

## Application for Queens Park Area Neighbourhood Forum

### Statement:

In accordance with the Neighbourhood Planning (General) 2012 regulation 8, I am applying on behalf of the Queens Park Neighbourhood to make an application to designate a Neighbourhood Forum for the Queens Park Neighbourhood (as per the map attached).

A copy of our constitution is attached. The constitution contains details of the area to be covered by the plan, together with maps.

The Queens Park Neighbourhood Forum is open to all those who live in the area, work in the area, are active members of organisations based in the area and the elected Members for the Borough and County Council, as set out in our constitution. The Forum will have a minimum of 21 members who either live in the area, work in the area, are active members of organisations based 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 wellbeing for the Queens Park 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)

The contact for this application is:

[Redacted]  
Secretary Queens Park Neighbourhood Forum  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[katieabu@virginmedia.com](mailto:katieabu@virginmedia.com)

Signature: [Redacted] Chair  
Date: 8/1/18

Signature: [Redacted] Secretary  
Date: 8<sup>th</sup> January 2018

# Queen's Park Neighbourhood Forum Constitution

## Name

The name of the Forum shall be the Queen's Park Neighbourhood Forum (the Forum).

## Area of Benefit

- The Queens Park Neighbourhood Area (the Area) is situated approximately 2 miles north of Northampton Town Centre. The Area consists of a residential area together with a local park and allotments.
- The Forum will pursue its objectives in the Area (the Area of Benefit). The boundaries of the Area of Benefit have been defined by local people as members of the Forum.
- The Area falls entirely within the administrative boundary of Northampton Borough Council. Northampton Borough Council is the Local Planning Authority responsible for producing the Development Plan for Northampton. The Queens Park Neighbourhood Plan will form part of the Development Plan and will be used by Development Management in the determination of planning applications that will affect the Area.

## Objectives

The purpose of the Forum is

- To prepare a Neighbourhood Plan for the Area;
- To promote or improve the social, economic and environmental well-being of the Area;
- To promote and preserve the historical/heritage features of the Area.
- Any other appropriate purpose agreed by the Forum.

## Membership

- The membership of the Forum is open to anyone living and working in the neighbourhood area but must include at least 21 individuals who are either:
  - a) Residents living in the Neighbourhood Area;
  - b) Elected ward councillors for the Area;
  - c) Individuals working in the Area;
  - d) Individuals who are representatives of organisations or businesses active in the Area.
- The Forum will take reasonable steps to ensure that its membership includes at least one individual falling within each of (a) (b), (c) and (d).
- Members shall be accepted by the Forum; resignations from membership shall be received by the Forum.
- An up to date membership list will be kept by the Secretary.
- The Forum will take all reasonable steps to ensure its membership is representative of the diversity of the Area.
- The Secretary will report the current level of members at each Forum meeting, as well as the number present at that meeting (to see if there is a quorum for voting purposes). If membership falls below the minimum level of 21 people required, the Forum will actively recruit more members to bring it back to the minimum level and no decisions will be taken until this is the case.

# Queen's Park Neighbourhood Forum Constitution

## General Policies and Principles

The Forum will:

- Encourage involvement and membership of the Forum by residents, local representative groups and /or societies, and businesses in the area.
- Respect differences including gender, age, ethnicity, religion, sexual orientation, disability and income.
- Foster community spirit.
- Generally support actions generating employment and supporting local businesses in the area.
- Promote sustainable development and environmental improvement.
- Work to improve the well-being of local people and those who come here for education, work or recreation.
- Publicise and promote the work of the Forum.
- Work with other local groups and exchange information, advice and knowledge.
- Draw up any codes and policies it feels necessary to support its work.
- The Forum is politically and religiously neutral.

## Powers

In furtherance of its objects the Queen's Park Forum may

- Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds.
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- Employ staff and volunteers as are necessary to conduct activities to meet the objects of the Forum.
- Take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including taking out any contracts which it may see fit.

## Working Arrangements

The 21 forum members will include a Chair, Treasurer and Secretary. These positions will be open to any members of the Forum, however, members standing for these positions will need to be seconded and elected by a quorum of the Forum.

## Forum Meetings

- The purpose of the Forum is to be the decision-making body, which prepares an overarching Neighbourhood Plan reflecting the proposals & recommendations for the Area.
- Forum meetings will be held as required and will be open to all registered members of the Forum and any other interested parties.
- The Forum decisions will be made by a simple majority of those present with voting rights (full members of the Forum). If there is a tied vote, the Chair shall have a casting vote.

# Queen's Park Neighbourhood Forum Constitution

## Annual General Meetings

- Annual General Meetings (AGMs) will be held not later than 3 months after the end of the Financial Year, which will be determined on registration of The Forum.
- The Forum Chair, the Forum Treasurer and the Forum Secretary (The 'Officers') will be elected at each AGM for the following year.
- Members shall be given at least fourteen days' notice of when and where the meeting is to be held and of the agenda.
- Decisions will be by a simple majority. If there is a tied vote the Chair shall have a casting vote.
- A quorum for voting purposes will be one third of the membership.
- At any AGM, each member present will have one vote.
- Where practical, arrangements will be made to enable members who are unable to attend a meeting, to appoint the Chair as their proxy.
- An accurate record of meetings will be kept by the Secretary or agreed minute-taker.

## Extraordinary General Meeting (EGM)

- An Extraordinary General Meeting (EGM) may be called by applying to the Secretary.
- For all EGMs, Forum members will be given at least fourteen days' notice of the meeting and details of any proposed resolutions.
- At any EGM, each member present will have one vote.
- Where practical, arrangements will be made to enable members who are unable to attend a meeting to appoint the Chair as their proxy.
- An accurate record of meetings will be kept by the Secretary or agreed minute taker.

