

NEIGHBOURHOOD FORUM APPLICATION FORM

Town and Country Planning Act 1990

Neighbourhood Planning Regulations (General) Regulations 2012

This form is designed to assist in simplifying the process of designating a Neighbourhood Forum by organisations who intend to produce Neighbourhood Plans in non-parished areas of Uttlesford District Council.

You do not need to use this form to make an application for a Neighbourhood Forum designation, however completing the form will help ensure that sufficient information is submitted.

If you require any further guidance or would like to discuss your proposed Neighbourhood Forum application with Uttlesford District Council before you submit your application, please contact the Planning Policy Team by email at planningpolicy@uttlesford.gov.uk

Please note that the information provided on this form will be made public along with any other supporting information submitted. Sensitive information will be redacted.

| | |
|-------------------|-----------------|
| Contact Name: | William Bargman |
| Address: | [REDACTED] |
| Email address: | [REDACTED] |
| Telephone Number: | [REDACTED] |

| | |
|-------------------|--------------|
| Contact Name: | Sarah Brewin |
| Address: | [REDACTED] |
| Email address: | [REDACTED] |
| Telephone Number: | [REDACTED] |

| | |
|--------------------------------------|-------------------------------------|
| Name of proposed Neighbourhood Forum | Lindsell Parish Neighbourhood Forum |
|--------------------------------------|-------------------------------------|

| | | |
|---|-------------------------------------|--------------------------|
| Please tick to confirm that the Neighbourhood Forum has a written constitution and that a copy of the constitution is attached to this application. | Yes | No |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

A minimum of 21 individuals are required to designate a Neighbourhood Forum. The membership should be made up of a mix of people who live or work in the area and elected members for a local authority that represent (in part or fully) the area concerned. The forum must also be open to new members. Please provide a list of the individuals that form the proposed Neighbourhood Forum and their relationship to the Neighbourhood Area.

| | Name and Address | Relationship to the Lindsell Parish Area (Please tick) | | | Occupation if Employee |
|----|---------------------------------------|--|-------------------------------------|----------------|------------------------|
| | | Resident | Business Owner or Employee | Elected Member | |
| 1 | J. Curtis, [REDACTED] | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | Farmer |
| 2 | A. Harrington, [REDACTED] | <input checked="" type="checkbox"/> | | | |
| 3 | M. Savage, [REDACTED] [REDACTED] | <input checked="" type="checkbox"/> | | | |
| 4 | C. Barnard, [REDACTED] [REDACTED] | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | Company Secretary |
| 5 | J. Petchey, [REDACTED] | <input checked="" type="checkbox"/> | | | |
| 6 | M. Williams, [REDACTED] [REDACTED] | <input checked="" type="checkbox"/> | | | |
| 7 | P. Pinkham, [REDACTED] | <input checked="" type="checkbox"/> | | | |
| 8 | P. Beszant, [REDACTED] [REDACTED] | <input checked="" type="checkbox"/> | | | |
| 9 | P. Cater, [REDACTED] | <input checked="" type="checkbox"/> | | | |
| 10 | D. Jupp, [REDACTED] | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | Landscape Gardener |

| | | | | | |
|----|---|---|---|---|--------------------------|
| 11 | M. Martin, [REDACTED] [REDACTED] | ✓ | | | |
| 12 | S. Popplewell, [REDACTED] [REDACTED] | ✓ | | | |
| 13 | D. Hunt, [REDACTED] [REDACTED] | ✓ | ✓ | | Farmer |
| 14 | C. Wells, [REDACTED] | ✓ | | | |
| 15 | N. Allen, [REDACTED] [REDACTED] | ✓ | | | |
| 16 | R. Hatton, [REDACTED] [REDACTED] | ✓ | | | |
| 17 | R. Church, [REDACTED] | ✓ | | | |
| 18 | D. Haigh, [REDACTED] | | ✓ | | Business Owner |
| 19 | E. Denny, [REDACTED] | ✓ | | | |
| 20 | C. Hynes, [REDACTED] [REDACTED] | ✓ | | | |
| 21 | W. Maddison, [REDACTED] [REDACTED] | ✓ | | | |
| 22 | S. Menhinick, [REDACTED] | ✓ | | | |
| 23 | R. Leeder, [REDACTED] | ✓ | | | |
| 24 | C. Barndardo, [REDACTED] [REDACTED] | ✓ | | ✓ | Business Owner |
| 25 | R. Haynes, [REDACTED] [REDACTED] | | | | ✓ District Councillor |

