

NEWSOME Ward
Community FORUM

Newsome Ward Community Forum



www.newsomegrapevine.org.uk



Sarah Smith
Planning Policy Group
Kirklees Council
Civic Centre 3
Market Street
Huddersfield
HD1 2EY

27th January 2014

Dear Sarah

Thank you for all your advice over the past few months. This letter is to confirm that Newsome Ward Community Forum would like to apply to be the Neighbourhood Planning Forum for the majority of the Newsome Ward.

Neighbourhood Area

The Newsome Ward Community Forum already embraces all settlements within the Newsome Ward, and via the planning process, would like to continue to be as inclusive as possible of all residents who live within the Newsome Ward. Therefore we have chosen to use the Ward Boundary line to help define our Neighbourhood area in part.

We are very conscious of the fact that there are many interested parties involved in town centre issues, and there are long running debates about development within the town centre that we do not want to complicate by adding an additional dimension, therefore we have decided not to include Huddersfield town centre in our neighbourhood planning area. However, we do hope to be able to contribute to the debate where appropriate.

Julie Stewart-Turner (Chair) - [Redacted]
Caroline Joseph (Vice-Chair) - [Redacted]
Sue Lee-Richards (Treasurer) - [Redacted]
Diane Sims (Communications) - [Redacted]
Pam Kent (Volunteering) - [Redacted]

We thank you for providing us with a copy of the Huddersfield Area Action Plan boundary, which highlights the area covered by existing debates and proposals relating to the town centre issues, and we have used that to help form part of our boundary line. However, we want to include some of the residential settlements within our boundary, as we already have members of the Newsome Ward Community Forum who live in those settlements, and who have an interest in their close proximity.

We enclose a copy of the map identifying our proposed Neighbourhood Planning Area.

Newsome Ward Community Forum

Newsome Ward Community Forum has applied to the Local Planning Authority to become a Neighbourhood Forum and is considered to meet all the criteria required as set out in the Town and Country Planning Act section 61F(5) introduced through the Localism Act 2011 and therefore fulfils the conditions of being a 'relevant body' for the purposes of section 61G of the 1990 Act.

The Newsome Ward Community Forum was first established in 1997, and Membership is open to anyone who lives or works in the Newsome Ward. Our membership exceeds the minimum 21 individual members required to be a Neighbourhood Planning Forum, our mailing list is over 230, and our members come from different parts of the Newsome Ward and from different sections of the community.

The objects of our community forum are:

1. To promote the health and wellbeing of the people of the Newsome ward.
2. To enhance the social and economic environment of the people of the Newsome ward.
3. To encourage the participation of all sections of the community of the Newsome ward in its development.
4. To act as a body that will discuss the concerns of the people of the Newsome ward.
5. To empower groups and individuals to be active members of their community

I enclose a full copy of our constitution.

We are a non party political organisation, and we do operate as democratically as possible, with annual elections of our Executive Group, and official appointments renewed annually to partnership groups and sub groups at our AGM.

We have set up a new Neighbourhood Planning sub group who will lead on the general administrative parts of the process, but will report to the wider membership via bi-monthly meetings, and will involve the wider membership as necessary throughout the process. The sub group will be able to call on the support of the wider membership whenever they need to.

If approved as the Neighbourhood Planning Forum for the Newsome Ward, as defined above, we will work cooperatively and productively, particularly with Kirklees Council Officers, and look to garner the support of those elected representatives,

developers and businesses who seek to contribute to the same overall objective stated as the main objective in the Localism Act and in our Constitution. We also believe that whenever appropriate and possible our forum should also be a medium for initiating endeavours in keeping with those objectives and for supporting those who contribute to the well-being of the community in the Newsome Ward. We will also seek to work cooperatively with other Neighbourhood Planning Forums on issues that cross our boundaries.

The Newsome Ward Community Forum is also the Panel Partner for the Newsome Community First Panel, and has been involved in some recent research activities, to develop a Community Plan for the Newsome Ward. This gives us a broad understanding of the issues that are important to people in the Newsome Ward, and a basis for the development of our Neighbourhood Plan. We will look to build on the lessons learnt from this research.

I will be happy to provide you with any of our additional policies, i.e. our Equality and Diversity Policy, our Safeguarding Adults Policy, or our Safeguarding Children Policy, and a copy of the community plan or research results if necessary.

If you require any further information, please feel free to contact me via our Secretary, or directly on mobile number [REDACTED] and email address [REDACTED]

Yours faithfully

Julie Stewart-Turner
Chair Person

Constitution of

Newsome Ward Community Forum

1. Name

1. The organisation will be known as the *Newsome Ward Community Forum*.

2. Area

1. The area of concern will be the whole of the Newsome ward in Huddersfield, as defined on the definitive maps, as revised from time to time.

3. Aims

1. To bring together representatives from community organisations, and people who live or work in the Newsome ward, to enable them to share information and explore ways to help each other, and to discuss the needs of the people in the area.
2. To develop a strategy for the improvement of the neighbourhoods of the Newsome Ward.
3. To encourage people to influence decision-making in their communities.

