighbourhood Forum's membership are residents of the Spring Boroughs area, throughout the lifetime of the Neighbourhood Forum.

CONTACT

The contact for this application is:

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4. Work towards an increase in the effectiveness of public involvement in decision-making.

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Marie Dickie-resident

Cllr Winston Strachan

Cllr Danielle Stone

Joe Joyce-resident

Ann Timson-resident

Dee McGovern-Springs Family Centre

Duncan McAlpine-Spring Lane School

Louise Catterall-NHFT

Martin Powell-resident

Tracy Durdan-resident

Laura Greenfield-resident

Desantila Agastra-resident

Ellen Tero-resident

Linda Crick-United Reformed Church

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NETWORK SPRING BOROUGHS	1
SPRING BOROUGHS PLANNING	1
SPRING BOROUGHS NEIGHBOURHOOD FORUM	1

The meeting decided to agree the name Spring Boroughs Voice as the name of the Neighbourhood Forum

11. Rules of the Forum or Constitution

f) Sections 1,2 and 3

After lengthy discussion a proposal to keep sections 1,2 and 3, as written, was agreed following a vote recorded as follows: 10 in favour, 3 against, 3 abstentions

g) Membership of the Forum

It was re-iterated that membership of the Forum should be open to all who reside, work or carry out business in the area. It was stated that residents should hold a significant majority of the membership and should reflect the ethnic and cultural mix of the area. It was stated that the age of members should be addressed as well as a geographical mix. A vote on this section unanimously supported the draft, with some small changes to wording.

h) Meetings and Drop-Ins

It was agreed that the Forum will meet on a regular basis as required. Meetings will be arranged at least 7 days in advance. Meetings shall be in public and notice given to general public. Drop-Ins will continue fortnightly. They will be principally consultative in nature.

i) Decision taking.

Agreed that all members would have a vote with the exception of local authority and registered social landlords.

j) Sections 8-14

Quorum. The draft was amended to six members, of which 3 should be residents plus Chair or Deputy. The other clauses were agreed.

The draft constitution was approved by the meeting.

12. List of Members.

All members present indicated their wish to be listed of members of the Neighbourhood Forum

13. Any Other Business.

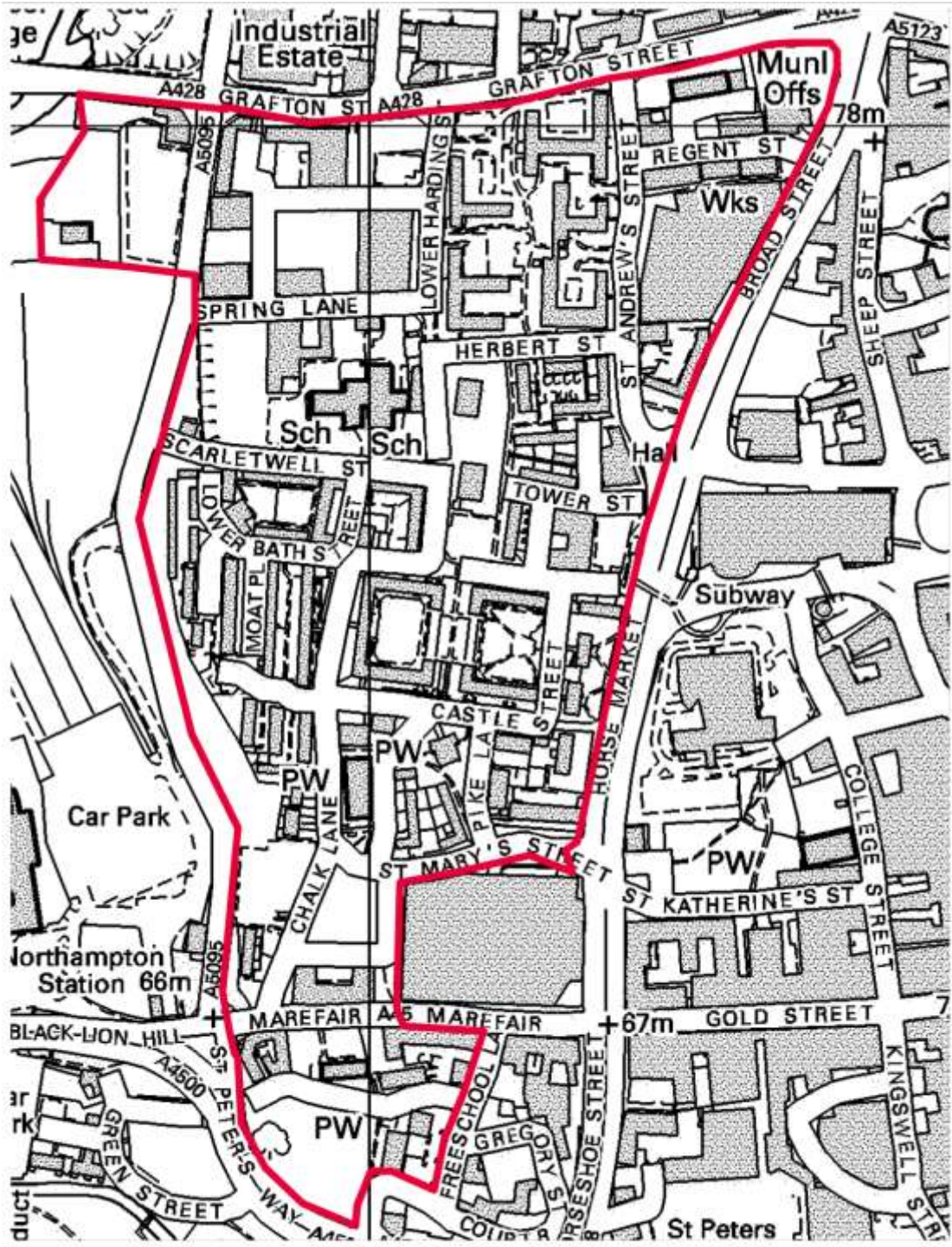
None

14. Date of Next Meeting

25th July 2013

The meeting closed at 6.55pm

Andy Clarke, University of Northampton-Independent Chair of Spring
Boroughs Neighbourhood Forum



Date: NBC Planning Policy
 Date: 10th May 2012
 Scale: 1:3000
 Date: Planning
 Plan: SB NH Plan

Title
Area for Designation

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