

Application for the Designation of a Neighbourhood Forum
Town and Country Planning Act 1990 [section 61F]
The Neighbourhood Planning (General) Regulations 2012 [Regulation 8]

You can complete and submit this form electronically to neighbourhoodplanning@brighton-hove.gov.uk

Publication of applications on the Brighton & Hove City Council website

Please note that the information provided on this application form and relevant supporting documents will be published on the Brighton & Hove City Council website. If you require any further clarification, please contact the planning department using the email address provided above.

Please complete using block capitals and black ink.

Please also refer to the Notes below and the guidance notes provided on the council's website as incorrect submissions will delay the processing of your application

1. Name of proposed Neighbourhood Forum
COLDEAN NEIGHBOURHOOD PLANNING FORUM
2. Contact details
Name: Charles [REDACTED] [REDACTED]
Address: [REDACTED] [REDACTED] Coldean Brighton BN1 [REDACTED]
Email: [REDACTED] [REDACTED] [REDACTED]
Telephone: [REDACTED]
3. The name of the Neighbourhood area to which the application relates and as identified on the map submitted with this application (see Notes 1 and 2)
Name of Neighbourhood area : COLDEAN

<p>Is the Neighbourhood area proposed or designated (if the latter please provide the designation date) : Proposed</p>
<p>If it is designated is it also a designated business area? No</p>
<p>4. Does the proposed Neighbourhood area lie partly within the South Downs National Park and/or other Local Authority Boundary?</p>
<p>Yes</p> <p>If yes, please state which authorities: SOUTH DOWNS NATIONAL PARK AUTHORITY["SDNPA"]</p>
<p>5. Members of Neighbourhood Forum (see Notes 3 and 4): Please fill in Appendix I (see below) listing the details of the members of the proposed Neighbourhood forum.</p>
<p>6. Statement Please explain how the proposed Neighbourhood forum meets the conditions contained in section 61F(5), Schedule 9 of the Town and Country Planning Act 1990 (nb these conditions are set out in Note 3 below) (Please continue on a separate sheet if necessary)</p>
<p>1. Neighbourhood Area The Neighbourhood Area is bounded by the Brighton By-pass (A27) from the intersection with the A270 in the south-east to Ditchling Road ("Old Boat Corner") in the north-west. The boundary follows Ditchling Road in a southerly direction to Reference 50.859703, -0.121246 and follows the footpath to Ref 50.857671, -0.12142. The boundary follows the post and wire fence defining the north-east boundary of the Wild Park until the intersection with the steps at Highfields. The boundary follows these steps and footpath to the A270 highway. The boundary returns north-east following the A270 to complete the Neighbourhood Area.</p> <p>In the Neighbourhood Areas are two, non-contiguous, areas of land within the Southdowns National Park. The un-developed chalk grassland to the north-west is scheduled as part of the Wild Park Nature Reserve (SD9) and the woodland to the north-east of Coldean Lane, designated as Land at Coldean Lane Local Wildlife Site (SD9). The area of the Wild Park adjacent to the A270 highway from the entrance to the Wild Park northeast to developed area.</p> <p>2. Description. The area is of chalk downland with woodland to the north of Coldean. Adjacent to the Neighbourhood Area is the Wild Park to the south and Stanmer Park to the north.</p> <p>The area comprises of three parts. First, the main developed area of mixed dwellings and two small parades of retail properties and a Public House fronting Coldean Lane. Also, a public library and a Primary school. Secondly, to the north of Coldean Lane are two developments within the woodland landscape, (a) student accommodation at Varley Halls, and (b) a new residential development opposite Beatty Avenue. Also within this area are Local Authority Allotments. This area includes Coldean Wood which is within the SDNPA area. Thirdly, undeveloped chalk grassland within the SDNPA area measuring some 47 hectares. Lastly, a small area of parkland adjacent to the A270 and within the Wild Park and SDNPA area.</p>

3. Community

The Neighbourhood Area has been chosen by residents and business throughout the area as being the Neighbourhood that they most strongly identify with and that will be the most suitable basis on which to establish a planning forum. Some members of the Forum are active members of Coldean Residents' Association and Coldean Community Organisation. The Forum is supported by all three ward Councillors.