4. Objectives

1. To promote the health and wellbeing of the people of the Newsome ward.
2. To enhance the social and economic environment of the people of the Newsome ward.
3. To encourage the participation of all sections of the community of the Newsome ward in its development.
4. To act as a body that will discuss the concerns of the people of the Newsome ward.
5. To empower groups and individuals to be active members of their community

5. Equal Opportunities

1. Newsome Ward Community Forum recognises that communities are enriched by diversity, and that its voice is strengthened by being representative of all sections of the community.
2. Newsome Ward Community Forum, therefore, promotes equality of opportunity for all irrespective of age, class, colour, disability, gender, nationality, political belief, religion or sexual orientation.

6. Membership

1. Membership is open to anyone who lives or works in the Newsome Ward.
2. Self nominations will be accepted from residents of Newsome Ward
3. The secretary will maintain a register of members.
4. All members will be entitled to vote and stand for election as officers of the Forum.
5. To give voting rights to individuals that have attended two meetings, or sent their apologies, in the previous year.

7. Election of Committee and Officers

1. The officers will be elected at the Annual General Meeting (AGM).
2. The officers will consist of the chair, vice chair, secretary, treasurer, and two other members; they will be known as the Executive Group.
3. The officers will be elected by ballot if more than one person is nominated, but if there is just one nominee, approval will be by show of hands.
4. The whole membership of the forum will be deemed to be the committee.

8. Role of the Officers

1. The officer's role is administrative.
2. The officers will meet between meetings of the forum to ensure that the business of the forum is dealt with, guest speakers are invited, the agenda of the forum is prepared etc.
3. The officers will provide feedback at each forum meeting.

The Executive Group will have an overview and co-ordinate the activities of the Newsome Ward Community Forum. Provide support to volunteers when required or requested. Will lead on the fund raising for core activity and to support sub group activity. Plan and promote the public meetings. Lead on communications.

9. Role of the Committee/Forum

1. The forum will meet at least four times a year.
2. All members of the forum will be informed of the dates for meetings at least one week in advance.
3. All will be entitled to be consulted on the suitability of dates and venues.
4. The meetings will be open to the public.
5. The membership of the forum will be consulted and entitled to vote on all matters requiring a decision.
6. The forum can take no decisions unless there are at least ten committee members present.
7. The committee will seek to work by consensus, but where this is not possible; decisions will be taken by majority vote on a proposal, which has been seconded.
8. The wording of the proposal and the outcome of the vote will be minuted.
9. In the case of a tie the chair will have a casting vote.
10. Anyone can request an item on the agenda for subsequent meetings and anyone will be allowed to speak at the discretion of the chair.

10. Role of the Sub-committees

1. Sub-committees will be assembled, by the membership of the forum as required, to deal with issues pertaining to the forums activities.

2. A sub-committee shall take no decisions, but recommendations will be submitted to the next forum meeting in the form of a report; this can be informally or formally, verbally or written.

11. Minutes

1. Minutes will be taken at every meeting and submitted for approval and matters arising to the subsequent meeting of that type.
2. Minutes of the AGM will go to the next AGM.
3. A report of a sub-committees' meeting is to be given to the next forum meeting.

12. Finance

1. The committee is empowered to raise money for such business of the association, *in line with the aims and objectives*, as they see fit.
2. The committee is authorised to apply for grant aid and will be responsible for the proper disposal and accounting of such grants.
3. The treasurer will ensure that correct records are kept of all financial transactions and will report on the state of the association's finances as required.
4. The treasurer will ensure that reasonable out of pocket expenses of members are reimbursed.
5. All bank accounts should have at least three named signatories, not from the same household, with any two out of the three to enact a transaction.
6. Sub group or project leads will have responsibility for control of and recording of all expenditure relating to the agreed programme.
7. All expenditure for agreed projects or sub group activity must comply with the term of the grant funding.
8. All project leads or sub group leads should report progress to the Executive Group on a regular basis.
9. The Executive Group will have delegated responsibility for the control of finances, and will provide a full financial report to the Newsome Ward Community Forum members at the AGM.

13. Annual General Meetings

1. No more than fifteen months will be allowed to elapse between AGMs.
2. The forum will be informed of the date for the meeting, 14 days before the AGM.
3. At the AGM:
 - 3.1 the outgoing officers will present an annual report,
 - 3.2 the treasurer will present independently verified statement of accounts for the year, i.e. 1st January to 31st December.
 - 3.3 proposed amendments to the constitution will be voted on,
 - 3.4 Elections will be held for the officers.

14. Special General Meetings

1. All meetings of the forum will be general meetings and open to all residents of the Newsome ward.
2. Special General Meetings may need to be called to discuss crucial issues such as elections or amendments to the constitutions.
3. These may be called by a petition of at least 10 members in writing to the secretary stating the reason for the meeting.
4. The meeting will be called within 60 days.
5. Twenty-one days notice will be given to all members of the meeting informing them of the reason it is being called.

15. Amendments to the Constitution

1. The constitution may only be amended at an Annual General Meeting or at a Special General Meeting.
2. Changes to the constitution should not weaken the commitment to equal opportunities for all, nor are at odds with the policies of other bodies to which we are affiliated or from which we are receiving funding.