| | | | | | |
|----|---|---|--|--|--|
| 26 | D. Cowan, [REDACTED] [REDACTED] Lindsell | ✓ | | | |
| 27 | O. Lomas, [REDACTED] [REDACTED] [REDACTED] | ✓ | | | |
| 28 | S. Brewin, [REDACTED] [REDACTED] | ✓ | | | |
| 29 | W. Bargman, [REDACTED] [REDACTED] | ✓ | | | |

*** PRIVACY NOTICE**

The Council will use the information you submit, or have submitted, in all correspondence to the Council to enable the council's planning policy section to consider any information, representation or evidence submitted to assist with the designation and planning examination of the Lindsell Parish Neighbourhood Development.

Further information about Data Protection rights in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018, for example how to contact the Data Protection Officer, how long information is held or how we process your personal information can be found at: <https://www.uttlesford.gov.uk/privacy-notice> Printed copies of the Council's Privacy Notices can be provided on request.

The Council will:

- Use the information you provide for the purpose of performing of its statutory duties.
- Make any disclosures required by law and may also share this information, both across council departments and with other local authorities and government organisations.
- Check information you have provided, or information about you that someone else has provided, with other information it holds.

The Council will not give information about you to anyone else, or use information about you for other purposes, unless the law allows this.

In accordance with the General Data Protection Regulation please complete:

Section 1 below if you are providing personal details on the Lindsell Neighbourhood Plan Designation Application and plan process.

1. USE OF PRIVATE DATA WHEN MAKING COMMENTS

Please tick this box to provide your consent to allow Uttlesford District Council to process your data, in accordance with the [General Data Protection Regulation and Data Protection Act](#), so your membership for the Lindsell Neighbourhood Plan Forum application can be processed.

***Your name and comments will be made public, but any address, telephone and email address will remain confidential.**

Please explain how the organisation meets the conditions required to be designated a Neighbourhood Forum as described in Section 61F (5) of the 1990 Act (as amended), ¹ which requires that:

- (a) The organisation is established for the purpose of promoting or improving the social, economic, and environmental wellbeing of the area:
- (b) The organisation's membership is open to individuals who live or work in the neighbourhood area concerned, or who are ward/parish councillors whose ward (or part of their ward) falls within the neighbourhood area concerned;
- (c) The organisation's membership includes a minimum of 21 individuals; and
- (d) The organisation has a written constitution.

Lindsell does not have a Parish Council, rather it has a Parish Meeting which is not recognised as a Qualifying Body for the purposes of preparing a Neighbourhood Plan. The Parish Meeting of Oct-2022 set in motion an investigation into the steps needed to write and adopt a Neighbourhood Plan. This application is the result of that investigation and should it be successful, it will provide a Qualifying Body to apply for a Neighbourhood Area to be designated and for a Neighbourhood Plan to be written. On completion and after successful examination, the Plan will be put to a referendum in the Neighbourhood Area.

“(a) The organisation is established for the purpose of promoting or improving the social, economic, and environmental wellbeing of the area”

The proposed constitution reads:

“2. Forum Objectives

The objectives of the Forum shall be to:

- a) promote social, economic and environmental well-being of the Area”

As part of the Neighbourhood Plan, it is intended to carry out a Landscape and Environmental Assessment as well as a Housing Needs Assessment. Also, Information on social and economic needs will be collected during the public consultation and information gathering process using questionnaires and other channels eg. social media, local publications and public meetings.

The intention is that planning policies will be included in the Neighbourhood Plan, based on the evidence gathered, to improve social, economic, and environmental wellbeing, by helping to interrogate and address local housing need, local environmental challenges, and other challenges and opportunities identified.

