

Neighbourhood Planning Focus Group 2

5th October 2011

Report

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Neighbourhood Planning Focus Group 1

The purpose of this report is to provide Bath & North East Somerset Council and those who attended with a record of the focus group. This Focus Group took place on the evening of the 5th October 2011 and was part of the early stage consultation on the new Neighbourhood Planning Protocol.

Key points of discussion and the activities undertaken are outlined in this report together with a record of the presentations given and consultation materials.

1 Context

1.1 The aims of the focus group are as follows:

- Inform preparation of the new Council policy on community involvement in planning (including new localism duties)
- Find out what's useful for you as end users and to build upon your experiences to date
- Inform Council members of community view

This was the second meeting of the focus group which aimed to build on the messages emerging from the first focus group.

2 Process

2.1 The focus group was organised and led by Cleo Newcombe-Jones and Liz Tu, Planning Policy Officers.

3 Programme

3.1 The focus group commenced with a recap of the last session and a reminder of the aims of the group. The session then moved on to consider views on possible ways of defining communities in Bath, the draft approach to defining Neighbourhood Forums and the associated draft criteria. As time ran short, the final activities on Planning Support and Parish Plan conversion were circulated to the focus group by email on 11th October for comments.

4 Attendance

4.1 The workshop was attended by 11 participants including representatives of Parish Council's, Town Council's and Residents' Associations in Bath. A full attendance list is included as **Appendix 1**.

5 Record of workshop

- 5.1 This part of the report will outline the detail of the event, including the presentations given and includes a summary of the table based discussions during the focus group. The Powerpoint used at the meeting is attached at **Appendix 2**. Please note that only the slides up to Activity 3 were used during the workshop as time ran short.

Introduction and update

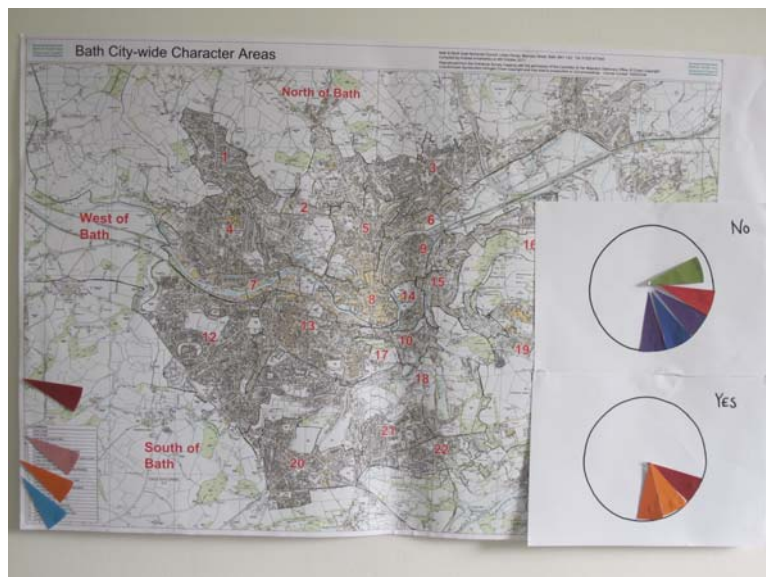
- 5.2 Cleo Newcombe-Jones, opened the focus group, welcoming the attendees and participants then re-introduced themselves. Liz Tu then provided a recap of the last meeting including key messages emerging before outlining the programme for the evening. The outline for the draft Neighbourhood Planning Protocol was introduced (**Appendix 3**). The Focus Group are considering the elements emerging from the Localism Bill rather than on the sections which review the Statement of Community Involvement.

Neighbourhood Forums

Map Activity

- 5.3 Focussing on draft NPP section 2 'How to designate a Neighbourhood Forum' Cleo Newcombe-Jones introduced Activity 1. This included a series of maps of various designations and boundaries in Bath and participants were asked to indicate whether any of the maps were useful, in their view, in representing the Neighbourhoods in Bath. The aim of this exercise was to gauge the impressions of the group and to test the usefulness of this as a possible consultation exercise for the public consultations, it also highlighted the difficulty of getting consensus on an appropriate way for the Council to defining neighbourhoods. Participants built up pie charts with their individual 'yes' or 'no' answers, the full set of maps is included as **Appendix 4** however an example follows:

Figure 1: In your view could this be used to represent Neighbourhoods in Bath?



How to designate a Neighbourhood Forum

- 5.4 A hand out (**Appendix 5**) was circulated which included the draft route for Neighbourhood Forum Designation. This was discussed in small groups. The issues raised during the discussion are included below:

Summary of discussion on approach to designating Neighbourhood Forums

The following options were discussed (see Appendix 5):

- i) Preferred route - allow Neighbourhood Forums to be self-defining and designated based on Criteria
- ii) Route A - Council to designate neighbourhood forums on a Ward basis
- iii) Route B - Council to designate neighbourhood forums on another basis

Wider group points

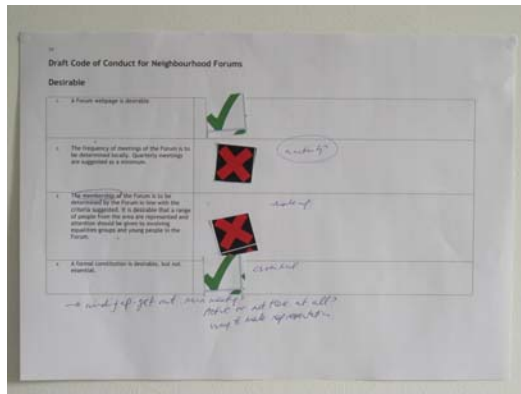
- Spirit of the Localism Bill would suggest should go through a self-defining route (i.e. alternative routes A and B do not really meet Localism Bill)
- No need for 'neighbourhoods' to be designated should be flexible to respond to requests
- Concern about 'keep under review'
- Danger of timing and responding to requests - potential for pressure groups

Table 1	<ul style="list-style-type: none"> • Preferred route is the most attractive • Always problems with defining boundaries • How will wards be addressed in Town Council areas? • Within the Parished areas, lots of different neighbourhoods - Localism Bill doesn't provide for this but may be possible for Parish/Town Council to coordinate with area based committees
Table 2	<ul style="list-style-type: none"> • Preferred route is most democratic • Difficult to administer if opposing groups with overlapping boundaries • Some control via Core Strategy (over Neighbourhood Plans) • Process- impose idea/structure - danger of lack of flexibility and forcing neighbourhoods (even under preferred route) • Could have flow chart - different process for each adopters and later communities • Must ensure have flexibility and adaptability in process to allow for change in communities (over time) • System not adaptable enough - must allow for different plans to come forward within neighbourhood. Must be flexible. • Welcome opportunity to discuss other Localism Bill issues such as CRB/CRC.
Table 3	<ul style="list-style-type: none"> • Bath residents should make the decision on how they define their own communities so preferred route is supported on this basis • Parish/Town Councils thought a more structured approach would be more similar to the model for rural areas and market towns and advantages of this type of approach were identified in terms of accountability • There are benefits of having coverage for the whole city which options A and B would provide • SOAS could work as a smaller area than wards although unlikely to be meaningful • Many of these ways of defining neighbourhoods do not take into account the personality of place and the people • There are large areas of Bath with no existing residents or other groups so using existing groups in this way will not ensure

	<p>coverage of the whole city</p> <ul style="list-style-type: none"> • Wards have the benefit of existing political representation and familiarity. Although not meaningful to most people?
--	--

Neighbourhood Forum Designation Criteria

5.5 The draft criteria for Neighbourhood Forum Designation were discussed in small groups. Participants were asked to indicate with a tick or cross whether they agreed with the criterion and to make any amendments/add comments as appropriate. The full exercise complete with comments is included at **Appendix 6**. A photograph illustrating the approach to the exercise follows.



