

Charlton Society Neighbourhood Forum
Mill Corner, 22 Charlton Road, Hitchin, Herts SG5 2AE
07985 421139

Clare Skeels
Senior Planning Officer
North Herts District Council
Council Offices
Gernon Road
Letchworth
Herts SG6 3JF

24 May 2021

Dear Clare

**APPLICATION FOR DESIGNATION AS A NEIGHBOURHOOD FORUM &
ACCEPTANCE OF PROPOSED PLAN AREA**

In accordance with Part 3 of the Neighbourhood Planning (General) regulations 2012 (as amended), please accept this letter and accompanying documents as a formal application from the Charlton Society Neighbourhood Forum for the designation of the said Forum and acceptance of the proposed Neighbourhood Area.

NEIGHBOURHOOD FORUM

Part 3 Regulation 8 of the Neighbourhood Planning Regulations 2012 states the following:

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) *the contact details of at least one member of the proposed neighbourhood forum to be made public under regulations 9 and 10: and*
- e) *a statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act*

We supply herewith the information required by the above regulations:

a. **The name of proposed neighbourhood forum**

The name of the proposed neighbourhood forum is the Charlton Society Neighbourhood Forum

b. **A copy of the written constitution of the proposed neighbourhood forum**

A copy of our written constitution is enclosed.

c. **The name of the neighbourhood area to which the application relates and a map which identifies the area**

The area will be known as 'Charlton Village Neighbourhood Area'. A map of the area to which this application relates is enclosed with this application. The boundary of the area is drawn as a bold black line on the map.

d. **The contact details of at least one member of the proposed neighbourhood forum to be made public under regulations 9 and 10**

Philip Jarvis (Chair)
Mill Corner, 22 Charlton Road, Hitchin, Herts SG5 2AE

Email: jarvisphil@hotmail.com

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

Schedule 9 61F (5) of the 1990 act states:

"A local planning authority may designate an organisation or body as a neighbourhood forum if the authority are satisfied that it meets the following conditions -

- (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."*

Statement of Compliance with the above conditions

The Charlton Society Neighbourhood Forum already meets these conditions and conducts itself in accordance with them as follows:

Schedule 9 61F (5a) – The Charlton Society came into existence in 1976 and has been governed by a constitution since 2015, with the express purpose of promoting the social, economic and environmental well-being of those that it represents. The constitution was further updated on 15 March 2021 to fully encompass the requirements for being a designated neighbourhood forum.

Schedule 9 61F (5b) – Membership of the Forum is open to all of the categories listed above with no exceptions.

Schedule 9 61F (5c) – At the date of this application, the Charlton Society Neighbourhood Forum has more than 42 members including some who work in the village and who are elected to represent it. On 5 March 2021, a special Zoom meeting of the Charlton Society was attended by 22 members, including some who work within the village, when the attached constitution was unanimously agreed. Prior to and subsequent to this meeting, several further members who were unable to attend, confirmed their support and membership.

Schedule 9 61F (5d) – A copy of our written constitution is enclosed.

Schedule 9 61F (5e) – No other conditions have been prescribed.

Furthermore, Schedule 9 61F (7) (a) (i-iii) states that:

A local planning authority -

- (a) must, in determining under subsection (5) whether to designate an organisation or body as a neighbourhood forum for a neighbourhood area, have regard for 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 sub-paragraphs (i) to (iii) of subsection (5)(b),
 - 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

The Charlton Society Neighbourhood Forum meets conditions (i) and (ii) as it has members who fulfil at least one of the criteria listed in subsection (5)(b), and it has sought to actively recruit, and continues to recruit, by means of email, Whatsapp and word of mouth, eligible members drawn from different sections of the Charlton community, regardless of age, gender, disability and ethnic group, and from a wide range of locations in the neighbourhood area.

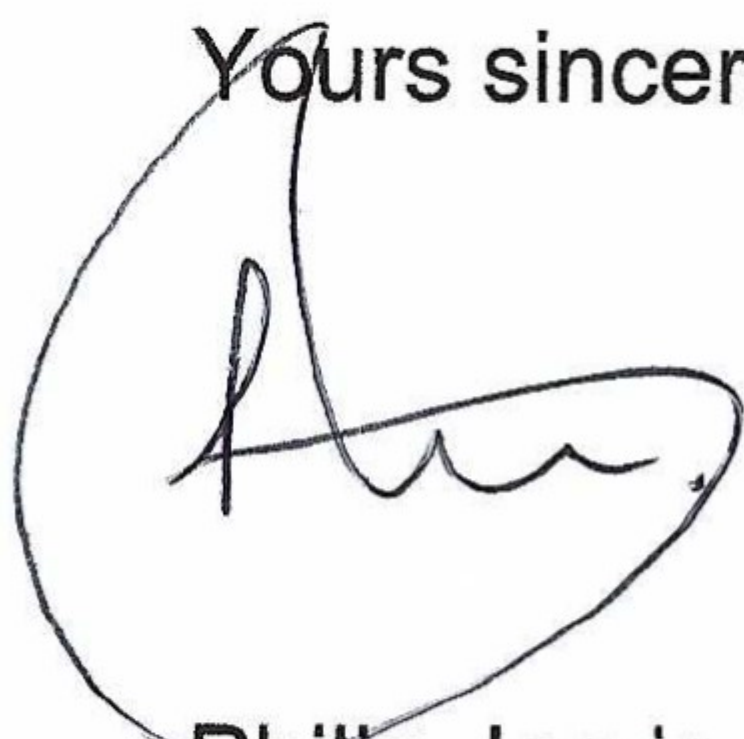
Furthermore, the Charlton Society Neighbourhood Forum meets condition (iii). The Charlton Society is a well-established organisation which originally sprang from concerns that threatened the character of this historic rural village setting. It has continued to maintain a broad membership encompassing the community that it represents.

NEIGHBOURHOOD PLAN AREA

Finally, Part 2 Regulation 5 (b) of the Neighbourhood Planning (General) Regulations 2012 requires that a statement explaining why this area is considered appropriate to be designated as a neighbourhood area is included with this application. The area is considered appropriate to be designated as a neighbourhood area for the following reasons. It encompasses the built core of the ancient settlement of Charlton and extends out to include the outlying properties that have been part of The Charlton Society since its formation in 1977, with the exception of Wellhead Farm and properties on the South side of Temple End Close which fall within the parishes and Neighbourhood Plan areas of St Ippolyts and Preston. The area also includes the Charlton Conservation area with the same exception for Well Head Farm. From North East to North West the area boundary is defined by the public footpaths and roads that lie just beyond each last neighbouring Charlton property. The only exception to this being the Northern boundary which extends up to Willow Lane. Along Willow Lane runs the main pedestrian footpath to Charlton from Hitchin which is considered integral to the Charlton Area. Indeed the society has with the permission of NHDC cleared this footpath of litter and vegetation on a number of occasions. The area was determined following full consultation with Charlton Society Neighbourhood Forum members.

I trust that the foregoing provides sufficient information for North Herts District Council to consider the designation of the proposed Neighbourhood Forum and Neighbourhood Area for Charlton Village.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Philip Jarvis', enclosed within a large, loopy circular flourish.

Philip Jarvis
Chairman

Encs