

Neighbourhood Forum application form



Town and Country Planning Act 1990

Neighbourhood Planning (General) Regulations 2012

This form is designed to help simplify the process of designating a Neighbourhood Forum by organisations who intend to produce Neighbourhood Plans or Development Orders, including Community Right to Build Orders in non-parished¹ areas of Medway. Guidance on the designation of a Neighbourhood Forum can be found on the Medway Council Neighbourhood Planning webpage:

www.medway.gov.uk/info/200149/planning_policy/142/neighbourhood_planning

You do not need to use this form to make an application for a Neighbourhood Forum, 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 Medway Council before you submit your application, please contact the Planning Policy Team by email at planning.policy@medway.gov.uk or by telephone on 01634 331629.

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

Contact name:	Stephen Perez
Address:	2e Luton Road, Chatham, ME4 5AA
Email address:	[REDACTED]
Telephone number:	[REDACTED]

Name of proposed Neighbourhood Forum:	The Arches (Chatham) Neighbourhood Planning Forum
---------------------------------------	---

Please tick to confirm that the proposed Neighbourhood	Yes	No
--	-----	----

¹ [https://www.medway.gov.uk/info/200138/your_council/482/parish_councils](http://www.medway.gov.uk/info/200138/your_council/482/parish_councils)

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 there 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 area concerned (please tick)			Occupation -if employee -	Are you happy for your information to be published? (please state 'yes' or 'no')
	Resident	Business owner or employee	Elected Member		
1 Sophie Morrin	x				no
2 Natalie Perez-Lumbreras	x				no
3 Brenda Aueyn	x				no
4 Lewis Southgate	x				no
5 Stephen Taylor	x				no
6 Paula Mayes	x				no
7 Majideh Alkhoei	x				no
8 George Atzev	x				no
9 Ciaran McCann		x		Head Teacher, Luton Junior School	no
10 Carl Kroon	x				no
11 Melody Stokes			x	(Tracey Crouch MP's personal aid)	no
12 Priti Vamey	x				no
13 Vince Maple			x		no

1 4	Hossein Saleh		x		Owner, Persian Rug Store	no
1 5	Tracey Conelly	x				no
1 6	Oliver Shuter	x				no
1 7	Jackson Fraser-Hague	x	x		Campaigns Officer, Arches Local	no
1 8	Tristan Osbourne			x		no
1 9	Michael Moody	x				no
2 0	Mark Bowen		x		Owner, Bowen Moto	no
2 1	Simon Curry			x		no
22	Andrea Button		x		Owner, Button & Family Funerals	no
23	Habib Tejan			x		no
24	Keith Clear	x				no
25	Ian Long		x		MHS	no
26	Liberty Taylor		x		Apprentice, Arches Local	no
27	Dalia Halpern-Matthews		x		Nucleus Arts	no
28	Durrenjargal Durrenjargal	x				no
29	George Kitchener	x				no
30	Penny Keevil		x		Owner, MRS Lettings	no
31	Paula Anne Mayes	x				no
32	Elizabeth Despacito	x				no

*Please note that the name of the primary contact for the Neighbourhood Forum will be published. Individuals who have stated above that they wish for their personal details to be withheld from publication will have their information redacted from the published version of the completed application form.

However the information provided will be used by Medway Council to make a decision on the designation of the Neighbourhood Forum and the data may be referred to, without attaching it to names, in reports relating to the application and designation. For example the proportion of a particular age group represented within the membership.

Name of Neighbourhood Area** to which the application relates:	The Arches Neighbourhood Plan Area (Chatham Central, River and Luton & Wayfield)
--	--

**Please attach an Ordnance Survey based plan at an appropriate scale that clearly identifies the Neighbourhood Area outlined in red.

Purpose of the Neighbourhood Forum: (Please tick all that apply)	Neighbourhood Plan	Neighbourhood Development Order	Community Right to Build Order
	X		

Please explain the 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), 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 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.

Please our find constitution attached which addresses points A-D. Below is further information regarding our formation.

The forum membership is very much reflective of our local landscape. Within our proposed forum we have cross party councillors including The Mayor of Medway, local business owners such as Bowen Moto and Button & Family Funeral Services, and residents of varying levels of education (degree to vocational), backgrounds reflecting our diverse communities (Mongolian to British and Iranian) and age (16 to 60).