4. Constitution

The constitution of the Forum confirms its purpose as:

“ 2. The Forum is established for the express purpose of promoting and improving the social, economic and environmental well-being of the Neighbourhood Area, particularly through the preparation and implementation of a Neighbourhood Plan.”

Included in the Forum Committee are representatives of Business, Environment and Residential interests.

Membership is open to:-

- i. individuals who live in the Neighbourhood Area or,
- ii. individuals who work in the Neighbourhood Area or,
- iii. individuals who are elected members of Brighton & Hove City Council of a City Ward falling within the Neighbourhood Area.

7. Has a neighbourhood forum been designated in the past for this area (whole or part)?

No

If yes, please state the date of designation and name of forum:

8. Declaration

I hereby apply for the organisation/body referred to in this form to be designated as a Neighbourhood forum

Name of authorised person: MANISH [REDACTED]

Signature of authorised person: Manish [REDACTED]

Position within the Forum: BUSINESS REPRESENTATIVE

Date: 30.07.2021

Name of authorised person: [REDACTED] ANNEWARIE [REDACTED]

Signature of authorised person: [REDACTED]

Position within the Forum: SECRETARY

Date: ~~30/08/21~~

30/07/21

Please ensure Appendix I is completed and attached to this form and the following are also submitted with this form:

- A copy of the written constitution of the Neighbourhood forum
- A map which clearly identifies the Neighbourhood area to which the forum relates. The map should be of an appropriate standard scale so that boundaries can be clearly seen (eg 1:2500; 1:1250 or 1:500). Where possible the boundary of the area should follow physical features and should not cut through properties. Where appropriate it should be clear which parts fall within Brighton & Hove and which parts fall within the South Downs National Park and/or neighbouring local authority.
- Appendix I – completed in a way that helps to address the required and desirable factors detailed in Notes 3 and 4.

Please submit the completed form to:

DEVELOPMENT CONTROL, Brighton & Hove City Council, Town Hall, Norton Road, Hove, BN3 3BQ

Or by email to : neighbourhoodplanning@brighton-hove.gov.uk

PLEASE SEE THE NOTES OVERLEAF BEFORE COMPLETING THIS FORM.

NOTES :

Note 1. An organisation cannot be designated as a Neighbourhood forum if any part of the Neighbourhood area concerned falls within a parish council area.

Note 2. Only one organisation or body can be designated as a Neighbourhood forum for each Neighbourhood area.

Note 3. Section 61F(5) of the Town and Country Planning Act 1990 requires that an organisation or body seeking Neighbourhood forum designation must meet the following conditions :

- Forum is established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area that consists of or includes the Neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area);
- The Forum's membership is open to –
 1. individuals who live in the Neighbourhood area concerned,
 2. individuals who work there (whether for businesses carried on there or otherwise), and
 3. 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
- The Forum's membership includes a minimum of 21 individuals each of whom –
 1. lives in the Neighbourhood area concerned,
 2. works there (whether for a business carried on there or otherwise), or
 3. is an elected member of a county council, district council or London borough council any of whose area falls within the Neighbourhood area concerned
- The Forum has a written constitution, and
- Such other conditions as may be prescribed (please note that no further conditions have been prescribed to date)

Note 4. In determining the application the Council must have regard to the desirability of designating an organisation or body:

- i) which has secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual falling within each of the paragraphs numbered 1 to 3 in Note 3 above;
- ii) whose membership is drawn from different places in the Neighbourhood area concerned and from different sections of the community in that area; and
- iii) whose purpose reflects (in general terms) the character of that area.

