

Application form for a Neighbourhood Forum and/or Neighbourhood Area

1. What is the name of the organisation
Kirkburton Parish Council

The name of the proposed Neighbourhood Forum if different from above?
Kirkheaton Future has been established as the Steering Group

2. What is the name of the proposed Neighbourhood Area to which the application relates?
Kirkheaton (Part of Kirkburton Civil Parish and encompassing the ward of Kirkheaton excluding the areas of Battyeford & Colne **Bridge** to the North-North East of the ward)

3. Contact Details
Mrs Lucy Gardner, Assistant Clerk
Kirkburton Parish Council
Burton Village Hall
Northfield Lane
Highburton HD8 0QT
clerk@kbpc.co.uk
01484 604391
Office Hours: 9.30 am to 1.30 pm on Mondays and Thursdays

4. Checklist for application for a Neighbourhood Forum
Points answered in relation to the Kirkheaton Future steering group.
- A copy of the steering group's written constitution.
Kirkheaton Future Constitution Issue 1 attached.
 - A map identifying the neighbourhood area.
See Checklist 5 below.
 - A statement that the proposed group meets the conditions set out in Section 1.
Kirkheaton Future has been established by Kirkheaton's Community Association, Yetton Together, to develop a Neighbourhood Plan with the express purpose of promoting/ improving the social, economic and environmental well-being of the Kirkheaton Neighbourhood Plan area as identified. Its membership is open to anyone who lives or works in the neighbourhood area or is an elected member of the Council for the area concerned and the group confirm that general membership includes a minimum of 21 people who live or work in the neighbourhood area or are an elected member of the Council for the area concerned.

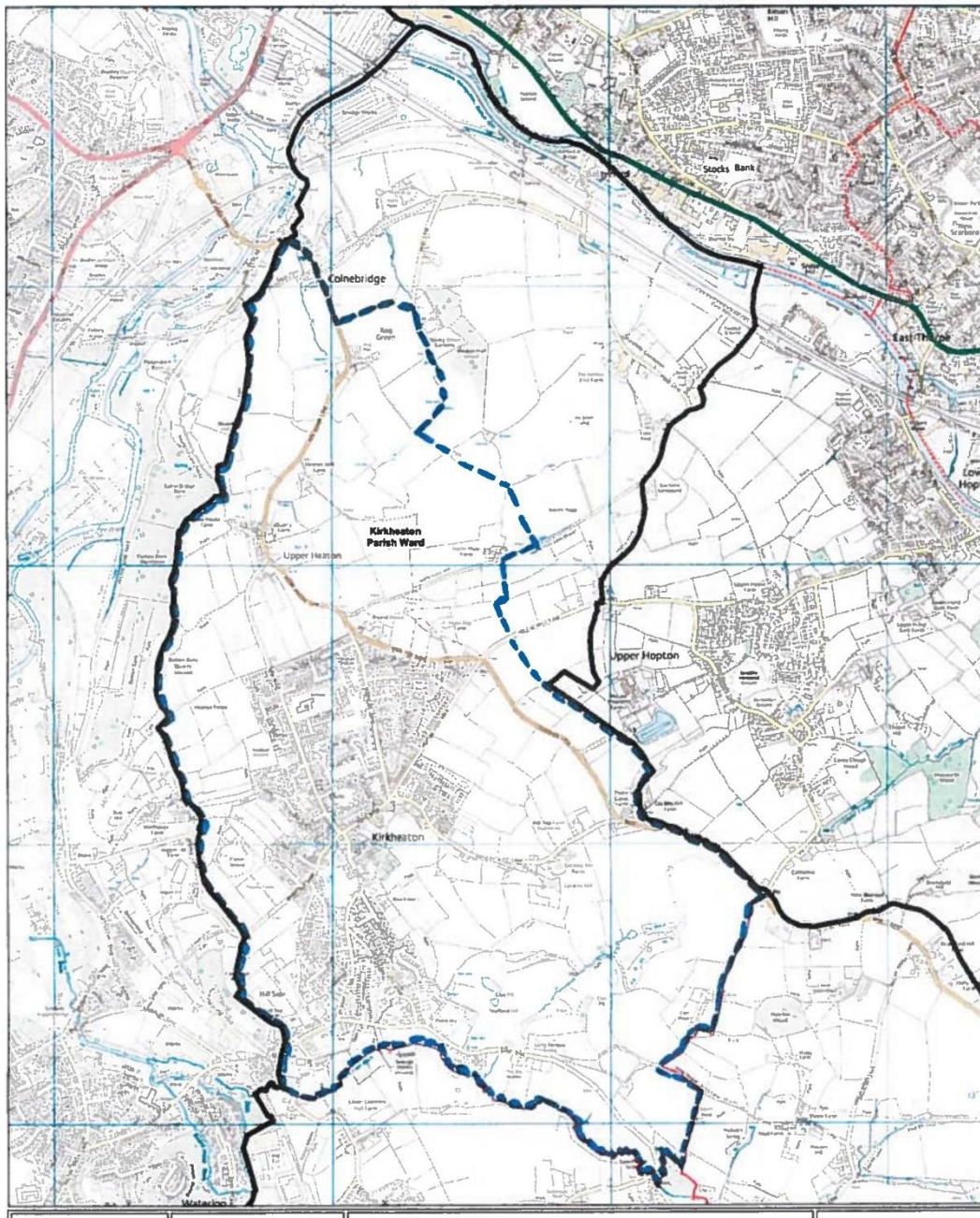
As Kirkheaton is in a parished area, Kirkburton Parish Council is the qualifying body and all of the neighbourhood area falls inside the boundary of the Kirkheaton Ward.