Planning Support

5.6 Unfortunately time ran short to complete the activities relating to planning support for neighbourhood Plan preparation and parish plan conversion. A hand out (**Appendix 7**) was given out at the end of the session and subsequently circulated by email. Participants are invited to send any comments on this to planning policy.

6 Conclusion

Next Steps

6.1 The next steps are as follows:

- This Workshop Report is to be distributed to all attendees of the focus group on **11th October 2011**
- Any further comments to be sent to Planning Policy by return.
- A further workshop to discuss issues particular to Bath was agreed to be set up as soon as possible after this event at the pre-consultation stage.
- A public consultation on the draft Neighbourhood Planning Protocol will follow in Winter 2011.

6.2 The results of the focus groups and any further comments will inform drafting of the Neighbourhood Planning Protocol which will be presented to members for approval for consultation.

6.3 Policy & Partnerships Team have been advised that they would be welcome to re-convene the group to discuss other elements of the Localism Bill not relating to Planning.

Thank you

6.4 We would like to thank all those who gave up their time to be involved in the focus group, your input has been invaluable.

Appendix 1 – Attendance list


Organisation	Representative
Batheaston Parish Council	Vito Pecchia David Robins
Federation of Bath Resident's Association	Henry Brown Mark O'Sullivan
Keynsham Town Council	Clive Fricker Dawn Drury
Midsomer Norton Town Council	Steve Plumley
Paulton Parish Council	Liz Hardman Ken Ellis
Radstock Town Council	Fflyff McLaren
Saltford Parish Council	Kevin Reeves

Appendix 2


9th October

Neighbourhood Planning Focus Group

2nd meeting




Introductions...



Focus Group Aims

- Inform preparation of the new Council policy on community involvement in planning (including new localism duties)
- Find out what's useful for you as end users and to build upon your experiences to date
- Produce a brief report to feedback to Ward Councillors



Timetable

Drafting (including Parish/Town Council Localism working group)	July-Oct 2011
Public consultation	Dec 2011/Jan 2012
Parish and Town Council event	Dec 2011
Adopt	May 2012



Recap

Key messages from last time

- Neighbourhood Forums – need structure
- Keen for limited guidance with support available
- Keen for a Parish/Community Plan conversion process
- Role of businesses
- Democratic process

Outline

- Draft structure
- Neighbourhood Forum
- Planning support
- Parish Plan conversion

Outline structure of NPP

2. How to designate a Neighbourhood Forum

Activity 1: maps

Activity 2: Options

Activity 3: Criteria

Neighbourhood Forum criteria

- Please add tick if you agree with criterion
- Add a cross if disagree
- Please write in amendments

3. How to prepare a Neighbourhood Plan

Activity 4: Planning Support

Activity – level of planning support

Preferred approach

What's not included?

Activity – level of planning support

- **Please discuss:**
 - are the right elements included in the preferred approach?
- **Please add:**
 - any other elements that should be included
 - a reason if you move an element between flip sheets

Activity 5: Plan conversion

Parish/Town/Community Plan conversion

- Scenario discussion
- 5 mins

Pros/Cons

Parish Plan conversion

- **Option A**
Commitment to providing each Parish with a 'validation meeting' – to discuss options for plan conversion with Planning. Planning provides recommendations in a written report.
- **Option B**
NPP includes structured guidance which Parishes can use to assess their own options for conversion

