

Sneinton Neighbourhood Forum
TRACS
60 Sneinton Hollows
off Dale Street
Sneinton
NG2 4AA
31st March 2014

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Application for designation of Sneinton Neighbourhood Forum and designation of the Sneinton Neighbourhood Plan Area

The Neighbourhood Planning (General) Regulations 2012 state that, where an organisation or body submits a neighbourhood forum application to the local planning authority, it must include:

- a) The name of the proposed neighbourhood forum
- b) A copy of the written constitution of the proposed neighbourhood forum
- c) The name of the neighbourhood area to which the application relates and a map which identifies the area
- d) Contact details of at least one member of the proposed neighbourhood forum to be made public under regulations 9 and 10
- e) A statement setting out how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.

Those conditions being

- '(a) 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 (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),
- (b) its membership is open to—
- (i) individuals who live in the neighbourhood area concerned,
 - (ii) individuals who work there (whether for businesses carried on there or otherwise), and
 - (iii) 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,
- (c) its membership includes a minimum of 21 individuals each of whom—
- (i) lives in the neighbourhood area concerned,
 - (ii) works there (whether for a business carried on there or otherwise), or

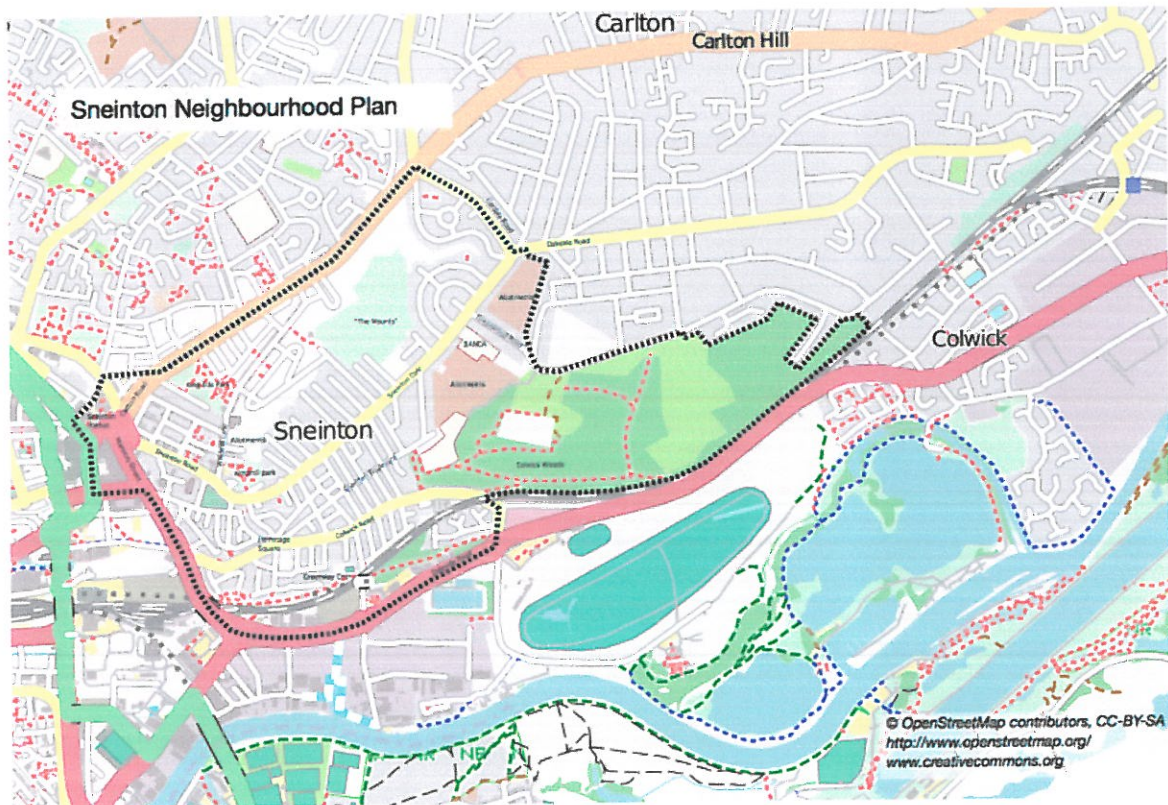
- (iii) is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,
- (d) it has a written constitution, and
- (e) such other conditions as may be prescribed.'

a) **The name of the proposed forum** is Sneinton Neighbourhood Forum

b) **Sneinton Neighbourhood Forum written constitution**

A draft constitution was discussed at the open meeting on 4th March and an amended version put on the Sneinton Alchemy website for information. The approved constitution is at Appendix 1.

c) **The Neighbourhood Area**



The map shows that the boundary extends to the south along Daleside Road then cuts in along Colwick Road around Colwick Woods to Oakdale Road then along Cardale Road to meet Carlton Road. The boundary then runs east along Carlton Road. The western boundary is along Manvers Street to include Sneinton Market (which is an area strongly identified with the rest of Sneinton.)

