

**HORSHAM DISTRICT COUNCIL
NEIGHBOURHOOD PLAN AREA DESIGNATION**

HORSHAM BLUEPRINT

DESIGNATION OF A NEIGHBOURHOOD FORUM

1 BACKGROUND

- 1.1 The Neighbourhood Planning (General) Regulations 2012, Part 3,(9) specify what a local authority must do to publicise a 'forum application' and, following consideration and determination of the application, what it must do to publicise the outcome. Regulation 3(9) requires a copy of the application, a statement that if a designation is made no other organisation or body may be designated for that neighbourhood area until that designation expires or is withdrawn, details of how to make representations and the date by which those representations must be received (being not less than 6 weeks from the date the application is first publicised) must be put on the local planning authority website. Regulation 10 requires that as soon as possible after determining the application the decision should be published on the Councils website.
- 1.2 The Council, on 25th July 2013, delegated authority to the Head of Strategic Planning and Performance in consultation with the Cabinet Member for Living and Working Communities, to publicise applications for neighbourhood forums, consider representations and determine applications.
- 1.3 The Council has since undergone a restructure and delegated authority now lies with the Head of Strategic Planning and Sustainability in consultation with the Cabinet Member for Living and Working Communities, now known as Cabinet Member for Planning and Development (the Scheme of Delegations to Officers, Part 3F (i)).

2 APPLICATION

- 2.1 An application for the designation of the neighbourhood forum was made by Horsham Blueprint on 2nd June 2014 as shown in Annex A. Horsham Blueprint had not made any previous application.
- 2.2 The application included a copy of the written constitution of the proposed neighbourhood forum, the name of the neighbourhood area to which the application related and an Ordnance Survey map which identifies the area.
- 2.3 The application also included the contact details of a member of the proposed neighbourhood forum.
- 2.4 The application was accompanied by a statement which explained how the proposed neighbourhood forum meets the conditions contained in section 61F (5) of the 1990 Act.
- 2.5 The Council considers the application meets the requirements of Regulation 8.

3 PUBLICITY AND CONSULTATION

- 3.1 The application was advertised on the Council's website and by public notice in the West Sussex County Times on 4th September 2014 (Annex B).

- 3.2 The Council's website explained the purpose and period of the consultation (4th September to 16th October 2014), and how to make a representation either on the website or in writing to the Council. There was access via the website to a copy of the application documents received from the applicant.
- 3.3 Further discretionary publicity included a mail-shot to individuals and groups drawn from the Council's planning policy consultation database who might be interested in the area application by virtue of their business, location or other interest in the area. A paper copy of the application documents was available for inspection at the Council's principal offices in Horsham during the consultation period.
- 3.4 The Council is satisfied that this publicity has allowed the area to be brought to the attention of people who live, work or carry on business in the area to which the application relates, and that it meets the requirements set out in Regulation 9.

4 REPRESENTATIONS

- 4.1 The Council received 20 representations, 18 in support of the application and 2 objections were received.

5 COMMENT

- 5.1 The Council are satisfied the body meets the express purpose of promoting and improving the social, economic and environmental well-being of the area and is satisfied its membership is open to individuals who live, work and include an elected Member in the neighbourhood area

6 DELEGATED DECISION

- 6.1 The Head of Strategic Planning and Sustainability and the Cabinet Member for Planning and Development hereby exercise their delegated authority to agree the application and designate Horsham Blueprint as a Neighbourhood Forum
- 6.2 A copy of this note will be placed on the Council's website, sent to Horsham Blueprint and to relevant District Councillors. A copy of the written constitution, the name of the neighbourhood area to which the designation relates and contact details for at least one member of the neighbourhood forum will be made available. The publicity for the Council's decision will thereby meet the requirements of Regulation 9.


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BARBARA CHILDS
HEAD OF STRATEGIC PLANNING AND SUSTAINABILITY

Date: 05/06/15


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COUNCILLOR CLAIRE VICKERS
CABINET MEMBER FOR PLANNING AND DEVELOPMENT

Date: 05/06/15



Neighbourhood Planning (General) Regulations 2012

This application form asks for information (Regulation 5) to assist the Council in publishing a forum application (Regulation 9) and after receiving any relevant comments in taking a decision* (Regulation 10).*

If you have any queries about this form please contact:

- Telephone Strategic and Community Planning - 01403 215208
- Email to: strategic.planning@horsham.gov.uk
- Post to: Strategic Planning and Performance, Horsham District Council, Park North, North Street, Horsham, West Sussex, RH12 1RL.