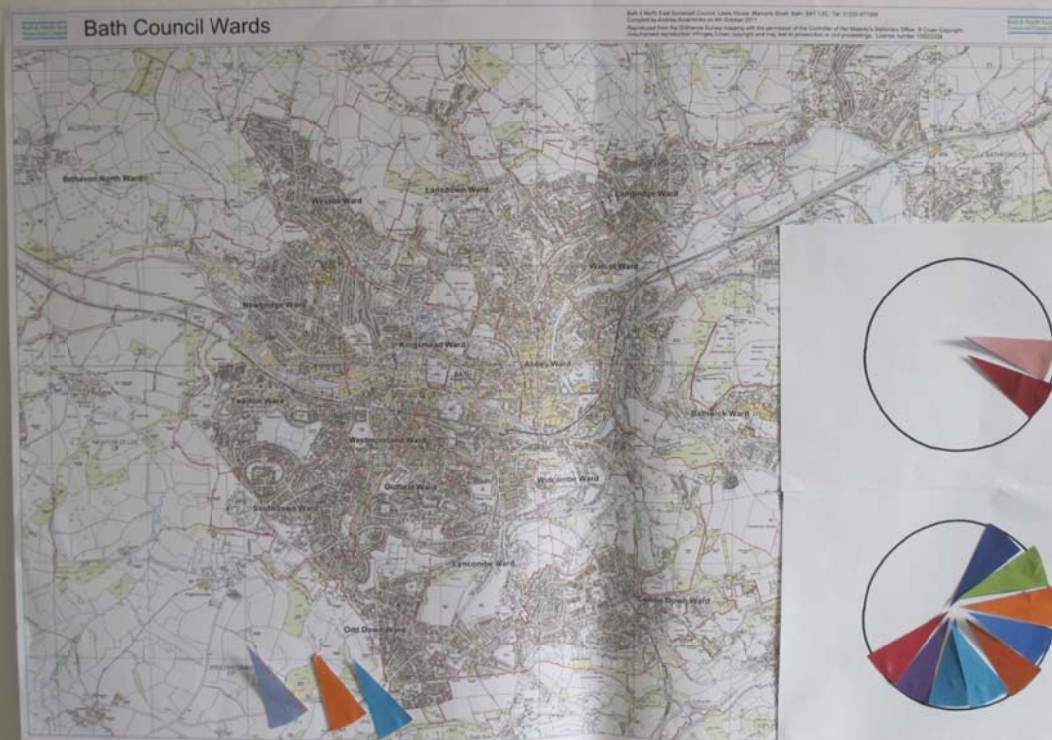
Thank you

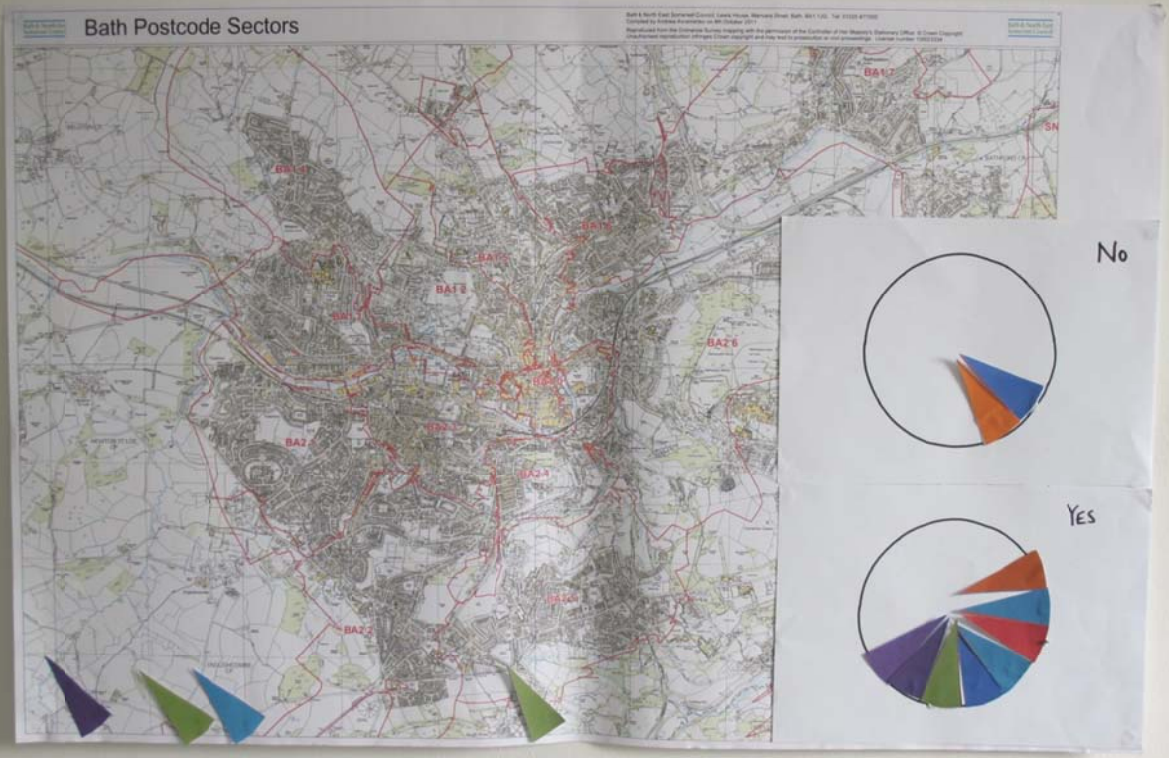
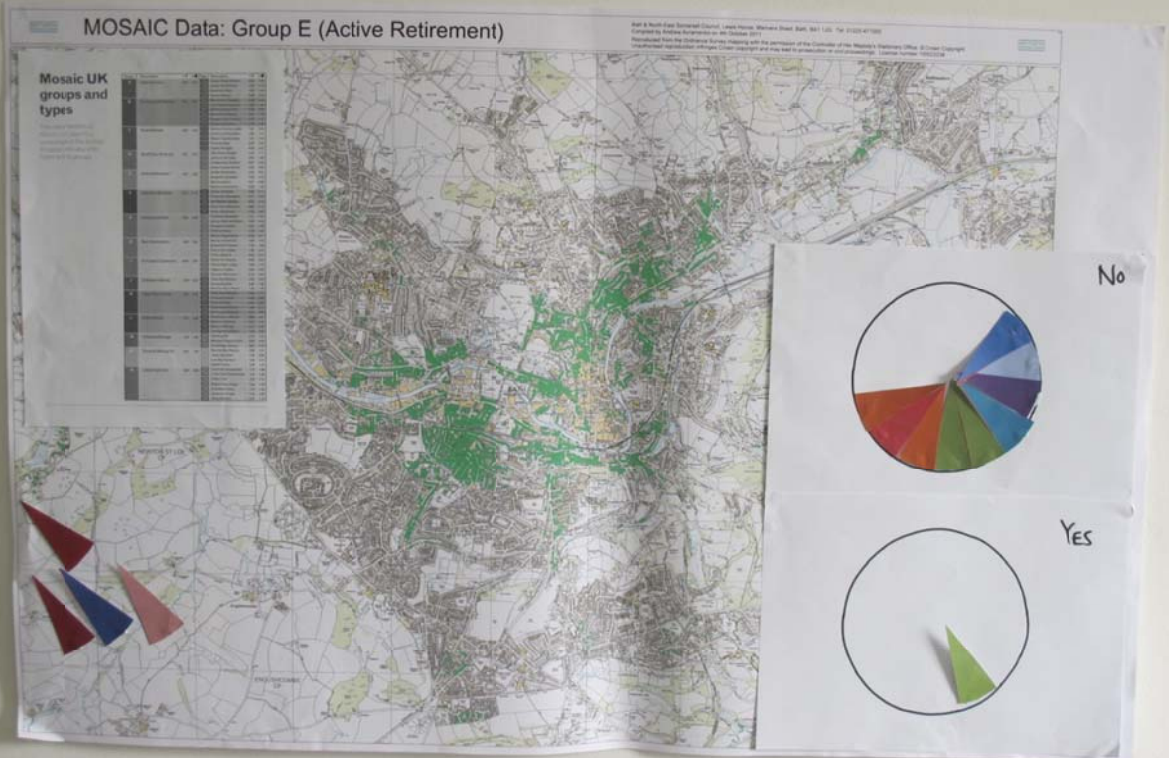
Appendix 3: Outline Structure of Neighbourhood Planning Protocol

1. Options for getting involved in planning
2. How to designate a Neighbourhood Forum
3. How to prepare a Neighbourhood Plan
 - i) Formal Procedures - simple outline of procedural requirements examination, validation, referendum etc.
 - ii) Guidance on "how to" - not prescriptive
 - iii) Parish/Community Plan conversion
5. Neighbourhood Development Orders (including Community Right to Build)
6. Involvement in planning policy (SCI review)
7. Involvement in DM process (SCI review)
8. Tree work publicity (new)

Appendix 4 - Map activity

In your view, are any of these maps representative of Neighbourhoods in Bath?