The extent of the Neighbourhood Plan Area was discussed and proposed at an open meeting of Sneinton Alchemy Board members and local residents in early November. This meeting was supported by Helen Metcalfe from Planning with People who discussed the purposes and process

of producing a Neighbourhood Plan as well as assisting the group in deciding on the extent of the Neighbourhood Plan area.

Consultation on the proposed Neighbourhood Plan area and the intention to establish a Neighbourhood Forum began on 6th November when a large map showing the proposed boundaries was displayed in the window at TRACS. The weekly community newsletter and Sneinton Alchemy web site also asked for comments.

Formal consultation on the proposed area began in December with an online feedback form. 2000 flyers were also printed promoting the proposed area and the idea of a neighbourhood forum and asking for comments in a questionnaire format. The sequence of events showing all the meetings and consultation events used to consult the Sneinton community on the Neighbourhood Area and the Neighbourhood Forum are listed at Appendix 2 with web links to the full information on the web. Leaflets were distributed to all community centres and Sneinton Market. Two community events, a Winter Warmer Drop In and a 'Your Sneinton' Conference were also used to raise awareness of the proposed boundary and to seek members of the Neighbourhood Forum. 70 people attended the Drop in session and 100 attended the conference.

All the consultation from March onwards encouraged people to consider the appropriateness of the Neighbourhood Plan boundary and to offer alternatives. Feedback suggested that the Neighbourhood Plan Area extended up Carlton Road to include Sneinton Elements along Cardale Road and included all of Colwick Woods.

Following a review of this community feedback it was agreed to extend the boundary to include all of Colwick Woods and the area up to Carlton Road. These additional areas were shown on the website for comments and residents and businesses in those areas were leafleted specifically.

Where possible and in accordance with guidance, the Neighbourhood Plan Area follows physical boundaries like Colwick Woods, Manvers Street, Daleside Road and Carlton Road. It has also been drawn to include areas of opportunity or areas that are particularly valued, for example the Mounts, the allotments and Colwick Woods.

The proposed Neighbourhood Plan Area is considered to be a socially coherent area with which local people can identify. The proposed area also epitomises the diverse range of built environment forms and open space that makes Sneinton special.

In 2011 Sneinton Alchemy were supported by the Design Council and OPUN to produce Sneinton Vision. The Neighbourhood Forum intends to build on the Vision, which had significant community input and support, to develop neighbourhood planning policies that provide the fine grain detail to support the implementation of Nottingham City Council's Core Strategy. The inclusion of Colwick Woods, the allotments, the Old Sneinton and Sneinton Market Conservation Areas in the proposed Neighbourhood Plan Area enables the local community to prepare a Neighbourhood Development Plan that addresses the concerns and seizes the opportunities outlined in Sneinton Vision.

d) **Sneinton Neighbourhood Forum contact details:** Wendy Honeyman-Smith
Sneinton Neighbourhood Forum, TRACS, 60 Sneinton Hollows off Dale Street, Sneinton , NG2 4AA
Tel: 0115 8549889

e) **How the Neighbourhood Forum accords with section 61 (F) 1990 Act.**

Sneinton Alchemy has been the driving force behind the intention to prepare a Neighbourhood Plan for Sneinton. In this regard, as an active Community Interest Company geographically focused on a defined local area and made up of local people they are akin to a parish council taking forward the opportunities presented in the Localism Act 2011 to have more control and influence over planning policies in their area. Indeed as part of the Sneinton Vision an Appraisal Tool was produced to assist Sneinton Alchemy assess planning applications. It is the intention that this work will be a key part of the Sneinton Neighbourhood Plan.