Note all information provided on this form in support of the application will be publicized.

Thank you. When completed please return this form - together with your written constitution and Map which identifies the area-to the above address.

We will acknowledge and advise you on publicity and reporting arrangements and the decision of Horsham District Council on your application.

APPLICATION INFORMATION

A NAME OF THE PROPOSED NEIGHBOURHOOD FORUM.

Name of the Proposed Forum	Horsham Blueprint Neighbourhood Forum
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B NAME OF THE NEIGHBOURHOOD AREA TO WHICH THE APPLICATION RELATES, PLEASE ATTACH A MAP WHICH IDENTIFIES THE AREA

Name of Neighbourhood Area	Horsham Town Un-parished Area
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C CONTACT DETAILS OF ONE MEMBER OF THE PROPOSED NEIGHBOURHOOD FORUM

Name	Frances Haigh
Telephone number	01403 253652
E-mail address	horshamblueprint@gmail.com

D STATEMENT

A statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F (5) of the 1990 Act

See attached

Application for Designation as a Neighbourhood Forum under the Provisions of the Localism Act 2012

Horsham Blueprint Neighbourhood Forum

Main Contacts

Chair: Cllr Frances Haigh
27 Winterbourne
Horsham
RH12 5JW

E-mail: horshamblueprint@gmail.com

Deputy Chair: Andrew Cooke
Barrington House
Barrington Road
Horsham
RH13 5SN

Email: a.cooke@gmx.com

Neighbourhood Area

This Application for Designation as a Neighbourhood Forum is accompanied by an Application to Designate a Neighbourhood Development Plan Area. The proposed area for the forum is the area known as the un-parished part of "Horsham Town" ("the Area") which is in concurrence with the Forest, Denne and Trafalgar Neighbourhood Council areas. A map of the Area is attached to the application and is also included in the Constitution.

Consultation with Neighbouring Parishes

The un-parished area adjoins Warnham, Broadbridge Heath, Southwater, Nuthurst, Colgate and North Horsham parishes. Warnham, Southwater and Nuthurst have all had their parish areas designated as their neighbourhood development plan areas. These do not include any of the un-parished area. Broadbridge Heath has been subject to a major strategic development and the parish council has no wish to produce a neighbourhood plan. Colgate Parish Council has not yet decided whether to proceed with a plan. It is possible that they may work together with Rusper Parish to the north west of their parish.

Discussions have been held with North Horsham Parish Council which adjoins the Area. This parish covers an area similar in size and population (21,981 ONS Census 2014) to the un-parished area (26,231 *ibid*), and is likely to have a major strategic development within their area. The Parish has confirmed that they discussed the issue of a joint plan for the combined area of North Horsham Parish and the un-parished area of Horsham Town at the meeting of the Planning, Environment & Transport Committee of 19th December 2013, and that they do not wish to produce a neighbourhood development plan for any part of the un-parished area.

Neighbourhood Council Areas and Councils

The three Neighbourhood Councils were instrumental in the early stages of getting a neighbourhood plan forum and area process started. Each of the three Neighbourhood Councils has resolved to support the creation of a neighbourhood forum. Early discussions were held with Horsham Town Community Partnership and Horsham Society who consulted with their membership and resolved to support the Forum.

Constitution

A copy of our Constitution is attached. This Constitution was formally adopted at our Inaugural General Meeting on March 29th 2014. There was a separate vote for Clause 4.3, which recognises the key roles of the Neighbourhood Councils, Horsham Town Community Partnership and Horsham Society in working together in support of the Forum's objectives and to ensure continuity in the initial stages: this was carried unanimously.

Statement

1. **Horsham Blueprint Neighbourhood Forum** has been established with the express purpose of promoting and improving the social, economic and environmental well-being of the Area and to produce and maintain a Neighbourhood Development Plan covering the Area. This is in accordance with the 2011 Localism Act 61F (5)(a).