Bath Archaeological Characteristic Areas

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No



Yes

Bath Partners and Communities Together (PACT) Areas*

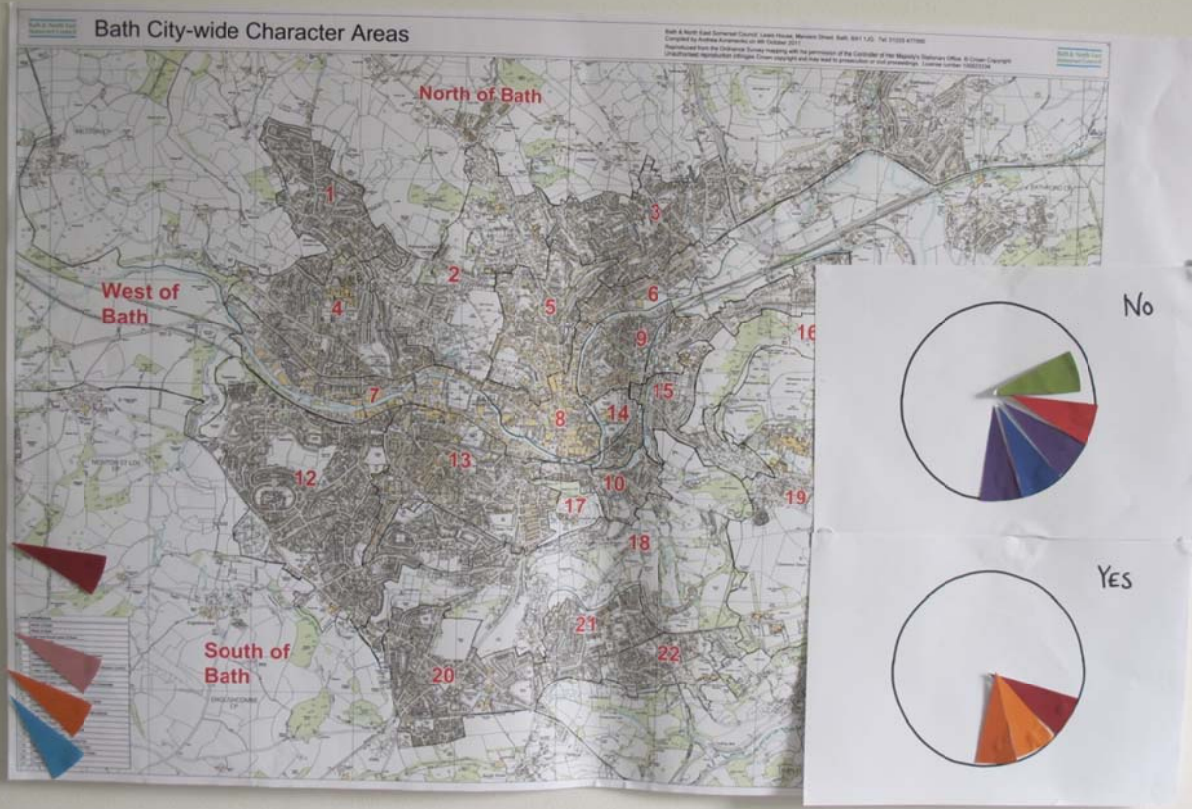
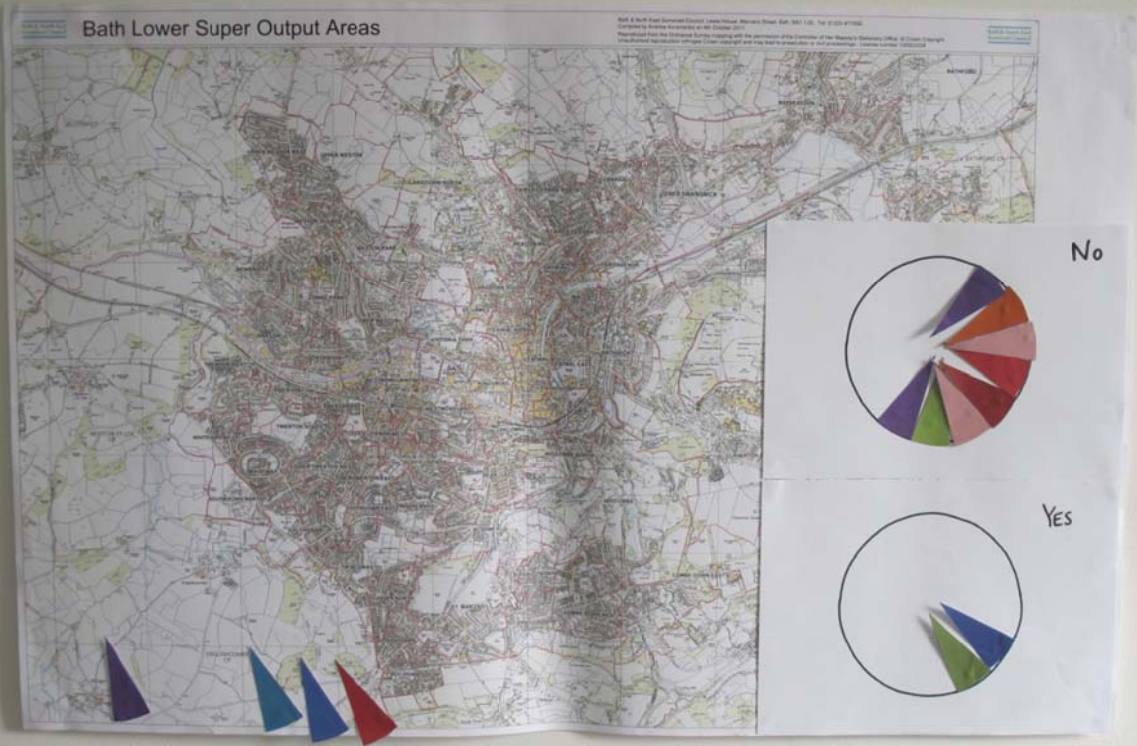
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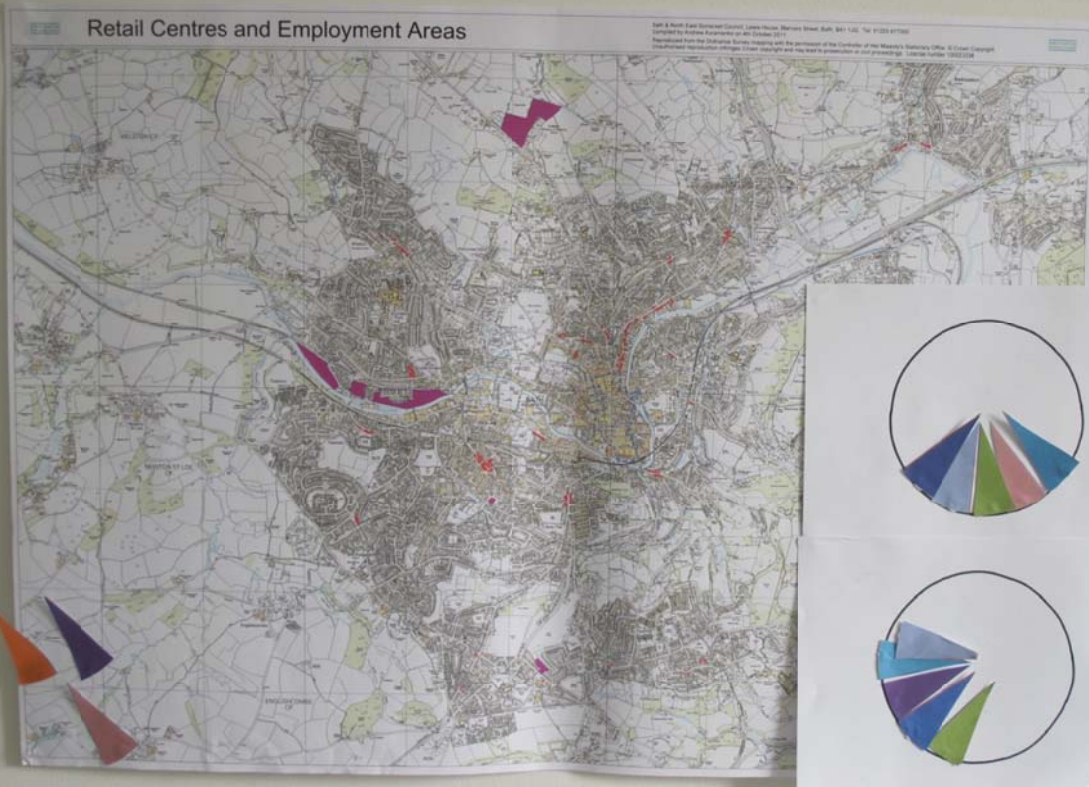
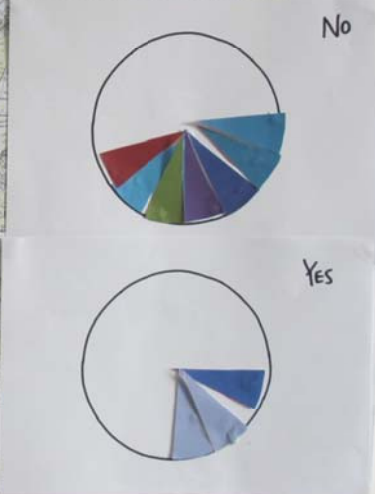
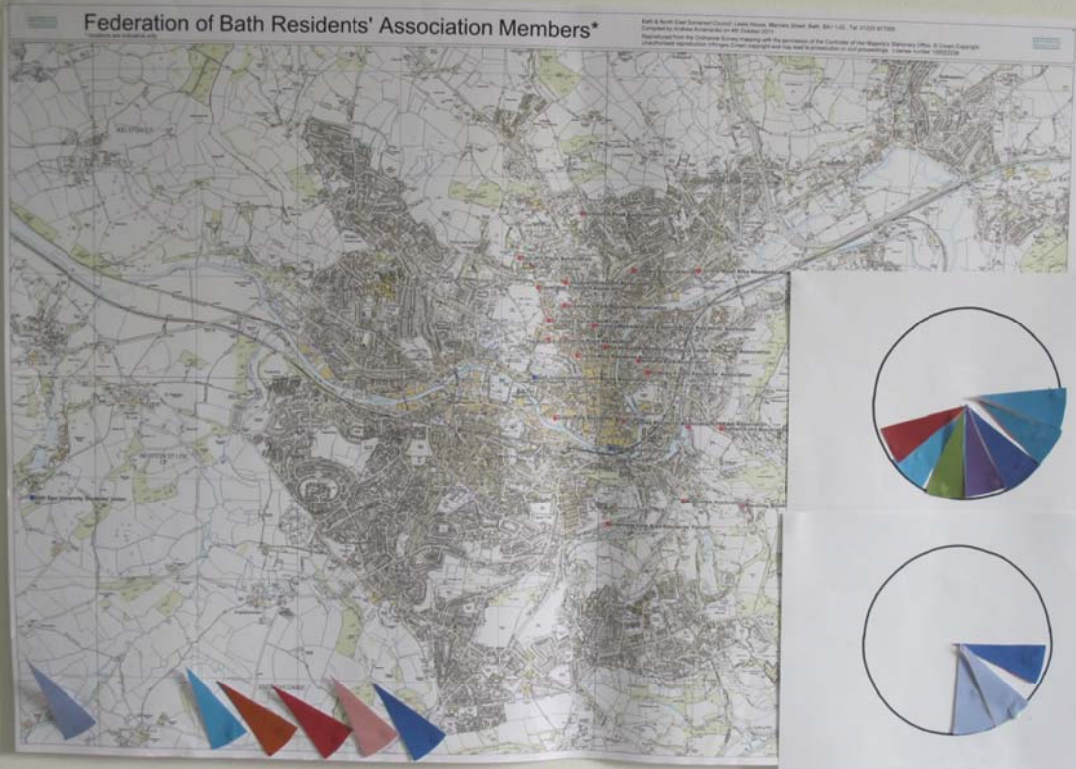