The Neighbourhood Plan Area proposed for designation to Medway Council is the result of a number of iterations with local people, businesses and the local planning authority about where influence over land and buildings would help to improve the future of the area for local benefit. Consultations held on the originally proposed Arches Local (Big Local) boundary discussed with Medway Council focussed on changing the southern boundary of the area so that it included the Millennium Green in part and the addition of Whiffens Avenue, which was set for redevelopment. Additionally, added a number of commercial spaces on New Rd (A2) that have recently been converted under permitted development rights into one to two bedroom flats.

The proposed area takes into account these comments as well the defined boundary of Arches Local Big Local, which represents an area that is identified by many types of socio economic data as disadvantaged. It also takes into account the boundaries for this data (Local Super Output Areas) to help ensure that change in the neighbourhood area can be monitored.

Other important administrative boundaries in the area which correspond to political representation in local government are the electoral wards of Chatham Central, Luton and Wayfield and River. The proposed area includes part of each of these wards.

The area is shaped like a “corridor” on a north west to south east axis.

The proposed northern boundary is where the area is narrowest and bounded by Whiffens Avenue. This street connects the proposed western and eastern boundaries of the Neighbourhood Plan area.

The western boundary of the area mainly corresponds to major vehicular roads comprising the A231/A2 and Magpie Hall Road. These divide the area as a whole, being major thoroughfares that provide connections to the Historic Dockyard and the River Medway via the A231, to London and Canterbury via the A2 and between the A2 and A229/M2 via Magpie Hall Road.

The eastern boundary of the area follows the pathways of the Great Lines Heritage Park east along Chatham Hill and Upper Luton Road before returning south via Ambrose Hill. This boundary essentially follows the natural topography of the area which is an escarpment marking a significant change in level and includes a mixed-use strip of land which is currently a mixture of commercial and residential uses as well as a green space which is not performing well as an amenity to local residents, visitors or employees in the area, but it nevertheless open.

The southern boundary follows Ambrose Hill from Upper Luton Road, across Luton Road to Pheasant Road, then follow the Millennium Green Pathways around to the western boundary at Magpie Hall Road.

The boundary has been carefully drawn to exclude the most concentrated areas of commercial and retail space local to it and in the Southeastern end to avoid the Luton village area which forms a strong neighbourhood itself with a distinct identity and its own local commercial centre towards Street End Road.

The area is mainly bounded by either physical characteristics of topography or major road infrastructures which act as barriers to the movement of people and create a natural identity for the neighbourhood physically.

The area as proposed is principally residential but also benefits from centres for retail and other services along its main thoroughfares and some small pockets of industry. Within the NP area homes are mostly two and three story in a variety of architectural styles and tenure. Edwardian and Victorian structures dominate as well as some more modern residential infill developments. These residential parts of the NP area are rich in diversity and culture.

From the Luton Arches covering part of the Chatham Central Ward, the residential streets stretch up the hill along Magpie Hall Road. Moving towards Chatham Town Centre, the NP area stretches into the River Ward along the High Street towards Go Outdoors (former Tesco building) and ends at Whiffens Avenue alongside The Brook Theatre (former Chatham town hall).

Business premises in the NP area range from small-scale convenience retail to specialist textile stores and motorcycle showrooms. Within the NP area we also have a sizeable bingo hall, Chinese restaurants and an outdoor specialist store.

This NP area has two green spaces significant to and valued by our community, the Millennium Green and Town Hall Gardens. Both spaces are registered assets of community value. In recent years, the community has maximised Luton Junior/Infant's rear playing field for Fit and Fed programmes, sporting activities and tree planting.

The NP area also contains heritage assets which are important to local residents and act as significant landmarks. These are Luton Arches (a 1858 victorian viaduct) and The Brook Theatre (grade II listed Renaissance style building). Both are easily and readily identified by all in the area. Luton Arches is an imposing structure in need of some improvement, but was historically used as a meeting place for local people as there was a fountain (Driver fountain) housed in the middle of the junction. Today, the Driver fountain is situated in Chatham Cemetery on Maidstone Road.

Community facilities within the NP area provide a range of resources which are easily accessible. These include All Saints Church, All Saints Community Project and Arches Local. Just outside of the NP area we have Nucleus Arts Centre, the Salvation Army Citadel and All Saints Children and Family Hub.