However due to the specific remit of the Neighbourhood Plan it is proposed to establish the Sneinton Neighbourhood Forum as a separate entity from Sneinton Alchemy. This will encourage the involvement of certain groups who have not been embraced by Sneinton Alchemy. It will also avoid any confusion over the purpose of the Forum.

An added benefit of the creation of Sneinton Neighbourhood Forum is the focus it provides for the partnership working of several groups who represent the interests of the Sneinton community. These range of community groups are represented on the Neighbourhood Forum list of members (see Appendix 3.)

There has been significant consultation, as noted, to secure the membership of a wide range of residents and local businesses to the membership of the forum. There are various other people who will be involved in supporting and promoting the neighbourhood plan as it progresses and specific topic groups may be formed to assist in the preparation of the plan. However, for the purposes of the Neighbourhood Planning Regulations 2012 there are 26 people (some representing local businesses and community groups as well as individual local residents) who have currently signed up as members. However, the list of members will continue to grow in excess of those named. Sneinton Neighbourhood Forum members will continue in the spirit of Sneinton Alchemy to encourage the involvement from as wide a range of people as possible throughout the preparation of Sneinton Neighbourhood Plan.

We trust the foregoing confirms our intent to produce a Neighbourhood Plan for the as defined.

Yours sincerely



Wendy Honeyman-Smith on behalf of
Sneinton Neighbourhood Forum

Appendix 1

The Constitution of Sneinton Neighbourhood Form

- 1. The Sneinton Neighbourhood Forum (SNF) was established by Sneinton Alchemy, a number of Residents Associations and individuals in the Sneinton ward for the express purpose of promoting or improving the social, economic and environmental well-being of the Neighbourhood Plan area primarily through the development and implementation of a Neighbourhood Plan.**

- 2. The Forum shall exist for 5 years from formal designation by Nottingham City Council, and at its AGM at the end of year 4 the AGM will give consideration to a continuing or successor organisation to maintain and monitor the Sneinton Neighbourhood Plan (SNP).**

- 3. Forum Membership is open to all residents of the Sneinton Neighbourhood Area**
 - a) Individuals can sign up as members at any Forum, public meetings or via any Steering Group (SG) member.
 - b) Members may be contacted by the SG from time to time to be invited to participate in other activities related to the work of the forum.
 - c) Individuals running businesses or otherwise working in Sneinton can become full members of the Forum
 - d) The Forum can liaise with the larger employers in the ward via designated representatives.
 - e) Membership is open to all elected local authority councillors whose ward includes the SNP area.
 - f) Membership if the forum will be a minimum of 21 individuals.
 - g) 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 Annual General Meetings

- h) The Secretary shall maintain a register of members at all times and make it available to any member of the Forum or the public who requests it.

4. The Forum's authority comes from its AGM

- a) The AGM, and any other public meetings held, give legitimacy to the Steering Group of the Forum and the plans they or the workings groups develop
- b) If there is more than one public meeting in any year, one will be designated as the AGM
- c) The AGM will be called with at least 15 working days' notice once per year by advertising extensively across the Neighbourhood Plan area.
- d) The AGM has the power to both elect and remove by a vote of no confidence, any member of the Steering Group
- e) At each AGM the Chair will provide a written report, the treasurer will provide a set of accounts for the previous year and the Minute secretary will record the proceedings.
- f) The quorum required for an Annual General Meeting to conduct business shall be 15 members.

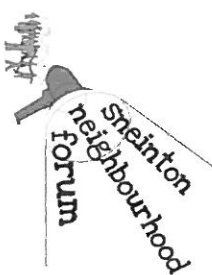
5. General Meetings of the Forum

- a) The Forum Members will meet three times a year to agree the work of the Steering Group
- b) The quorum required for a General Meeting to conduct business shall be 9 members.
- c) All decisions at General Meetings shall be made on a show of hands of members who are entitled to vote at the meeting.

