



Designating a Neighbourhood Forum/ Area Guidance Notes

This document provides support and advice to help applicants to complete the application to designate a neighbourhood forum or area. The information below corresponds to each of the questions within the application form. Should you require any further assistance or wish to discuss anything contained within the guidance notes please contact the Planning Policy team at:

Planning Policy, Town Hall, Coton Road, Nuneaton, Warwickshire CV11 5AA.

Email: planning.policy@nuneatonandbedworth.gov.uk or call 024 7637 6376.

- 1. Primary Contacts details** - This information is a statutory requirement for the designation of a forum and the name and contact details provided will be published within the application process. This person will act as the primary point of contact for the forum.
- 1a. Secondary Contact details** - A secondary contact is optional but maybe of use in supporting the primary contact. Details provided within this section will be published as a part of the consultation process for the application.
- 2. Name of the Neighbourhood Forum** - Please tell us the formal name of the neighbourhood forum that all correspondence will be addressed to.
- 3a. Name of Neighbourhood Area** - Please tell us the name of the wards which are included within the Neighbourhood Area. The Council prefers that Neighbourhood Areas are in line with existing ward boundaries. Details of the existing ward boundaries are available from the Council if required.
- 3b. Please attach a map which identifies the area to which the application relates** - it is required that Ordnance Survey maps are used to show the extent of the Neighbourhood Area. This is to ensure that sufficient detail is available for the Council to determine that the proposed area does not include an area which is already designated within another Neighbourhood Area. Maps can be obtained from the Ordnance Survey website (<https://www.ordnancesurvey.co.uk/shop/os-getamap.html>), a free service is available which is sufficient to obtain a suitable map for this application. Please clearly show the boundary of the proposed Neighbourhood Area marked in red.
- 3c. Please state why the area is considered appropriate for the designation as a Neighbourhood Area** - In the case that a proposal is consistent with existing ward boundaries please confirm this being the reason why the area is considered appropriate. Should the proposed area deviate from existing ward boundaries please tell us in detail the reasons for this and why the area is considered appropriate for designation.
- 4. Members of the Neighbourhood Forum** - Please provide the details of 21 members of the proposed neighbourhood forum. For each member the name, address and relationship to the proposed area will need to be provided. Please be aware that at publication of the application the name and address of members will be removed. To be designated as a Neighbourhood Area applications must demonstrate that membership is representative of the characteristics of the community within the proposed area. For example, if the area includes businesses, have a mix of members who are residents and employees in the area. Applications for forums which fail to represent the whole community will not be designated. Membership is not limited to 21 people, but this is the minimum required to designate a forum. Up to a maximum of two members from the same household can be included within the 21 listed members.

- 5. Please supply a copy of the written constitution** - this document will detail the way in which the forum will operate and be governed. Provide details of what rules the forum will operate and how decision making processes will work. The constitution will need to be agreed and accepted by all members of the forum. This should explain the process of conflict resolution should the forum be unable to agree on specific points.
- 6. Written statement** - This statement will need to demonstrate the following:
- i.** The forum is established for the purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the Neighbourhood Area concerned;- Please provide details of how the forum aims to promote the above within the specific neighbourhood area, in completing this process it may be useful to highlight any specific issues that the forum intends to resolve.
 - ii.** The membership is open to anyone who lives or works in the Neighbourhood Area or is an elected member of the Council; Please state how awareness of the forum will be raised and the memberships process.
 - iii.** The forums membership includes a minimum of 21 people who live or work in the Neighbourhood Area or are a local Councillor; and This statement will need to support the information provided under question 4 and detail the make up of this group and how it is considered to represent the community within the proposed Neighbourhood Area. At this stage it may be helpful to discuss the membership of the group beyond those detailed within question 4. For confidentiality reasons please do not provide any specific names, addresses or other details of members within the statement. However, a general description of the types of members and relevant skills and experience will be helpful.
 - iv.** There is a written constitution. A copy of the constitution should be supplied under question 5. This statement will need to confirm how the constitution was prepared and agreed by the forum and how this will be applied to future members of the forum.