There is a GP surgery situated off Luton Arches which provides services to the whole area. The practice opened in 1994 providing a new health centre in Chatham. DMC Healthcare is taking ownership of Kings Family Practice as of May 2019.

Our previous boundary had not included the Shipwrights Avenue section found within our current proposal. Upon walkabouts and consultations with our residents, business owners, and planning consultants, we came to the conclusion that this area shared very similar elements of character, including physical, cultural and perceptual, as a result it was added to our NP boundary proposal. In addition, we added Millennium Green in its entirety (as the green lung between Luton and Shipwrights Avenue), Luton Junior School and its rear playing field along Pheasant Road as important local facilities for residents.

I hereby apply for the designation of a Neighbourhood Area as described in this form and shown on the accompanying plan.

Signed primary contact (required):	[REDACTED]
Name:	Stephen Perez
Position:	Coordinator, Arches Local
Date:	05/06/19
Signed applicant 2 (optional):	[REDACTED]
Name:	Jackson Fraser-Hague
Position:	Campagines Officer, Arches Local
Date:	05/06/19
Signed applicant 3 (optional):	
Name:	
Position:	
Date:	

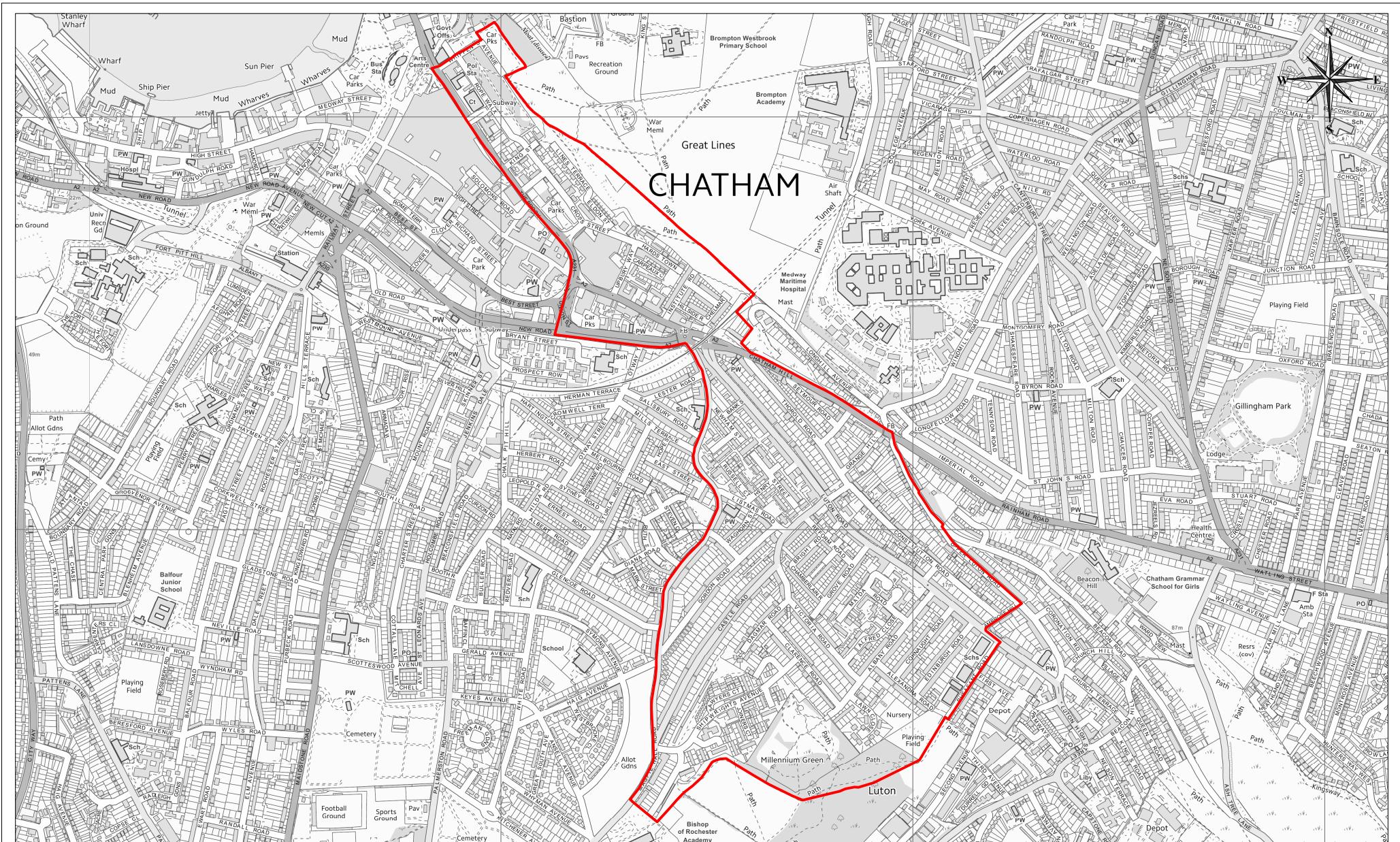
Following the submission of your Neighbourhood Area application, Medway Council will:

- 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)² of the 1990 Act (as amended), and considering how the organisation applying for the Neighbourhood Forum designation has:
 - Secured, or taken reasonable steps to secure, membership from at least one person falling within each of the required categories;
 - Drawn its membership from different places within the Neighbourhood Area concerned, and from different sections of the community in the area.

² <https://www.legislation.gov.uk/ukpga/1990/8/section/61F>

- 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 planning.policy@medway.gov.uk or by post to **The Planning Policy Team, Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR.**



Luton Arches



Scale: 1:12500 03/06/19
© Medway Council, 2019

THE ARCHES (CHATHAM) NEIGHBOURHOOD PLANNING FORUM

CONSTITUTION

1. NAME

The name of the group is “The Arches (Chatham) Neighbourhood Planning Forum” referred to elsewhere in this Constitution as “ACNF”.

2. NEIGHBOURHOOD AREA

The area of the ACNF is shown on the attached map (Figure 1), referred to elsewhere in this constitution as the neighbourhood area.

3. OBJECTIVES

The objectives of the Forum shall be to:

- a)** Promote and improve the social, economic and environmental wellbeing of the Neighbourhood area.
- b)** To prepare in partnership with the relevant local planning authority a sustainable Neighbourhood Development Plan for the Neighbourhood area.
- c)** To encourage the goodwill and involvement of the wider community in the preparation, production and implementation of the Neighbourhood Development Plan;
- d)** To foster community spirit and encourage civic pride.

4. POWERS

In furtherance of the objects, but not otherwise, the Committee of the ACNF may exercise the power to:

- a)** Invite and receive contributions and raise funds where appropriate, to finance the work of the ACNF
- b)** Set up working groups with terms of reference to undertake tasks in furtherance of its objectives. All such working groups must include at least one Committee member.
- c)** Publicise and promote the work of the ACNF and organise meetings, training courses, events or seminars relevant to its work.
- d)** 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.
- e)** Employ a Clerk and other staff (who shall not be members of the Committee) as are necessary to conduct activities that meet the objectives of the ACNF.
- f)** Take any form of action that is lawful, which is necessary to achieve the objectives of the ACNF, including taking out any contracts which it may see fit.

5. AFFILIATIONS

The Forum shall not be affiliated to any political party or organisation.

6. MEMBERSHIP

- a) Members will apply for membership and the Committee shall have the power to accept members. Members of the Forum must be over 16 (sixteen) years of age.
- b) The Committee may refuse membership, or may terminate or suspend the membership of any member by resolution passed at a Committee meeting where it is considered membership would be detrimental to the objectives and activities of the ACNF.
- c) Membership is open to all who live in the neighbourhood area (see 2. Above).
- d) Membership is open to all business operators in the neighbourhood area of the ACNF – Business operators may nominate up to two people in their membership application but they may only exercise one voting right at General and Annual General Meetings of the ACNF.
- e) Membership is open to all constituted voluntary and community groups which operate in the neighbourhood area. Voluntary and Community groups may nominate up to two people in their membership application but they may only exercise one voting right at General and Annual General Meetings of the ACNF.
- f) Membership is open to elected Medway Council elected members who represent wards in the neighbourhood area.
- g) Membership is open to elected Members of Parliament who represent constituencies in the neighbourhood area.
- h) Membership shall be drawn from different places in the neighbourhood area and different sections of the community.
- i) Any member of the ACNF may resign from membership by providing the Secretary with written notice.
- j) The ACNF shall have a minimum of 21 (twenty-one) members. The Secretary shall maintain a register of members at all times and make it available to any member of the ACNF or the public who requests it.

