

## Neighbourhood Forums & Neighbourhood Areas

### What is a Neighbourhood Forum?

A Neighbourhood Forum is made up of at least 21 people who will lead and co-ordinate the plan-making process where there is no parish or town council in place. Under legal requirements this should reflect the diversity, character and inclusivity of the area and should if possible include at least one of the following:

- one person living in the area;
- one person working or operating a business in the area; and
- one councillor.

A Neighbourhood Forum should be as diverse as possible. For example it could include:

- Elderly and Young people;
- Ethnic Groups (reflecting the make-up of the local population)
- Residents of different economics means; and
- Small business owners

The Neighbourhood Forum must be designated by the Local Planning Authority.

A member of the proposed forum will need to submit an application to the Local Planning Authority to designate the proposed Neighbourhood Forum.

This will be subject to a 6 week consultation where the Local Planning Authority will invite anyone to make

representations on the proposed Neighbourhood Forum.

After the 6 weeks consultation period the Local Planning Authority will decide whether not to designate the Neighbourhood Forum.

### When submitting an application to designate a proposed Neighbourhood Forum to Amber Valley Borough Council it must include:

- The name of the proposed neighbourhood forum;
- A copy of the written constitution of the proposed neighbourhood forum;
- The name of the neighbourhood area to which the application relates and a map which identifies the area;
- The contact details of at least one member of proposed neighbourhood forum to be made public under regulation 9 and 10; and
- A statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.

## What is a Neighbourhood Area?

A Neighbourhood Area is the area in which a Neighbourhood Development Plan will relate to.

There can only be one neighbourhood area for each Neighbourhood Plan and one Neighbourhood Plan for each neighbourhood area.

For parish or town councils, there is a strong assumption that the neighbourhood area will be the same as the parish boundary.

The neighbourhood area could also be based on an administrative boundary such as an electoral ward.

Although you may choose a smaller and more focused area, such as a town or local centre.

Neighbourhood Areas may not overlap. However, adjacent parish/town councils may agree to work in partnership to produce a joint Neighbourhood Plan.

Once the area has been identified, the parish/town council or neighbourhood forum will need to submit an application to the Local Planning Authority to designate the proposed Neighbourhood Area.

This will be subject to a 6 week consultation where the Local Planning Authority will invite anyone to make representations on the proposed Neighbourhood Area.

After the 6 weeks consultation period the Local Planning Authority will decide whether or not to designate the proposed Neighbourhood Area.

### When submitting an application to designate a proposed Neighbourhood Area to Amber Valley Borough Council it must include:

- A map which identifies the area to which the application relates;
- A statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
- A statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act.

### Where can I get more information?

Further details regarding Neighbourhood Planning can be obtained from the Council's website [www.ambervalley.gov.uk/neighbourhoodplanning](http://www.ambervalley.gov.uk/neighbourhoodplanning)

In addition to advice from the Council, the following organisations may be able to offer assistance:

- Planning Aid;
- Department for Local Communities and Local Government;
- Locality;
- Prince's Foundation for the Built Environment;
- Campaign to Protect Rural England; and
- Forum for Neighbourhood Planning