No



Yes





Appendix 5: Draft Routes for Neighbourhood Forum Designation

The following potential routes to Neighbourhood Forum Designation are proposed for public consultation. These options apply to the un-parished area of the City of Bath, as Parish or Town Councils automatically have Neighbourhood Forum status.

Route	Description	Positives	Issues
Preferred Route	<p>Facilitate applications to become Neighbourhood Forums while allowing Neighbourhoods to be self-defining by communities.</p> <p>By developing:</p> <ul style="list-style-type: none"> • B&NES Neighbourhood Forum Application Form • B&NES Criteria for Neighbourhood Forum Designation • Democratic Process for Councillors to consider applications and designate forums • B&NES Neighbourhood Forum Code of Conduct 	<ul style="list-style-type: none"> • Bottom up • Structured, yet locally responsive • Checks and balances ensured via local criteria and code of conduct • Clear process 	<ul style="list-style-type: none"> • There may be areas in Bath with no forum designated • More difficult to predict demand for Council support - however, support offered can be more targeted
Alternative Route A	Designate Bath Wards as Neighbourhood Forums (i.e. Bristol Neighbourhood Partnership approach)	<ul style="list-style-type: none"> • Coverage ensured for the whole city 	<ul style="list-style-type: none"> • Top Down • Bureaucratic • Administration arrangements would need to be resourced and established • Does not respond to community demand • Correlates with democratic structures i.e. Ward Councillors who must be in a Forum
Alternative Route B	Designate Neighbourhood Forums on another basis (i.e. PACT areas, super output areas, post code sectors etc.)	<ul style="list-style-type: none"> • Coverage ensured for the whole city • More responsive to planning issues like local character and development pressure • More meaningful than ward boundaries 	<ul style="list-style-type: none"> • Top Down • Bureaucratic • Administration arrangements would need to be resourced and established • Does not respond to community demand • Difficult to get consensus on the best way to define neighbourhoods

Draft Neighbourhood Forum Criteria for Bath

Introduction

The Localism Bill when enacted in 2012 will enable groups to be formally constituted as Neighbourhood Forums within the City of Bath. These Forums will have the potential to prepare Neighbourhood Plans, which will have weight in the determination of planning applications in their area.

Neighbourhood Plans are a permissive tool, enabling more development and shaping development rather than acting as a block to development. They must be in general conformity to both national and local Planning Policy, and there is a formal process that they must be taken through.

The Criteria

Eligibility

1. Where Parish or Town Councils exist these are automatically designated as the Neighbourhood Forum for their area.
2. It is only the un-parished city of Bath where new Neighbourhood Forums can be designated.