16. Dissolution

1. The association may only be dissolved at a Special General Meeting, *called for that purpose*.
2. All members will be given at least two weeks notice of the meeting and its purpose.
3. A proposal to dissolve the association will only be carried if agreed by two thirds of the members present.
4. Funds and possessions of the association, after paying any outstanding debts and liabilities, will be disposed of for the benefit of people living in the Newsome ward area according to the wishes of those present at the meeting.

17. Interpretation

1. Any question of procedure, which is not covered by the constitution, shall be decided by a meeting of the forum, or in an emergency by the chair of the association, at the meeting where the query arises.
2. The question should then be referred to the next AGM in the form of an amendment to the constitution.

Signed:

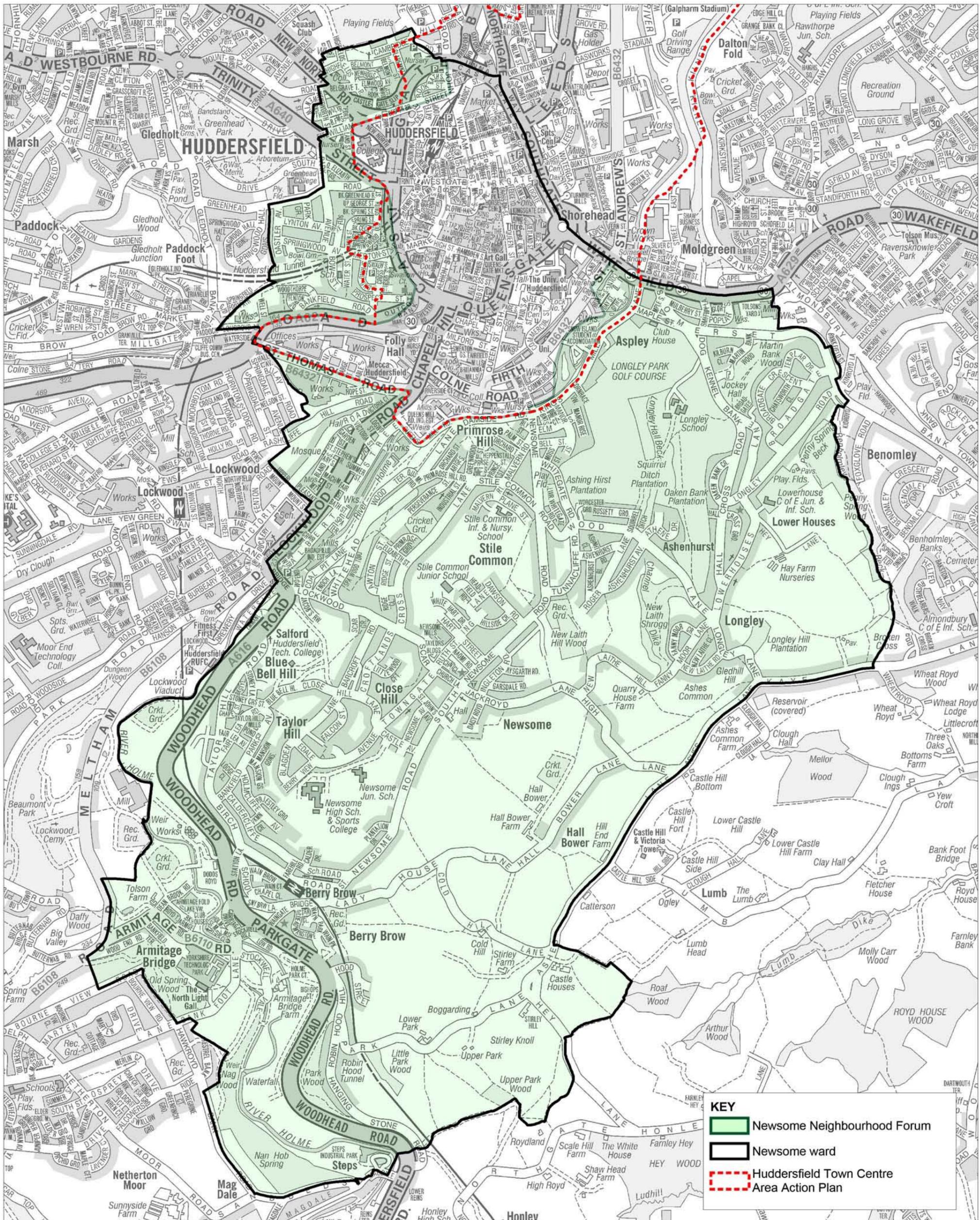
Julie Stewart-Turner
Chair

Caroline Joseph
Vice-Chair

Ruth Elliott
Secretary

Sue Lee-Richards
Treasurer

Approved 14th March 2013



KEY

- Newsome Neighbourhood Forum
- Newsome ward
- Huddersfield Town Centre Area Action Plan



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Newsome Neighbourhood Forum Area

Date: 03/01/2014.

Scale: 1-14,000.

Filename: Newsome Neighbourhood Forum Map AtoZ A3.wor

Policy Unit
Geographic Research and Information Team