Membership

2. **Membership of the Forum** is open to all individuals who live or work in the Area and also to elected members representing the Area. The Forum is non-political and fully inclusive in accordance with the Equality Act 2010 and will actively aim for as wide a representation of communities in the Area as possible. In accordance with section 61F(5)(b) of the 2011 Localism Act, membership is open to—
 - i. Individuals who live in the Area.
 - ii. Individuals who work in the Area (whether for businesses carried on there or otherwise), and
 - iii. Individuals who are elected ward members for West Sussex County Council or Horsham District Council any of whose area falls within the Area.

The membership includes a minimum of 21 individuals each of whom—

- i. Lives in the Area
 - ii. Works there (whether for a business carried on there or otherwise), or
 - iii. Is an elected ward member for West Sussex County Council or Horsham District Council any of whose area falls within the Area.

3. We currently have more than **160 individual members** on our mailing list. Of these members, 46 have signed the Constitution in support of the Forum. Profiles of the signatories are in the attached *Horsham Blueprint Signed Members*. We therefore have considerably more than the legislative requirement for 21 members and can

confirm that they include residents of the Area, people working or running businesses in the Area and local District and County Councillors.

Governance arrangements

4. The **Steering Group** may be between 6 and 15 people. (See attached *Horsham Blueprint Neighbourhood Forum Steering Group 2014-15*). The Steering Group is elected annually at the General Meeting, and includes 5 reserved spaces for representatives from Denne, Forest and Trafalgar Neighbourhood Councils, Horsham Town Community Partnership and Horsham Society. The Steering Group is tasked with over-seeing the process of producing a neighbourhood plan and undertaking necessary administrative tasks for the smooth running of the Forum. We have been given funding by the Community Development Foundation to assist with this process between March 2014 and December 2014.
The Steering Group for 2014/15 was elected at the Inaugural General Meeting.
5. The Steering Group's first tasks are to continue with community engagement with individuals, businesses and organisations, to define the process that will be undertaken to produce the neighbourhood plan and to start to collect ideas and evidence for the plan via workshops and street walkabouts.
6. **Working Groups** are being established by the Steering Group to address the key themes that we identify from our community engagement as the basis of the neighbourhood plan. These working groups will be open to everyone from the community covered by the Area so that we draw on a wide range of talents, interests and expertise.

Funding

7. **Funding** for the early stages of developing the Forum has come from the Department for Communities and Local Government via Locality which provided us with consultancy support from Angela Koch of ImaginePlaces. This support enabled us to reach the milestone of producing a Constitution ready for our Inaugural General Meeting. We have also been awarded funding of £7000 from Community Development Foundation to support us from the IGM until 31st December 2014. We have had further funding of £500 from Horsham District Council towards initial event costs and publicity.

Growing the Forum

8. We are continuing our work to engage people from across the geographical area and from different sections of the community. We expect to involve many more during this year. This community engagement is needed to define the issues and aims for

the plan, to inform the overall vision and to create a sense of wider ownership for the plan.

9. Some of the key groups the forum is already working with include:

Families and Young People:

The **Think Family** project applies to Horsham Park Ward which lies wholly within the Area. We have made contact with Reverend Jac Parsons from Brighton Road Baptist Church who is leading the Think Family project and will be working with her to meet the Think Family objectives. We have also liaised with the neighbourhood policing team and two police officers attended one of our meetings.

We want to engage **Schools and Collyer's Sixth Form College** in neighbourhood planning. Taking neighbourhood planning in to schools will be the responsibility of one of our working groups. We will encourage projects to fit in with the students' practical work such as helping to produce videos about the Area and contributing to other activities such as surveys and walkabouts. We have the support of the 5th/10th Horsham Weald Scouts who will be working with us, and will be talking to other youth groups. We have links to HYPER through Horsham Town Community Partnership.