Kirkburton Parish Council approved the name of the group; the group constitution; the boundary and the justification for that boundary at its Council meeting held on 1 October 2015 and is responsible for submitting the area application to Kirklees Council.

S. Checklist for application for a Neighbourhood Area

- Ordinance Survey map on an appropriate scale identifying proposed neighbourhood area.
**Ordinance Survey Map 1 (Scale 1:12,500 dated 16 September 2015 and named
Filename: Proj2543 Kirkheaton Ward. A3 copy provided in addition to the image
below.**

ORDINANCE SURVEY MAP 1



Copyright and

- Statement explaining why the area is appropriate.
Kirkburton Parish Council covers an area of approx 22 sq miles, which includes 11 villages made up of 8 wards. It has varied physical, economic, social and cultural characteristics and the Parish area is not a generally identified and identifiable community in its own right. As such, the Parish Council resolved (Min:234/09.01.2015) not to undertake a comprehensive Neighbourhood Plan for the whole parish, but to undertake plans for individual neighbourhoods with community groups, if desired.

The Kirkheaton Neighbourhood Area boundary as presented on Ordinance Survey Map 1 has been proposed by Kirkheaton Future, the neighbourhood plan steering group via Yetton Together, Kirkheaton's Community Group and approved at a meeting of Kirkheaton Future attended by 23 members on 21 October 2015 and by Kirkburton Parish Council (Min:116/01.10.2015).

The chief part of the boundary is coterminus with that of Kirkheaton Ward, within Kirkburton Parish Council. This is to contain the plan area within the Parish boundary.

To the North East of the Kirkheaton Ward area there is an amendment which, in effect, causes the plan area boundary to follow the interfluvium that separates the land directly draining into the River Calder, from that draining into Ox Field Beck/Fenay Beck. This removes the extreme NE segment of the Kirkheaton Ward, which is physically separate from Kirkheaton village and which would better be considered through another Neighbourhood Plan. The amended boundary follows designated footpaths and bridleways for most of the distance and then follows a stream at its northern end until it meets Paul Lane. At the southern end, it follows field boundaries until it re-joins the Parish Council boundary.

The amendment noted in the above paragraph reflects the consultation and agreed boundary of the Yetton Together Community Plan (2012). The area proposed is intended to reinforce the community cohesion engendered by the Community Plan and to provide a "more focused area" as advocated in the legislation and guidance on the preparation of Neighbourhood Plans provided by the Department for Communities and Local Government.