6. Forum Steering Group

- a) The Steering Group exists to coordinate, implement and monitor the work of the Forum including developing a Neighbourhood Plan for the Sneinton Neighbourhood Plan area. It will prioritise, schedule and publicise the work of the forum
- b) The Steering Group is a working committee made up from Forum members

- c) Non-voting Steering Group members with specialist skills may be co-opted onto the Steering Group and the Steering Group may set up working groups for specific projects to assist in the preparation of the Neighbourhood Plan.
- d) The Steering Group will liaise with relevant bodies such as Nottingham City Council, Nottinghamshire County Council and other statutory stake holders as necessary.
- e) Steering Group members to be elected at the AGM are: chair and minute secretary
- f) Steering Group decision making can be by consensus or after a vote, the Chair will have the casting vote
- g) The SG has the power to hold votes of no confidence in any member by simple vote
- h) Representatives of local groups (residents associations etc.) are responsible for communicating between the Forum and their group/association
- i) Steering Group meetings will be held a minimum of 6 times per year.
- j) Notice to members of the Steering Group of a Steering Group meeting shall be 7 working days
- k) The quorum required for a Steering Group meeting to conduct business shall be 5 (five) members



Appendix 2
Sneinton Neighbourhood Plan
Events and activities to consult and engage Sneinton Community in promoting the Neighbourhood Plan idea, the
Neighbourhood Plan area and the Neighbourhood Forum

Event	Date	Purpose	Outcome
<p>The Sneinton Vision Consultation Event</p>	<p>15/12/12</p>	<p>For Sneinton Vision. The evening was be a chance to engage widely with the community and move the project on to the next step. This involved people imagining the future of Sneinton, and how the streets and buildings of the area might be in years to come. Activities for people of all ages were arranged on the evening to make for a fun, interesting and engaging experience.</p>	<p>200 comments recorded from residents relating to Neighbourhood Design. Having produced our draft Neighbourhood Design Vision (scroll down for more details), the next step is to test it against some development proposals for the area. We need to try it out to see if it is going to be a useful tool to help us assess real development proposals. To help us do this we have enlisted the help of Architecture students at Nottingham</p>

<p>Placecheck walk from the Mounts to Sneinton Hollows in the Old Sneinton conservation area http://www.sneinton-alchemy.com/news/placecheckwalkandopentalk.</p>	<p>18/6/13</p>	<p>We hosted a walkabout in Sneinton to view and discuss places of interest such as the empty Dale Farm plot, the old Aerborn Factory site, the empty Burrows Court tower, the site of the proposed Mosque and community centre on Sneinton Dale, the Windmill car park and Hermitage Square... "Placecheck" walks are a great starting point for looking, understanding, talking and thinking about local places with local people.</p>	<p>Trent University, http://www.sneinton-alchemy.com/WhatWeDo/sneinton-vision. Also see results at http://www.sneintonvision.org/.</p> <p>The walk generated lively discussion and feedback over a delicious buffet at TRACs from Sneinton Market stallholder <u>Beccy's Global Kitchen</u>. Sue Jobbins of <u>Shaping Communities</u> outlined the process that local communities need to go through in order to develop their plans. Steve Smith and Tom Hughes of Sneinton Alchemy gave a presentation on the 10 key aspects of the Neighbourhood Planning system.</p>
<p>Neighbourhood Planning residents meeting http://www.sneinton-alchemy.com/news/placecheckwalkandopentalk.</p>	<p>18/6/13</p>	<p>From our website 'An outcome of the Placecheck exercise might be that one or more Neighbourhood Plans gets off the ground in Sneinton. Local communities are now able to produce Neighbourhood Plans for their area, putting in place a vision and policies for future development (instead of just objecting or supporting what has been proposed by others). To explain what's involved, what help is available and how to get started, we will be hosting a Neighbourhood Planning talk to follow the Placecheck Walkabout'</p>	<p>As above http://www.sneinton-alchemy.com/news/publicwalktalkraiseawarenessofplanningissues.</p>
<p>Placecheck Walk,</p>	<p>17/9/13</p>	<p>'The vital part of this is to feed the ideas and reactions of</p>	<p>Continued discussion about</p>