It is therefore in the forums best interest to help ensure sufficient information is submitted with its application to ensure the Council can determine whether these desirable factors have been met.

Appendix I

Members of Neighbourhood Forum (see Notes 3 and 4):

Please list the details of the members of the proposed Neighbourhood forum. To help demonstrate membership comes from the whole area it is recommended a list of the roads and/or a plan of the area marking the roads from which all members are from is submitted.

A minimum of 21 members is required, each of whom must live or work in the Neighbourhood area or be an elected member of the city council (whose area falls within the Neighbourhood area).

Please note that this list will not be published on the website, will remain confidential and will be securely held by Brighton & Hove City Council.

Name	Connection with Neighbourhood Area (tick as appropriate)		
	Resident	Worker	Councillor
1. Adam [REDACTED]	✓		
2. Anant [REDACTED]		✓	
3. Anna [REDACTED]	✓		
4. Anne Marie [REDACTED]		✓	
5. Annemarie [REDACTED]	✓		
6. Arthur [REDACTED]	✓		
7. Ashley [REDACTED]	✓		
8. Caroline [REDACTED]	✓		
9. Darren [REDACTED]	✓		
10. David [REDACTED]	✓		
11. Deborah [REDACTED]	✓		
12. Deborah [REDACTED]	✓		
13. Emma [REDACTED]	✓		
14. Francis [REDACTED]	✓		
15. Gordon [REDACTED]	✓		
16. Joanna [REDACTED]	✓		
17. Lorraine [REDACTED]	✓		
18. Malcolm [REDACTED]	✓		
19. Manish [REDACTED]		✓	
20. Mark [REDACTED]	✓		
21. Martin [REDACTED]			✓
22. Mick [REDACTED]	✓		
23. Moira [REDACTED]	✓		
24. Naomi [REDACTED]	✓		
25. Nicky [REDACTED]	✓		
26. Pat [REDACTED]	✓		
27. Patrick [REDACTED]	✓		
28. Petra [REDACTED]	✓		
29. Polly [REDACTED]		✓	
30. Rob [REDACTED]	✓		
31. Rose [REDACTED]	✓		
CONTINUED			

	NAME	Resident	Worker	Councillor
32	Russell [REDACTED]	✓		
33.	Theresa [REDACTED]			✓
34	Tommy [REDACTED]		✓	
35	Zoë [REDACTED]			✓
In order to address the desirable factors detailed in Note 4 it may assist your application if the following information in respect of all Forum members is provided as percentages : Age [eg 30% are aged 18-34; 40% are aged 35-50; 30% are over 50], Gender, Ethnic Origin, Religion, Health Impairments				

AGE GENDER, ETHNIC ORIGIN, RELIGION AND HEALTH IMPAIRMENTS have not been analysed as some members declined to supply this information. The membership believes that it reflects the character of the area and all residents and workers in Coldean have been encouraged to join the Forum.

COLDEAN NEIGHBOURHOOD FORUM CONSTITUTION

1. Name of Organisation.

The Coldean Neighbourhood Forum, hereinafter referred to as "the Forum", agrees to be the designated "Neighbourhood Forum" for the Coldean Neighbourhood Area, hereinafter referred to as "the Neighbourhood Area" as outlined by a bold line on the attached plan.

2. Aims

The Forum is established for the express purpose of promoting and improving the social, economic and environmental well-being of the Neighbourhood Area, particularly through the preparation and implementation of a Neighbourhood Plan.

3. Membership

- a. Unless stated otherwise, all participants in Forum matters must be Forum Members who must be:
 - i. individuals who live in the Neighbourhood Area or,
 - ii. individuals who work in the Neighbourhood Area or,
 - iii. individuals who are elected members of Brighton & Hove City Council of a City Ward falling within the Neighbourhood Area.
- b. The Forum must have a minimum membership of twenty-one individuals.
- c. The Forum will seek to have at least one Forum Member from each of the three categories in 3a above.
- d. Membership will begin as soon as the Membership Secretary has received the request for membership.