Businesses

Liaison with **Businesses** will be the responsibility of another working group and will include businesses of all types: commercial, services and industrial. We have had initial discussions with Gill Buchanan of Horsham Unlimited and agreed to support the creation of a Business Improvement District and to liaise to ensure no conflict of interests or overlap. We had support from Gill Buchanan, in her capacity as manager of Swan Walk, and from PJ Aldred of Horsham Markets in providing us with stalls for our initial community engagement. We have also held discussions with Creative Assembly, one of the major employers in the town centre.

Minority and disadvantaged groups

We have already publicised the Forum to **Disabled people** via the Horsham District Access Forum and the Equalities Officer. We have also talked to Age UK Horsham on behalf of older residents. As part of the evidence gathering process we should learn more about our community, and will be able to make sure we identify other groups that might be underrepresented and take action to engage them. This could include people from minority religious and cultural groups, for example.

Affordable Housing

Although not a specific group, affordable housing is a major issue in the Area. We have therefore had initial discussions with Saxon Weald, which is the main housing association for the Area having taken responsibility for Horsham District Council's housing stock (and therefore also a significant business in the Area). We will

continue to work closely with them to identify opportunities for affordable housing and for improving community relations, reducing anti-social behaviour and enhancing community facilities. We have also asked for opportunities to talk with their residents associations and for representatives from these groups to take part in our working groups.

Raising awareness and keeping in touch

10. **People who live and work in the Area** are kept in touch with Forum activities via the Neighbourhood Councils, Horsham Town Community Partnership, Horsham Society, residents' associations and/or action groups (see attached list of *HBNF Affiliated Organisations*). Members will receive regular newsletters.
11. **People who live and work in the Area** can participate in the Forum's work in a variety of ways. The Neighbourhood Forum is for the whole community and there will be many opportunities for everyone to take part in the process of preparing a neighbourhood plan.
12. The Forum has email (horshamblueprint@gmail.com), a website (<http://horshamblueprint.btck.co.uk/>), Twitter (@BlueprintNF) and can be contacted by post or telephone via any of the Steering Group members. Various leaflets were produced for our events held in the town centre to promote the Forum. Press releases are issued before and after our events to keep the public informed, and press coverage has been given to us by West Sussex County Times, the District Post and "All About Horsham". One of the Steering Group will be developing our on-line presence further to include Facebook.
13. We have funding to enable us to reach out to more people through leafleting and events. There are 26,000 people living in the Area according to the 2011 Census figures and reaching all of them will be a major task.

Frances Haigh
Chair of Horsham Blueprint NF

2nd June 2014

Neighbourhood Planning (General) Regulations 2012 - Part 2)

NOTICE OF CONSULTATION
APPLICATION FOR NEIGHBOURHOOD PLAN AREA
DESIGNATION AND
APPLICATION FOR NEIGHBOURHOOD FORUM DESIGNATION

Horsham Blueprint has applied to Horsham District Council for Designation of a Neighbourhood Plan Area.

The name of the proposed Neighbourhood Plan Area will be:

Horsham Town Un-Parished Area

The application is to identify an area for which the Neighbourhood Forum intends to prepare local planning policies and formulate land allocations to be consulted upon in due course in accordance with the Localism Act 2011.

Horsham Blueprint has also applied to Horsham District Council for designation as a Neighbourhood Forum.

The name of the proposed Neighbourhood Forum will be:

Horsham Blueprint Neighbourhood Forum

If these applications are agreed by the Council, the Neighbourhood Forum will be able to undertake neighbourhood planning within the Neighbourhood Area. If the Neighbourhood Forum is designated, no other body may be designated for that Neighbourhood Area until designation expires or is withdrawn.

If you wish to comment on the intended Neighbourhood Plan Area and/or the proposed Neighbourhood Forum please note all comments must be received by **Thursday 16 October 2014**.

Comments on the applications can be made directly on the website, by post to the address below – please mark 'FAO Neighbourhood Planning', or by email to neighbourhood.planning@horsham.gov.uk.

Inspecting the documents

The applications, designation map, Constitution and supporting submission documents can be viewed on the website www.horsham.gov.uk.

A copy of the application documents is available for inspection at:

Horsham District Council Offices

Park North, North Street,

Horsham, West Sussex RH12 1RL

8.45am - 5.20pm Monday to Thursday and

8.45am - 4.20pm Fridays



Horsham
District
Council