“(b) The organisation’s membership is open to individuals who live or work in the neighbourhood area concerned, or who are ward/parish councillors whose ward (or part of their ward) falls within the neighbourhood area concerned”

The proposed constitution reads:

“3. Membership

a) Membership of the Forum is open to all:

- i. individuals who live in the Area
- ii. individuals who work and are based in the Area (whether for business carried out there or otherwise). The business must be active and have valid accounts for its financial year ending within a year of the application date.
- iii. individuals who are elected: Members of Parliament, members of Essex County Council (‘ECC’) or members of Uttlesford District Council (‘UDC’) whose constituency/ward includes any part of the Area
- iv. public bodies or organisations e.g. churches, charities, clubs, societies, etc., which operate and use facilities in the Area, through their appointed representatives. One representative per organisation, substitutes may attend with prior notice to the meeting secretary”

As mentioned, the process started at our Parish Meeting in October 2022. Having established that a Neighbourhood Forum would be required, publicity of the Forum was started with an article in the January 2023 edition of Lindsell News, a monthly publication distributed free to the whole parish. Since then, a follow-up article has been published in Lindsell News in March 2023. Posters inviting members to come forward for the Forum have been displayed on village notice boards and in local businesses to ensure that those working in the Area were included. The poster was also included on the Lindsell Facebook page. A status report was provided at the most recent Parish Meeting in June 2022 and a display was available to view at the village fete in July 2023 explaining the background and process with volunteers on hand to answer questions.

“(c) The organisation’s membership includes a minimum of 21 individuals”

The proposed constitution reads:

“3. Membership

c) The Forum shall have a minimum of 21 members, all members must fall within the scope of 3a).”

Although it is a requirement of the constitution that all Full Members must meet at least one of the four main eligibility criteria, Associate Membership is open to anyone who falls outside these criteria. So far, there have been no expressions of interest from anyone who falls outside the eligibility criteria. It is worth mentioning that Lindsell Parish has a total population of 259 (2021 census) with around 200 on the electoral role. Therefore, we are required to have over 10% of the adult population as a minimum membership of our Forum. In fact, we have a total of 29 (two of whom are non-resident in the Area) which means we have over 13% of the adult population as prospective members of the Forum. As a comparison, the neighbouring parish of Stebbing has an adult population of c.1,120 (2021 census) meaning less than 2% would be needed to reach the same minimum membership. We have over 6 times this which we feel is an excellent result. There are prospective members from all population centres in the Parish including local built-up areas and from sparsely populated areas. We have six prospective members who work in the Area, our District Councillor as the elected member and the main local organisations are represented (Parish Meeting, Church, Village Hall and "Lindsell News"). We have prospective members from all age groups: the 50 to 64 age group is slightly over-represented and the 18-34 group slightly under-represented (pressure of work and personal commitments are significant factors in this age group). The 35 to 49 group and 65+ age group are represented broadly in line with the local population demographic.

“(d) The organisation has a written constitution”

A copy of the proposed constitution is attached to this application

The proposed constitution is based on existing Neighbourhood Forum constitutions available online.

It is proposed that the attached constitution will be formally adopted by majority vote at an Inaugural General Meeting should this application for designation of the Forum be successful.

Please continue a separate sheet if required.

| | |
|---|--------------------------|
| Signed (Primary Contact) (Required): | [Redacted] |
| Name: | William Bargman |
| Position: | Prospective Forum Member |
| Date: | 17/04/2023 |
| Signed Applicant 2 (Optional) | [Redacted] |
| Name: | Sarah Brewin |
| Position: | Prospective Forum Member |
| Date: | 18/10/23 |
| Signed Applicant 3 (Optional) | |
| Name: | |
| Position: | |
| Date: | |

Following the submission of your Neighbourhood Area application, Uttlesford District Council will:

- Validate your application;
- Check that the application meets the requirements to be designated a Neighbourhood Forum, taking into account the criteria of in section 61F (5) of the 1990 Act (as amended), and considering how the organisation applying for the Neighbourhood Forum designation has:
 - o Secured, or taken reasonable steps to secure, membership from at least one person falling within each of the required categories;
 - o Drawn its membership from different places within the Neighbourhood Area concerned, and from different sections of the community in the area; and
 - o A purpose which reflects the character of the Neighbourhood Area (in general terms).
- Publish the application for a minimum six-week period to allow for representations; and
- Consider any representations received and make a decision as to whether to designate the Neighbourhood Forum.

Please submit the completed application form, accompanying plan and any supporting information by email at

planningpolicy@uttlesford.gov.uk