Designation Process

1. The Local Planning Authority (LPA) will be responsible for the designation of Neighbourhood Forums.
2. An application must be registered with the LPA, using the B&NES Neighbourhood Forum application form.
3. This application will be considered via a committee (i.e. Development Control Committee or Localism Committee if/when established) and will be judged against the Bath Neighbourhood Forum Designation Criteria.
4. Designation will be made with immediate effect following this decision by Committee.
5. Once designated by the LPA a Neighbourhood Forum will be able to operate in line with the functions outlined in the *Localism Bill*.
6. Once designated the Neighbourhood Forum must agree to abide by the Council's *Code of Conduct for Neighbourhood Forums*, a breach of this Code may result in the Council reviewing the designation of the Neighbourhood Forum.

Role of Ward Councillors

1. Usual rules apply to Councillors attending Neighbourhood Forum meetings.

Draft Bath Neighbourhood Forum Designation Criteria

In order to become a Neighbourhood Forum, it must be demonstrated that the following criteria can be met:

1 Name

- a. A name for the Neighbourhood Forum that represents the area of coverage should be registered with the Council.

2 Membership

- a. Neighbourhood Forums must be made up of residents, employees and businesses living or operating within the area which the Forum covers.

- b. Where there are residents within the area these must be represented in the Forum.
- c. There must be at least 21 people in a Neighbourhood Forum, names and addresses of the 21 people making up this core group must be submitted with the application.
- d. Should a resident or business relocate from the area, they can no longer be on the list of 21 and new replacement members should be nominated.
- e. The list of 21 will be registered with the Council and will be made publicly available.
- f. At least one Ward Councillor representing the area within which the Neighbourhood Forum is located must be on the Neighbourhood Forum. A Ward Councillor must support the proposed Neighbourhood Forum.
- g. Ward Councillors can be on more than one Forum.
- h. The inclusion of representatives of pre-existing groups such as residents associations, faith groups, voluntary and community groups, local amenity groups, and business groups within the Forum will be supported.

3 Defining the Forum area

- a. The proposed boundary of a Neighbourhood Forum must be submitted with an application for designation, this should be shown on a map as a red line boundary.
- b. This proposed boundary should be at street level resolution so that it is clear where the precise boundary is proposed.

4 Exclusivity

- a. Where a Neighbourhood Forum has already been designated it is not possible for another to cover the same geographical area, i.e. there can be no overlap in the geographical coverage of a Neighbourhood Forums.
- b. Where more than one group proposes a Neighbourhood Forum containing part or all of the same geographical area, at the same time, the applicants will be asked to consider a joint application. If they decide to proceed separately, the committee will consider each application on their own merits and will make a decision on the Neighbourhood Forum which they consider would best serve the neighbourhood.

5 Justification

- a. The Neighbourhood Forum presenting itself for designation must outline to the committee their case for designation in a maximum of 500 words.
- b. The aims of the Forum should also be expressed in the application.
- c. A written statement from a Ward Councillor in the area covered by the Forum must be included to show support for the proposed Forum.
- d. Other written statements of support for example from existing community groups, other residents not on the list of 21 or local businesses etc. will also be accepted with applications.

6 Code of Conduct

- a. Commitment to the Code of Conduct must be confirmed at application stage

Code of Conduct for Neighbourhood Forums

Essential

- 1 The Forum has a duty to inform the Council within a reasonable timeframe where one of the 21 representatives relocates. At this time a new member should be nominated accordingly and name and contact address provided.
- 2 A single point of contact should be nominated for the Forum which must be provided to the Council and made publicly available. This contact should be kept up to date.
- 3 All Neighbourhood Forums should hold an open Annual General Meeting, of course subject to the capacity of the venue.
- 4 Agendas should be prepared for meetings of Neighbourhood Forums and the meetings should be minuted, both agendas and minutes should be made publicly available to the public in accordance with existing arrangements for Parish Councils.
- 5 Members of the public may submit statements that relate to issues that are on the agenda for the meeting or any other issues, providing sufficient advance notice is given. These should be submitted to the nominated point of contact for the Forum.
- 6 Meetings should be Chaired, the arrangements for this are left to the Forum to decide.
- 7 Any financial contributions to the Forum from third parties must be declared.
- 8 Forums must be open to respond to potential concerns about their activities - any such complaints if considered to be justified may lead to a review of the designation of the forum. See Review section below.

Desirable

- 1 A Forum webpage is desirable.
- 2 The frequency of meetings of the Forum is to be determined locally. Quarterly meetings are suggested as a minimum.
- 3 The membership of the Forum is to be determined by the Forum in line with the criteria suggested. It is desirable that a range of people from the area are represented and attention should be given to involving equalities groups and young people in the Forum.
- 4 A formal constitution is desirable, but not essential.

Review Process

1. A breach of this Code of Conduct may lead to the Council re-considering the designation of a Neighbourhood Forum, and potentially the immediate suspension of the status of the Forum.
2. A decision will be made on a case by case basis, on the basis of evidence presented by both the complainant and the Forum.
3. Where issues can be satisfactorily resolved this will be preferable to further action such as the suspension of the Forum as a designated Neighbourhood Forum.
4. A new application would then need to be lodged to re-designate the Forum and this would be considered on its own merits.

Appendix 6 - What are your views on the Draft Neighbourhood Forum Designation Criteria?

This exercise was completed in 3 groups, note that not all groups completed the task - the point each group reached is indicated in the relevant place in the table. The symbols/commentary in the table below are in sequential order for Groups 1, 2 and 3.

Eligibility

<p>1. Where Parish or Town Councils exist these are automatically designated as the Neighbourhood Forum for their area</p>	<p>Group 1 <input checked="" type="checkbox"/> Is a given from Localism Bill but what about the towns? Keynsham is divided into 3 wards Keynsham North, South and East.</p> <p>Group 2 <input checked="" type="checkbox"/> This is part of the Localism Bill so no flexibility.</p> <p>Group 3 <input checked="" type="checkbox"/> Defer to PC/TC. Democratic.</p>
<p>2. It is only the un-parished city of Bath where new Neighbourhood Forums can be designated.</p>	<p><input checked="" type="checkbox"/> Yes - but think about the towns, maybe suggest solution for Town Council as coordinator of smaller areas represented by committees.</p> <p><input checked="" type="checkbox"/> Agree - as per Localism Bill. Concern that if too formal a process of designation is established this will lead to a lack of flexibility/adaptability in the system (see also later criteria).</p> <p><input checked="" type="checkbox"/> but delete the word only</p>