7. FORUM MEETING

All decisions at Forum meetings shall be made on a show of hands of members who are entitled to vote at the meeting.

- a) General Meetings
 - i. General Meetings of ACNF members shall take place at least 2 (two) times per year.
 - ii. Notice and an agenda for a General Meeting of the ACNF to ACNF members shall be 14 (fourteen) working days.
 - iii. The quorum required for a General Meeting to conduct business shall be 11 (eleven) ACNF members
- b) Annual General Meetings/Special Meetings
 - i. An Annual General Meeting of ACNF members shall take place once in every calendar year. Notice and an agenda for an Annual General Meeting to ACNF members shall be 15 (fifteen) working days.
 - ii. The quorum required for an Annual General Meeting to conduct business shall be 15 (fifteen) ACNF Members

The Annual General meeting shall:

 - iii. Elect the Committee of the ACNF
 - iv. Receive a report from the Committee of the ACNF of the activities that have taken place in the year
 - v. Receive a final statement from the Treasurer

Elections to the Committee shall take place as follows:

 - vi. ACNF members shall notify the Secretary of the ACNF of their intention to stand for a place on the Committee in writing and at least 5 (five) working days before the Annual General Meeting takes place.
 - vii. At the Annual General Meeting elections shall be held on the basis of a show of hands for each candidate.
- c) Special Meetings may be called from time to time by the Committee to consider amendments to the constitution or dissolution of the Forum. These shall be subject to the same notice and quorum as Annual General Meetings.
- d) Committee Meetings
 - i. Committee meetings will be held a minimum of 4 times per year.
 - ii. Notice to members of the Committee of a Committee meeting shall be 14 working days
 - iii. The quorum required for a Committee meeting to conduct business shall be 7 (seven) members.
 - iv. Two officers of the Committee must be present at each meeting of the Committee. One of which must be either the Chairman or the Vice Chairman.

- v. All decisions at Committee meetings shall be made on a show of hands of Committee members present at the meeting.
- vi. The Officers of the Committee shall be elected by the Members of the Committee at the first meeting of the Committee after the AGM of the ACNF.
- vii. To avoid the possibility of the ACNF becoming dominated by members of another organisation no more than three members of the Committee may at any time be drawn from the forum membership category for business and no more than four may be drawn from the forum membership category for voluntary and community groups (see clause 6d and 6e).
- viii. Should any officer or member of the Committee fail to attend more than three consecutive meetings of the Committee then their membership of the Committee shall be deemed to have lapsed. A temporary replacement for any such lapsed member may be selected by the Committee from the membership of the ACNF who will then take the lapsed member's place on the Committee until the next AGM. In such cases where an Officer position becomes vacant then their replacement shall be found from among the pre-existing members of the Committee.
- ix. During Committee meetings any Committee member having a personal or business interest in any decision of the Committee must declare that interest and the Committee shall have the discretion to exclude that member from that decision.

8. COMMITTEE

The Committee of the ACNF shall be elected at an Annual General Meeting of the ACNF and shall consist of a minimum of 5 (five) members up to a maximum of 13 (thirteen).

9. OFFICERS OF THE COMMITTEE

The role of any officer of the Committee may be shared by two members of the Committee.

- a) The Chairman of the Committee shall be responsible for:
 - i. Calling and chairing meetings of the Committee of the ACNF, General Meetings and Annual General Meetings of the membership of the ACNF, unless specifically delegated to the Vice Chairman in writing.
 - ii. Exercising a casting vote on elections and resolutions at meetings of the Forum and its Committee.
 - iii. Have the power to take decisions on urgent matters between meetings of the Committee
 - iv. The title and office of Chairman is synonymous to and interchangeable with that of Chairwoman.
- b) The Vice Chairman of the Committee shall be responsible for:
 - i. Calling and chairing meetings of the Committee of the ACNF, General Meetings and Annual General Meetings of the membership of the ACNF, if specifically delegated to by the Chairman in writing.
 - ii. Exercising a casting vote on elections and resolutions at meetings of the Forum and its Committee where the Chairman is absent in accordance with rule 9(a).
 - iii. The title and office of Vice Chairman is synonymous to and interchangeable with that of Vice Chairwoman.