The resulting boundary, and the area contained within it, exhibits a high degree of physical, economic, social and cultural cohesion; this is a generally identified and identifiable community. In addition, and fundamental to the success of any area selected for the purposes of the preparation, the supplemental boundary demarcates an area which contains within it sufficient land and characteristics to offer a solution to the planning problems likely to be encountered.

- Statement that the organisation making the area application is either a designated body or is capable of being such.

Kirkheaton is in a parished area and as such Kirkburton Parish Council is the qualifying body and all of the neighbourhood area falls inside the boundary of the Kirkheaton Ward.

- A project plan (optional)

Not available

Signed:

Organisation: **Kirkburton Parish Council**

Date: *7 December 2015*

Attachments:

A3 Ordinance Survey Map 1

Kirkheaton Future Constitution Issue 1

1 Name

- 1 The name of the group shall be "Kirkheaton Future"

2 Aim

- 1 To prepare, consult, seek approval and regularly update a neighbourhood plan

3 Objectives

- 1 Establish a neighbourhood area and forum that will exist for a time limited period - This will be for not more than 24 months from the point in time where Kirklees Cabinet approve the proposed Neighbourhood Area.
- 2 Identify ways of involving the community within the agreed boundary area
- 3 Prepare and implement a project programme
- 4 Ensure consultation, engagement and "ownership "
- 5 Follow the legal process to bring the plan into force
- 6 Work with similar groups and exchange information and advice
- 7 Identify and explore sources of funding including locally raising funds, applications for and receiving grants
- 8 Monitor expenditure and management of the group bank account
- 9 Organise meetings, events & knowledge sharing sessions
- 10 Publicise project progress within the neighbourhood area
- 11 Adopt & follow the code of conduct set out by the Nolan Committee Standards in Public Life.

4 Kirkheaton Future Membership

- 1 General membership is open to any individual living or working within the agreed neighbourhood area, who is interested in assisting Kirkheaton Future to achieve its key aim
- 2 The Steering Committee (see section 5) shall have the power to refuse membership if such membership should prove detrimental to the aims, purpose or activities of the group
- 3 Open forums to be held to update residents, employers & the wider community on activities & give those people a chance to have their say

5 Membership of Steering Committee

- 1 The steering committee shall be open to no less than five and no more than fifteen individuals over eighteen years of age who are initially elected during the formation of the group. Further members may be co-opted by the elected members (see section 10)
- 2 The officers of the Steering Committee will be formed from:
 - i. Chair - Chair Open Forums & Steering Committee meetings, represent the group, act as spokesperson when necessary & maintain an overall view of the business & activities of the group
 - ii. Vice Chair - Undertake the responsibilities as above, when the Chair is unavailable
 - iii. Secretary- Keep a current membership list, prepare agendas in consultation with the Chair, take, keep and distribute minutes of meetings, collect & circulate any relevant information within the group and facilitate all meetings including AGM
 - iv. Treasurer - Supervise and facilitate the financial affairs of the group and keep proper accounts.
 - o All of the above will form part of the funding committee
 - v. Parish Councillors
 - vi. Representatives of the wider community, to include local business & representation from other community groups
- 3 A person shall cease being a member of the Steering Committee having notified the Chair or Secretary in writing of his/her wish to resign, at least seven days prior to the next designated meeting
- 4 The Steering Committee (by a majority vote) has the power to remove any member of that Committee for a good and proper reason, provided that the member concerned shall have the right to be heard, and can be accompanied, before a final decision is made
- 5 The Steering Committee may appoint any other active member (by a majority vote) to fill any vacancy, prior to the next designated AGM
- 6 The Steering Committee may co-opt individuals in an advisory and non-voting capacity, where this will assist to fulfil the aims of the group