<p>Mill to the Market http://www.sneinton-alchemy.com/news/milktomarket-placecheckwalkanno-uncement.</p>		<p>you the local people into the planning process, so that we can influence what happens in our area in the future. That's the <u>Sneinton Vision</u>!</p>	<p>Neighbourhood Planning followed by a meeting http://www.sneinton-alchemy.com/news/milktomarketwalkexplorsbrokensneinton.</p>
<p>Meeting with Nottingham City Council</p>	<p>5/11/13</p>	<p>To explore the issues that may be raised in the Neighbourhood Plan and to establish working relationships</p>	<p>A better understanding from both parties about the planning context within which Neighbourhood Plan policies would sit.</p>
<p>Public Neighbourhood Planning meeting/workshop with Planning with People</p>	<p>6/11/13</p>	<p>To help raise awareness and to provide training to prospective SNF members. Blog posts meeting promotion http://www.sneinton-alchemy.com/news/aneighbourhoodplanforsneinton</p>	<p>It was agreed the area needed to develop a NP</p>
<p>Your Sneinton Community Networking and Learning Event</p>	<p>6/12/13</p>	<p>Sneinton's proposed Neighbourhood Plan (What is a Neighbourhood Plan?) http://www.sneinton-alchemy.com/news/yoursneintoncommunitylearningandnetworkingconference</p> <p>To raise awareness about the work being carried out in Sneinton and to educate local residents about Neighbourhood Planning and the Localism Act.</p> <p>Consult with the public about the initial proposed area of designation</p>	<p>Many of the proposed Sneinton Neighbourhood Forum members attended this event and additional workshop covering Neighbourhood Planning</p>
<p>Winter Warmer Event http://www.sneinton-alchemy.com/winter-warmer. (promotion)</p>	<p>19/11/13</p>		<p>The event raised awareness and gained feedback from residents on proposed area for designation, boundary and places of interest. Report at http://www.sneinton-alchemy.com/news/warmwelcometwintersocial.</p>

<p>2nd Public Neighbourhood Planning meeting with Planning with People</p>	<p>4/3/14</p>	<p>To discuss Neighbourhood Forum and area for designation. Actions were outlined to consult on the revised plan area</p>	<p>Following consultations held at the 'Your Sneinton' and 'Winter Warmer' events, and a 3-month long online survey, the proposed Neighbourhood Plan area was revised.</p> <p>It was decided not to create the Neighbourhood Forum from existing Sneinton Alchemy members but to make a new, one purpose group named the Sneinton Neighbourhood Forum.</p>
<p>Follow up Neighbourhood Planning update letter and membership form mailed out to Your Sneinton delegate list of 125 residents and local services</p>	<p>14/3/14</p>	<p>A letter written to inform about the localism act and to invite those interested in the Sneinton NP to become Forum members and to explain how they can do this. Letter included an online link to sign up SNF members. A letter written to consult on the new proposed boundary for Sneinton Elements and Colwick Woods.</p>	
<p>Sneinton Alchemy AGM http://www.sneinton-alchemy.com/news/sneintonalchemyagm2014.</p>	<p>21/2/14</p>	<p>Provided update on Neighbourhood Planning, the Sneinton Vision project and on on-going community consultation carried out by the Community Organisers.</p>	<p>For parties interested in NP it was agreed to have a further follow up meeting where NP could be discussed in more detail</p>
<p>Sneinton Alchemy public meeting. http://www.sneinto</p>	<p>18/3/14</p>	<p>In anticipation of the submission to the Council of the proposed plan area and Neighbourhood Forum constitution, all who have been involved in the process of Placecheck</p>	<p>2 local councillors, Gul Nawaz Khan and Neghat Nawaz Khan agreed that it was a great idea for the area to</p>

<p>n- alchemy.com/news/ sneintoncommunity ymeetupformarch</p>		<p>Walks (see here and here) and Neighbourhood Plan development (see here) have been invited to join the Sneinton Neighbourhood Forum. Membership is open to all: both individuals and groups/businesses, whether inside or outside the plan area.</p>	<p>develop a NP. Representatives from local business Oakdale Arts and Training Spaces and Friends of Colwick Woods contributed to discussion on boundary and agreed to join the SNF (see minutes from meeting).</p>
<p>Sneinton Tenant and Residents Association public meeting</p>	<p>25/3/14</p>	<p>Neighbourhood Planning and area of designation presentation. To raise awareness and invite STARA to join the SNF.</p>	<p>STARA is an important group in Sneinton that works closely with the NCC Neighbourhood Development team. More work will need to be done in liaison with the ND Team if STARA members are to be properly appraised of their rights.</p>
<p>Street Consultation Sneinton Elements</p>	<p>27/3/14</p>	<p>Door-knocking organisations and businesses in the Carlton Road/Sneinton Elements area. Increasing awareness of the inclusion of this area following initial consultations</p>	<p>STOP (Sneinton Tenants Outreach Programme) Tenants and Residents Association and several local people and businesses signed up to the Forum</p>