- c) The Treasurer shall be responsible for:
 - i. Maintaining the financial records of the ACNF.
 - ii. Given notification of all planned expenditure to the Locally Trusted Organisation (LTO) before actual costs incurred.
 - iii. Be responsible for working with the LTO in preparing and presenting annual accounts, at the ACNF Annual General Meeting.
 - iv. Submit a detailed summary of the accounts at every Committee meeting.
 - v. Act as a joint signatory on the ACNF's expenditure with one other member of the Committee.
 - vi. Taking the minutes if the Secretary is absent.
- d) The Secretary shall be responsible for:
 - i. Organising meetings, taking and circulating the minutes and making them available to members within 10 (ten) working days of the previous meeting.
 - ii. Maintaining a register of members of the ACNF and the ACNF Constitution for inspection by members of the public and ACNF Members.
- e) The Media Officer shall be responsible for:
 - i. Maintaining and updating ACNF's planning group website
 - ii. Preparing and presenting draft materials for the promotion of ACNF's planning group through its organised events and activities, and for promotion in the neighbourhood area e.g. posters and leaflets
 - iii. Communicating with the local media including, local papers
 - iv. Promoting and advertising ACNF's planning group via social media e.g. Twitter & Facebook

10. THE FINANCES OF THE ACNF

- a. The ACNF's accounting period shall be annual, ending twelve months after its inaugural AGM.
- b. Accounting records shall be maintained for a period of six years. On winding up the Forum such records shall be kept for two years. Records shall be available for inspection by any member on giving not less than 10 days' notice.
- c. The ACNF shall notify the Locally Trusted Organisation of any planned expenditure who with the Finance Co-ordinator will maintain financial records in the name of the Forum where any transactions shall be controlled by a mandate requiring the permission of the Finance Co-ordinator and one other Management Committee member.
- d. The ACNF's accounts shall be made publicly available within three months of the Forum's financial year end.

- e. The ACNF may raise funds by donation, grants, or other means to be used in furtherance of the Forum's purpose.

11. NEIGHBOURHOOD PLANNING

- a) Any decision to submit to the local planning authority for approval any Neighbourhood Development Plan shall be subject to a vote at a General Meeting of the ACNF.
- b) All consultation on the Neighbourhood Development Plan will take place with residents and businesses in the neighbourhood area whether members of the ACNF or not.
- c) The Committee shall be delegated to work with the local planning authority and any independent experts and advisors on the Neighbourhood Development Plan as they see fit.
- d) At the discretion of the ACNF Committee working groups can be delegated the tasks of preparing the Neighbourhood Development Plan and may co-opt non-voting members onto such working groups as it sees fit. All such working groups must include at least one Committee member.

12. ALTERATION OF THE CONSTITUTION

- a) Any changes to this constitution must be agreed by a majority vote at an AGM or at a special general meeting, called specifically for the purpose under the same conditions that apply to Annual General Meetings specified above.
- b) Proposed amendments to this Constitution or dissolution of the ACNF must be conveyed to the Secretary formally in writing. The Secretary and other officers of the ACNF shall then decide whether to put the proposed amendments to a special general meeting of the ACNF for discussion and decision.
- c) Any requirement in this Constitution for notices or reports to be distributed to members of the Forum shall be deemed to have been satisfied if such notice or reports have been sent to all members by e-mail, by posting on the Forum's website or by other electronic means. An individual member may request hard copies and in such a case the Committee reserves the right to make a charge to cover the extra cost incurred, with appropriate dispensation and regard for disability requirements.

13. TERM

- a) The duration of the Forum shall be for five years from the date of adoption of this Constitution unless it is previously wound up or extended by resolution at a General Meeting.
- B) In the event of dissolution of the Forum any remaining assets shall be distributed to the community organisations which remain as members at that date in proportions to be decided by the Committee, which shall retain responsibility for completing such distribution for a period ending six months from the date of dissolution.

14. DISSOLUTION

The ACNF may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Committee.

This draft Constitution was first approved by the Interim Steering Group of the ACNF on xx xxx xxx (and then subsequently amended) and is subject to consultation before the Inaugural General Meeting of the ACNF.

Figure 1

THE ARCHES (CHATHAM) NEIGHBOURHOOD AREA

This draft plan of the Neighbourhood Area was first approved by XXX on YYY and was designated by Medway Council on ZZZ