6 Working Groups

- 1 The Steering Committee will establish Working Groups deemed necessary to tackle elements of the Neighbourhood Plan, according to the overall Project Plan of the group
- 2 A member of the Steering Committee will co-ordinate each Working Group to aid collaboration and communication
- 3 The purpose of each Working Group is to prepare & execute actions plans as appropriate, according to the overall Project Plan of the Group
- 4 Each Working Group will be self-managing organise its own meetings at regular intervals and provide regular progress reports to the Steering Committee as appropriate

7 Partners of Kirkheaton Future

- 1 Members or representatives of the following groups may attend Steering Committee meetings, by invitation, in an advisory & non-voting capacity to help fulfil the aim of the group
 - i. Yetton Together
 - ii. Kirkburton Parish Council
 - iii. Dalton Ward Councillors
 - iv. Kirklees Council
 - v. Any other identifiable local or community group
 - vi. Any other identifiable national group who share the same aims
 - vii. Any other identifiable official body (Local or National Government)

8 Finances

- 1 All funds shall be paid into bank accounts operated by the Steering Committee and applied only if furthering the aims of the group
- 2 The Kirkheaton Future bank accounts will have at least three authorised signatories and there will be two signatories on any cheque
- 3 Annual accounts should be audited by an independent and qualified auditor
- 4 A petty cash limit of £50 will be managed by the Treasurer
- 5 Three elected officers of the Steering Committee can approve in advance, any expenditure up to £500
- 6 The full Steering Committee must approve in advance, any expenditure of £500 and above

9 Annual General Meetings (AGM)

- 1 The year will run from 01/09/2015 to 31/08/2016
- 2 There shall be an AGM no more than 3 months after year end, with members being given 21 days' notice
- 3 The business of the AGM shall be
 - i. Receiving a report from the Chair on the group's activities & progress towards its aims over the previous year
 - ii. Receiving a report and presentation of the previous year's accounts from the Treasurer, after satisfaction of point 8.3
 - iii. Election of Steering Committee officers

10 Election of the Steering Committee & Officers

- 1 Existing members of the Steering Committee may automatically stand for re-election unless a letter of resignation has been received, fulfilling criteria 5.3
- 2 Any member of the wider Kirkheaton Future group may seek election to the Steering Committee having being proposed and seconded in writing, seven days prior to the AGM
- 3 Any member of the wider Kirkheaton Future group can propose or second any nominee

- 4 The following group members are entitled to vote at the AGM
 - i. Any recognised group member, who exists in the membership list
 - ii. Any individual who registers their right to vote with the Chair or Secretary at least seven days in advance of the AGM
- 5 The following Officers shall be elected from, and by, the new steering Committee at the AGM, having first server on the Steering Committee for at least 3 months
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer
- 6 All positions shall be for a period on 1 year and re-election is allowable

11 Meetings

- 1 There will be a group meeting every calendar month, ideally on the 3rd Wednesday of each month, where all members are welcome to attend & keep up to date with the groups aim
- 2 Members can speak openly and raise any issues, concerns or suggestions
- 3 A minimum period of seven days' notice will be given
- 4 Any agenda will be issued a minimum of seven days in advance of the meeting
- 5 Minutes will be taken and agreed as a record of the meeting by the Secretary, and will be made available to all group members within seven days of the meeting
- 6 Members who wish to speak on a subject not detailed in the agenda, should advise the Chair or Secretary prior to commencement of the meeting

12 Changes to the constitution

- 1 Changes to the constitution may be agreed from time to time, by a majority of the Steering Committee; provided that the agenda for any meeting to agree changes has made reference that a change is to be discussed

13 Dissolution of Kirkheaton Future

- 1 Kirkheaton Future may be wound up at any time at a special meeting, consisting of not less than two thirds of those members present. Any assets after debts are repaid shall be returned to their providers or transferred or donated to local charities or similar groups at the discretion of the Steering Committee

Version 1.0 - Approved by group 16/09/15 (no changes)

Version 0.2 - For group approval (no changes from v0.1)

Version 0.1- For review & feedback

ORDINANCE SURVEY MAP 1

Map as on page 3 of this document.