Designation Process

<p>1. The Local Planning Authority (LPA) will be responsible for the designation of Neighbourhood Forums.</p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> This is enshrined in the Localism Bill.</p> <p><input checked="" type="checkbox"/> In the Bill</p>
<p>2. An application must be registered with the LPA, using the B&NES Neighbourhood Forum application form</p>	<p><input checked="" type="checkbox"/> What defines a resident? What about Gypsy and Traveller communities?</p> <p><input checked="" type="checkbox"/> Agree that a formal process is needed but must also ensure it is adaptable to cater for changing circumstances</p> <p><input checked="" type="checkbox"/> Needs to specify registered by the Forum?</p>
<p>3. This application will be considered via a committee (e.g. existing local Council Committee or Localism Committee if/when established) and will be judged against the Bath Neighbourhood Forum</p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> Should it just be Bath Members? Agreed that it should be a cross party Member committee</p> <p><input checked="" type="checkbox"/> An objection to Councillors only committee. Should be a mixed group but still needs accountability. Someone representing the Forum should be at the Committee meeting. Others felt a Councillor committee was most appropriate for accountability.</p>

Designation Criteria	
4. Designation will be made with immediate effect following this decision by Committee.	<input checked="" type="checkbox"/> But concern about demonstrating that it is representative/that there is no referendum on Forum membership (only on Plan) <input checked="" type="checkbox"/> But allow for period of challenge <input checked="" type="checkbox"/> Should be responsive - agree
5. Once designated by the LPA a Neighbourhood Forum will be able to operate in line with the functions outlined in the <i>Localism Bill</i> .	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> This is logical <input checked="" type="checkbox"/>
6. Once designated the Neighbourhood Forum must agree to abide by the Council's <i>Code of Conduct for Neighbourhood Forums</i> , a breach of this Code may result in the Council reviewing the designation of the Neighbourhood Forum.	<input checked="" type="checkbox"/> Does the Code of Conduct apply to Parish Councils? Will be a lack of consistency in code of conducts across B&NES and the country. <input checked="" type="checkbox"/> Need for Neighbourhood Forums to be publicly accountable for their conduct. <input checked="" type="checkbox"/> Agree

Role of Ward Councillors

1. Usual rules apply to Councillors.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Yes if this means 'Code of Conduct' but a 'no' if it means voting with party line (i.e. there needs to be flexibility for Council Members in voting) <input checked="" type="checkbox"/> Cross refer to these rules
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Draft Bath Neighbourhood Forum Designation Criteria

In order to become a Neighbourhood Forum, it must be demonstrated that the following criteria can be met:

1 Name a. A name for the Neighbourhood Forum that represents the area of coverage should be registered with the Council.	AMEND: A name for the Neighbourhood Forum that represents the area of coverage should be registered with the Council. Geographical based name can prove problematic. <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
--	--

2 Membership

a. Neighbourhood Forums must be made up of residents, employees and businesses living or operating within the area which the Forum covers.



What is the relationship with the Business Improvement District (BID)?

?

Pros and cons. How much of a stake should employees have. Do you involve visitors/consumers? How is this controlled?



b. Where there are residents within the area these must be represented in the Forum.



It is vital that whatever system is put in place that it is adaptable i.e. it must allow for changing circumstances in order to reflect the communities that exist and in terms of membership.



Majority if Businesses? E.g. BIDS res excl.

c. There must be at least 21 people in a Neighbourhood Forum, names and addresses of the 21 people making up this core group must be submitted with the application.



and should be published



Enshrined in the Localism Bill.



d. Should a resident or business relocate from the area, they can no longer be on the list of 21 and new replacement members should be nominated.



e. The list of 21 will be registered with the Council and will be made publicly available.



What about second homes - should they be excluded?






















Important in terms of public accountability.











f. At least one Ward Councillor representing the area within which the Neighbourhood Forum is located must be on

AMEND 'All the Ward Councillors representing the area within which the...'

Does the Ward Councillor contribute to the 21? Does that mean where there are 3 ward members there need only be 18 members of the community?



<p>the Neighbourhood Forum. A Ward Councillor must support the proposed Neighbourhood Forum</p> <p>g. Ward Councillors can be on more than one Forum</p> <p>h. The inclusion of representatives of pre-existing groups such as residents associations, faith groups, voluntary and community groups, local amenity groups, and business groups within the Forum will be supported.</p>	<p>  Some disagreement within the group - concern about Ward Cllr being on Forum</p> <p> Should be clear only applies to their own Ward.</p> <p>  Can also be on a Forum as a resident (may not be resident in the ward they represent)</p> <p> Should be clear only applies to their own Ward.</p> <p>   Concern about specific groups coming from particular perspective/interest. May be difficult to get agreement. Must ensure can allow for new groups to form.</p> <p> AMEND '...within the Forum will be supported <u>encouraged</u>.'</p>
<p>3 Defining the Forum area</p> <p>a. The proposed boundary of a Neighbourhood Forum must be submitted with an application for designation, this should be shown on a map as a red line boundary.</p> <p>b. This proposed boundary should be on an OS base map so that it is clear where the precise boundary is proposed.</p>	<p> This is important</p> <p> This is important and obvious</p> <p></p> <p> Important that this is an 'up-to date' OS map.</p> <p> Important that this is an 'up-to date' OS map to ensure accurate and not open to interpretation.</p> <p></p>
<p>4 Exclusivity</p> <p>a. Where a Neighbourhood Forum has already been designated it is not possible for another to cover the same geographical area, i.e. there can be no overlap in the</p>	<p> Localism Bill says 5 year for review? Need process to manage any competition that comes forward when a Neighbourhood Forum's review is imminent.</p> <p> Only if lifetime of forum is limited and reviewed  concern about lack of adaptability to cater for change.</p>

<p>geographical coverage of a Neighbourhood Forums.</p> <p>b. Where more than one group proposes a Neighbourhood Forum containing part or all of the same geographical area, at the same time, the applicants will be asked to consider a joint application. If they decide to proceed separately, the committee will consider each application on their own merits and will make a decision on the Neighbourhood Forum which they consider would best serve the neighbourhood based on the agreed criteria.</p>	<p> Why shouldn't they overlap apart from for the sake of tidiness?</p> <p><u>Group 2 were unable to discuss further criteria.</u></p> <p>Group 1  Where there are overlapping proposals and 'middle ground' is contested, Council should have power to make the distinction and draw the dividing lines.</p> <p>Group 3 Conflicts inevitable</p>
<p>5 Justification</p> <p>a. The Neighbourhood Forum presenting itself for designation must outline to the committee their case for designation in a maximum of 500 words.</p> <p>b. The aims of the Forum should also be expressed in the application.</p> <p>c. A written statement from a Ward Councillor in the area covered by the Forum must be included to show support for the proposed Forum.</p>	<p>Group 1  Too short, should be with appendices or allow for a longer report but that must include a summary.</p> <p>Group 3 </p> <p>Group 1 </p> <p>Group 3 </p> <p>Group 1  but AMEND 'A written statement from all the Ward Councillors in the area...'</p> <p>Group 3 </p>




<p>d. Other written statements of support for example from existing community groups, other residents not on the list of 21 or local businesses etc. will also be accepted with applications.</p>	<p>Group 1 <input checked="" type="checkbox"/> Concern about the 'non local' businesses that are based in the area</p> <p>Group 3 <input checked="" type="checkbox"/> or opposition/objections</p>
<p>5 Code of Conduct</p> <p>a. Commitment to the Code of Conduct must be confirmed at application stage</p>	<p>Group 1 <input checked="" type="checkbox"/> Does this apply to Parish/Town Councils?</p> <p>Group 3 Who?</p>