3. Membership

- a. A list of Forum Members will be kept by the Membership Secretary and this information will not be disclosed to any persons except Forum members, Committee Officers and Brighton and Hove City Council Officers on condition that its contents are not disclosed to any third parties.
- b. Forum Members may resign at any time in writing to the Secretary.
- c. The Forum Committee shall terminate the membership, with immediate effect, of those who fail to comply with 3.1 above.
- d. The Forum Committee may terminate, with immediate effect, the Forum Membership of anyone expressing racist, sexist, inflammatory and other offensive remarks within the Forum meetings, electronic communication or documents. The Forum Committee must give a Forum Member a minimum of twenty-one days' written notice of their intention to terminate a Forum Member's membership and the reason for proposing to do so. The Forum Member has a right to be heard by the Forum Committee before the proposal is considered.
- e. The Forum will not make Forum Membership subject to a subscription.

4. Equal Opportunities

The Forum will not discriminate on ground of gender, race, colour, ethnic or national origins, sexuality, disability, religious or political belief, marital status, or age.

5. Officers and Committee

The business of the Forum will be managed by a Forum Committee comprised of Committee Officers and Committee Representatives

Officers -

Chairperson. Shall chair Annual and Special General and Forum Committee meetings. The Chairperson will be the principal contact with Brighton and Hove City Council.

Secretary. Shall be responsible for conducting correspondence, the taking of minutes and keeping records of Forum membership.

Treasurer. Shall be responsible for maintaining accounts for each Forum Financial Year. The Forum Financial Year to be from 1st April in each year or such other date as shall from time to time be decided at an Annual or Special General Meeting.

Publicity. Shall be responsible for all media output and distribution.

Representatives-

- 1. Business**
- 2. Environment**
- 3. Residential**
- 4. Neighbourhood Organisation (national)**

6. Committee Management

- a. In the event of a Committee Officer or Representative standing down during the year, the Forum Committee shall appoint a replacement for the period up to the next Annual or Special General Meeting.
- b. Any Committee Officer or Member not attending three consecutive meetings without apology may be dismissed by a simple majority vote of the Committee Officers.
- c. The Forum Committee shall meet on no fewer than four occasions in any financial year.
- d. The Forum Committee meetings will be open to all Forum Members as observers.
- e. Agenda papers and minutes will be posted on the Forum Website and will be available in printed format on request.
- f. A quorum for the Forum Committee will be four Committee Officers and Committee Representatives.
- g. Voting shall be based on a simple majority of Committee Officers and Members.

7. The Annual General Meeting.

- a. The Annual General Meeting (AGM) will be held within three months of the end of the Forum Financial Year with entry restricted to Forum Members.
- b. All Forum Members will be notified in writing, giving the venue, date and time, at least fourteen days before the date of the AGM.
- c. Nominations for Committee Officers and Members are to be made in writing by a Forum Member to the Secretary at least seven days prior to the date of the AGM and are to be seconded by one other Forum Member and endorsed by the nominee.
- d. A quorum for the AGM will be 20% of the membership or seven Committee Officers and Members, whichever is the lesser number.

8. At the AGM

- a. The Committee Officers will present a report of the work of the Coldean Neighbourhood Forum over the previous year.
- b. The Committee will present the accounts of the Forum for the previous Forum Financial Year
- c. The Committee Officers and Committee Members for the next year will be elected.

9. Special General Meetings

- a. The Secretary will call a Special General Meeting at the request of the majority of the Forum Committee or at least eight other Forum Members on the receipt of a written request to do so to the Secretary stating the reason for their request.
- b. The meeting will take place within twenty-eight days of the receipt of the request.
- c. All members will be given fourteen days notice of such a meeting, giving the venue, date, time and agenda.
- d. The Quorum for the Special General Meeting will be 10% of the membership or seven members whichever is the lesser.