## Finance

- A bank account will be opened with the agreement of a Forum meeting.
- A Treasurer will be elected at the Annual General Meeting of the Forum to serve for a period of 12 months. The Treasurer will maintain financial records and present verified annual accounts.
- A Forum account will have three unrelated signatories, usually The Officers, and all financial transactions must be approved by at least two signatories.

## Data Protection

- All personal data acquired by the Forum shall only be used for the purposes of contacting members by email or phone for Forum business only.
- The Forum will act in accordance with Northampton Borough Council's Data Protection Policy.

## Duration and dissolution

- The Forum has a life span of 5 years from its inception and will automatically dissolve unless it is previously wound up or extended in a different form, by resolution at a Forum meeting. 28 days' notice of the resolution must be given to all members. The resolution must attain a two-thirds majority of those present and eligible to vote.
- Any assets or funds remaining after debts have been paid shall be returned to providers, or transferred to local charities or groups with similar aims.

## Queen's Park Neighbourhood Forum Constitution

### Alteration to the Constitution

- Amendments to the body of this Constitution will be by decision of a General Meeting and will only be carried if supported by two-thirds or more of those present and eligible to vote.

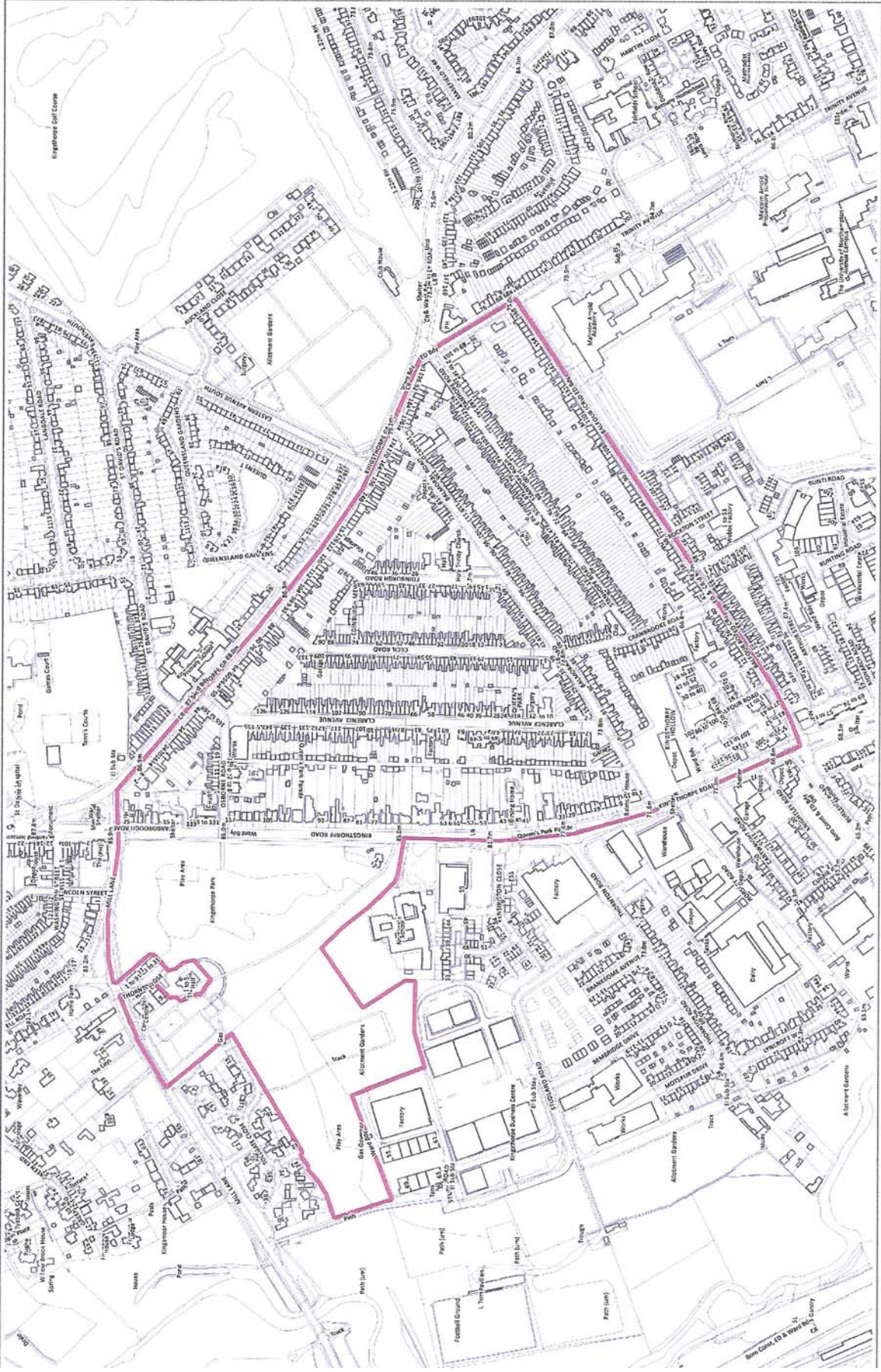
Sign  Chair

Date: 8/1/18

Sign  Secretary

Date: 8th January 2018





# Proposed Neighbourhood Area for Queens Park Neighbourhood Plan

16 November 2017  
not to scale

ON  
ICIL

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