Essential

<p>1 The Forum has a duty to inform the Council within a reasonable timeframe where one of the 21 representatives relocates. At this time a new member should be nominated accordingly and name and contact address provided.</p>	<p>Group 1 <input checked="" type="checkbox"/> '21' in this list of criteria is starting to sound like a fixed number. Should be the 21 founder/patron representatives as is 'at least 21' not necessarily 21. This applies to all criteria.</p> <p>Group 3 <input checked="" type="checkbox"/></p>
<p>2 A single point of contact should be nominated for the Forum which must be provided to the Council and made publicly available. This contact should be kept up to date.</p>	<p>Group 1 <input checked="" type="checkbox"/> Should also be a deputy. Must have email address.</p> <p>Group 3 <input checked="" type="checkbox"/></p>
<p>3 All Neighbourhood Forums should hold an open Annual General Meeting, of course subject to the capacity of the venue.</p>	<p>Group 1 <input checked="" type="checkbox"/> 'subject to capacity' could be manipulated i.e. choosing a small room to restrict attendees. However need to be cautious with removing point on capacity as it could become difficult to accommodate numbers if large demand.</p> <p>Group 3 <input checked="" type="checkbox"/> Sufficient publicity - Council involvement/notices. Newsletter. AMEND - 'All Neighbourhood Forums should hold an open Annual General Meeting, <u>of course subject to the capacity of the venue.</u>'</p>
<p>4 Agendas should be prepared for meetings of Neighbourhood Forums and the meetings should be minuted, both agendas and minutes should be made publicly available to the public in accordance with</p>	<p>Group 1 AMEND - should also be public access to the meeting</p> <p>Group 3 Assumption that is formal? AGM only?</p>

existing arrangements for Parish Councils.	
5 Members of the public may submit statements that relate to issues that are on the agenda for the meeting or any other issues, providing sufficient advance notice is given. These should be submitted to the nominated point of contact for the Forum.	<p><u>Group 1 were unable to discuss further criteria.</u></p> <p>Group 3 Parishes set up for this - shouldn't do this in Bath.</p>
6 Meetings should be Chaired, the arrangements for this are left to the Forum to decide.	<p>Group 3 Divergence of opinion - Should be more flexible? Shouldn't be locked into this.</p>
7 Any financial contributions to the Forum from third parties must be declared.	<p>Group 3 </p>
8 Forums must be open to respond to potential concerns about their activities - any such complaints if considered to be justified may lead to a review of the designation of the forum. See Review section below.	<p>Group 3 </p>

Desirable

1. A Forum webpage is desirable	<p>Group 3 </p>
2. The frequency of meetings of the Forum is to be determined locally. Quarterly meetings are suggested as a minimum.	<p>Group 3  What if a Neighbourhood Forum gets designated and then becomes inactive? Need to be able to review against the criteria and have a process for disbanding. Should be a way for others to make a representation when they feel NF is not functioning appropriately.</p>
3. The membership of the Forum is to be determined by the Forum in line with the criteria suggested. It is desirable that a range of people from the area are represented and attention should be given to involving equalities groups and young people in the Forum.	<p>Group 3  make up rather than 'membership'</p>

4. A formal constitution is desirable, but not essential.	<p>Group 3</p>  Should be essential.
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Review Process

1. A breach of this Code of Conduct may lead to the Council re-considering the designation of a Neighbourhood Forum, and potentially the immediate suspension of the status of the Forum.	<p>Group 3</p> <p>What happens when Wards Cllrs change at elections - should be in their job description that they need to take on existing Neighbourhood Forums.</p>
2. A breach of this Code of Conduct may lead to the Council re-considering the designation of a Neighbourhood Forum, and potentially the immediate suspension of the status of the Forum.	<p>Group 3</p> <p>Renewal process - should review against the aims of the Neighbourhood Forum.</p>
3. Where issues can be satisfactorily resolved this will be preferable to further action such as the suspension of the Forum as a designated Neighbourhood Forum.	<p><u>Group 3 were unable to discuss further criteria.</u></p>
4. A new application would then need to be lodged to re-designate the Forum and this would be considered on its own merits.	

Level of planning support - Preferred Approach

The Neighbourhood Planning Protocol will indicate the level of support available to Parish/Town Councils and Neighbourhood Forums in developing Neighbourhood Plans. Based on the steer from the first focus group, a preferred approach to this is outlined.

Information giving

1. Develop scenarios in the short term

- Examples of sets of typical issues faced by communities and options to address them

2. Include case studies in the long term (when become available)

- Who/Where
- Methods
- Costs/Volunteer hours
- Outcomes
- Contact details/website

3. Commitment to update Parish Plan guidance

4. Dedicated webpage for Neighbourhood Planning

- Limited signposting
- Host scenarios/case studies
- Email bulletin with key updates to all Parishes and Neighbourhood Forums

Targeted support

5. Validation meeting

- Planning Policy sent draft plan
- Meeting with Planning Policy to discuss draft Plan
- Planning Policy provide written validation feedback with recommendations

General support

6. Dealing with queries

- Provide email inbox for queries with call back service if required
- Key FAQ regularly updated to website
- Planning Service commitment to respond to correspondence within 15 days

7. Practical support

- Base maps
- Evidence
- Reasonable support provided as requested

Examination and adoption (items marked with a * are compulsory in Localism Bill)

8. Provide assistance with examination

- Provide funding*
- Provide Council venue - if needed
- Select and maintain contact details of Examiners - available on request*
- Consider Examiners recommendations*

9. Referendum

- Provide Funding*
- Electoral services to administer referendum*

10. Adoption

- Adopt the document where approved through the referendum*

Effectiveness of these mechanisms to be considered through the review of NPP.

What has not been included in the Preferred Approach

What is not included?	Reason
Dedicated planning policy officer for Neighbourhood Plans.	Feedback from 1 st focus group. Case would need to be made for additional resources. Difficult to predict demand.
Attendance of officer at regular Neighbourhood Forum meetings.	Too involved for community led process. Case would need to be made for additional resources. Difficult to predict demand.
Intermittent drop in/Q+A sessions that any Neighbourhood Forum may discuss queries.	Considered more time efficient to provide query hotline/FAQ webpage combined with targeted advice at validation meeting.
Commitment to provide officer support to run/facilitate community engagement events in development of the Neighbourhood Plan.	Too involved for community led process. Case would need to be made for additional resources. Difficult to predict demand.
Verbal feedback on validation meeting.	Favoured written feedback approach as more comprehensive.
Dedicated phone number/hotline for queries.	Considered email with option for call back service more useful.
Detailed guidance.	Feedback from first focus group. Too prescriptive.
Third party provider for referendum.	Cost. Easier to keep in house.
Commitment to multiple 121 meetings. All requests will however be considered positively.	Difficult to predict demand.