10. Rules of Procedure for Committee Meetings, Annual General Meetings and Special General Meetings

- a. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement.
- b. All decisions and elections made at meetings shall be decided by a simple majority of those attending and shall, if required by a minimum of three Forum Members at the meeting, be by a secret ballot supervised by the Secretary.
- c. The Chairperson shall not vote except in the event of tied voting or in the election of the Chairperson.

- d. All notices to Forum Members may be served by telephone, post or electronically and may be posted on the Forum Website.

11. Meetings of the Forum: Have Your Say Events

- a. These events are open to all Forum Members and members of the public.
- b. The Forum may hold a minimum of three events in the year following the AGM.
- c. The content and structure of these events will vary according to priorities determined by the Forum Committee. Generally, the programme will enable the Forum to:
- d. Showcase its activities, particularly the evolving the Neighbourhood.
- e. Recruit new Forum Members.
- f. Enable Forum Working Groups to have discussions with wider groups of local people.
- g. Facilitate Q&A sessions with Brighton & Hove City Council officers, councillors, and developers with an interest in the area; and -
- h. Share experiences with voluntary and community sector organisations from elsewhere in the city and other towns and cities which are preparing and involved in implementing Neighbourhood Plans.

12. Working Groups

- a. The Forum Committee may establish Forum Working Groups under the supervision of a convener.
- b. Working Groups are to comprise a minimum of two Forum Members.
- c. Working Groups are to develop the working arrangements that suit them best and meet as required to investigate and discuss the issues assigned to them.
- d. The Convener or Deputy Convener shall report to the Forum Committee at Committee Meetings.

14. Liaison With Other Interested Parties

- a. The Forum will maintain contact with Brighton and Hove City Council on any issues affecting the Neighbourhood.
- b. The Forum will engage with the South Downs National Park on any issues affecting the Park area or the Neighbourhood.
- c. The Forum will engage with each other and people, groups and Forums in adjacent areas and take their views into account in the drafting of any Neighbourhood development plan.
- d. The Forum may appoint a Member or a group of Members who will:
 - i. Consider issues outside of the Forum area (including the impacts on immediately adjoining residents and businesses) as well as engaging and liaising with other residents' groups or individuals in neighbouring areas.
 - ii. will work on cross-boundary issues.
 - iii. identify immediately adjoining residences and businesses and conduct consultation directly with the occupants prior to the drafting of the Neighbourhood plans.
 - iv. Liaise with Brighton and Hove City Council regarding strategic issues, such as traffic and transport, and links to the City Plan.

15. Partner Organisations

- a. To further its aims, the Forum will work in partnership with relevant public, private and community/voluntary sector organisation.
- b. In particular, the work of the Forum will complement, rather than duplicate, the work of voluntary and community sector organisations in the area.

16. Finance

- e. An account will be maintained in the Forum's name at a bank agreed by the Forum Committee.
- f. All transactions shall be authorized by a minimum of two nominated signatories who are not to be related nor be members of the same household.
- g. Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each Forum Committee and General Meeting.
- h. All money raised by or on behalf of the Forum is only to be used to further the aims of the Forum, as specified in Item 2 of this Constitution.

17. Amendments to the Constitution

- a. Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- b. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.
- c. Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

18. Dissolution

- a. If the Forum Committee, or Forum Members in the event of it having ceased to function, decide that it is necessary to close down the Forum, a Special General Meeting may, on giving fourteen days notice to the last known addresses of all known Forum Members, be convened with the sole business being to dissolve the group.
- b. If, by a simple majority of Members attending, it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to receive the donation would be agreed at the meeting held to agree the dissolution.

Continued/

AGREEMENT

**This constitution was agreed at the Meeting of the Coldean
Neighbourhood Forum on the Thirtieth day of July 2021.**

Signed:.....[REDACTED].....Chairperson

Signed:..[REDACTED].....Member

