



**Horsham  
District  
Council**

# **Horsham Blueprint Business Neighbourhood Forum Designation Form**

This form has been produced to help community groups in applying to become a designated Neighbourhood Forum. It should also be used when applying for re-designation.

Please note this application form must be completed in all its parts to allow your application to be considered by the council.

Please send your completed form with the required additional documentation to [neighbourhood.planning@horsham.gov.uk](mailto:neighbourhood.planning@horsham.gov.uk) using "Forum designation" as subject line.

This application form has been prepared in line with Regulation 8 of the Neighbourhood Planning (General) Regulations 2012 which sets out the information that must be included within a Neighbourhood Forum application. The information provided on this form will be published by the council excluding personal information on members within the proposed Forum as detailed in Section 6-8 (unless it is an requirement as stipulated in the Regulations), which will not be published. Such information should be submitted to the council for verification that the criteria set out in Section 6-8 have been satisfied but will not be used for any other purposes beyond this purpose.

If you need further assistance, please email at:  
[neighbourhood.planning@horsham.gov.uk](mailto:neighbourhood.planning@horsham.gov.uk) for the attention of the senior neighbourhood plan officer.

# Horsham Blueprint Business Neighbourhood Forum Designation Form

## Supporting documentation

As detailed in sections 3 and 5 of this form, you will need to provide supporting documentation.

## Next steps

Following the submission of the form the council will:

1. Check the application is valid (e.g. an application will only be accepted where a Neighbourhood Area/Forum has been designated)
2. Publish the application for a minimum six-week period to allow for representations
3. Consider representations and make a decision whether to designate a Neighbourhood Forum.

## START OF FORM

### 1. Application type

☐ Designation   ☒ Re-designation of Neighbourhood Forum

### 2. Name of designated Neighbourhood Area the Forum is proposing to represent

The Unparished area of Horsham Town comprising Denne, Forest and Trafalgar neighbourhoods

### 3. Please attach a map of the Neighbourhood Area to your application form

☒ Map attached indicating the Area with a clear boundary

### 4. Name of the proposed Neighbourhood Forum

Horsham Blueprint Business Neighbourhood Forum

If applying for re-designation, has the name of the proposed Neighbourhood Forum changed?

☐ Yes ☒ No

If yes, please state the name of the previous/existing Neighbourhood Forum, and reasons why you would like to change the name:

## 5. Reasons for re-designation of the Neighbourhood Forum (where applicable)

If applying for re-designation, please explain why you believe the Forum should be re-designated. This should include what work you have done so far and what work you plan to do in the future.

The Forum was last redesignated in 2020 since when it has completed work on the Neighbourhood Plan which was approved by referendum and adopted by HDC in December 2022.

The Forum, through its Steering Group, monitors developments within, and affecting, our Area to ensure that the planning policies within the Plan are taken into account, and stands ready to review the Plan in the light of the Horsham District Local Plan once approved. This work is expected to be on-going into 2026.

The Forum continues to encourage and work with local organisations towards implementing the non-policy actions within the Plan in furtherance of its Vision and Objectives.

The Forum has the lead role in gathering applications from local organisations from within the unparished area for grant funding from the Community Infrastructure Levy and preparing recommendations to the HDC Unparished Area of Horsham Town CIL Panel. This is an on-going function and one that has the potential to make a substantial contribution to turning our Neighbourhood Plan into reality.

In December 2024 the Forum triggered a Local Governance Review with a view to creating a new parish covering our Area which will not be completed until December 2025.

## **6. Authority to act on behalf of a Neighbourhood Area**

Please provide evidence that you have authority to act on behalf of a Neighbourhood Area. This section provides the opportunity to set out the purpose, aims and ambitions of the Neighbourhood Forum.

In order for the council to designate a Neighbourhood Forum to act on behalf of a Neighbourhood Area, the council needs to be satisfied that the following conditions contained in Section 61F (5) of the Town and Country Planning Act 1990 are met by an applying organisation or body:

- (a) Its membership is open to individuals who live in the neighbourhood area concerned, individuals who work there (whether for a business carried on there or otherwise) and individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned.
- (b) Its membership includes a minimum of 21 individuals each of whom lives in the neighbourhood area concerned, works there (whether for a business carried on there or otherwise), or is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,
- (c) It drew its membership from different places in the neighbourhood area concerned and from different sections of the community in that area, and
- (d) Its purpose reflects (in general terms) the character of that area,

- (e) It has a written constitution, and
- (f) It is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned,
- (g) such other conditions as may be prescribed.

In addition to addressing the criteria in section 61F(5), this section should therefore also seek to demonstrate how the Forum membership is representative of the local community and how the purpose of the Forum reflects (in general terms) the character of the Neighbourhood Area. The statement should reflect on the area profile as evidenced in [ward profiles published on Council's website](#) and / or [Census information <https://www.ons.gov.uk/census/maps/>](#).

- ☒ Report providing the evidence that you have authority to act on behalf of a Neighbourhood Area and that the group drew its membership from different places in the neighbourhood area concerned and from different sections of the community in that area.

## 7. Please attach a written copy of the Forum's constitution to your application form

☒ Written constitution attached

If applying for re-designation, has the Constitution changed?

☐ Yes ☒ No

If 'Yes', please summarise key changes:

As a guide, a written constitution should contain:

1. The name and purpose of the Neighbourhood Forum,
2. Working arrangements including sub-groups and their competencies,
3. Pattern of meetings and details of how decisions will be made, details of governance, including official positions
4. Membership arrangements, including eligibility criteria, and rights and responsibilities of different types of Members.
5. Arrangement for declaring conflicts of interest and procedures for replacement of members where necessary,
6. Arrangements for financial management and procurement,
7. Ways of communicating with Forum members,
8. Ways of recording meeting outcomes and maintaining transparency of activities.
9. The forum's approach to community engagement.

## 8. Key contact/s for proposed Neighbourhood Forum

Regulations 8, 9 and 10 of the Neighbourhood Planning (General) Regulations 2012 require details of **at least one** member of the proposed Neighbourhood Forum to be made public. Space is provided for additional contacts. Please note that contact information provided in this section will be published on the Council's website.

Title	Mr
First Name	John
Surname	Steele
Address	
Postcode	
Phone	07854 790220
Email	chair@horshamblueprint.org

Title	
First Name	
Surname	
Address	
Postcode	
Phone	
Email	

Title	
First Name	
Surname	
Address	
Postcode	
Phone	
Email	

## 9. Membership of proposed Neighbourhood Forum - NOT FOR PUBLISHING

Please list people within your proposed Neighbourhood Forum. Whilst this list is not strictly required by the Neighbourhood Planning (General) Regulations 2012, it does enable the proposed Neighbourhood Forum to demonstrate that membership is widely drawn from across the Neighbourhood Area and from a range of people in the community.

A Neighbourhood Forum is required to have a minimum of 21 individuals, however there is no maximum number. If you have additional members, please list them. Please note that any other personal information provided will be processed by Horsham District Council in line the Data Protection Act 1998 and General Data Protection Regulations. Horsham District Council will process your details in relation to this preparation of this document only. For further information please see the Council's privacy policy: <https://www.horsham.gov.uk/privacy-policy>

	Full Name	Resident or Business Address (if you work in the Neighbourhood Area please include company name)	Interest in area Resident / Worker / Councillor		
1		Please see attached list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	<b>Full Name</b>	<b>Resident or Business Address</b> (if you work in the Neighbourhood Area please include company name)	<b>Interest in area</b> Resident / Worker / Councillor		
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>