

# **MARKET BOSWORTH NEIGHBOURHOOD FORUM CONSTITUTION**

*Planning for the future of Market Bosworth*

## **NAME**

1. The 'Market Bosworth Neighbourhood Forum' is the name of the constituted working group for the preparation of a Neighbourhood Development Plan (NDP) for Market Bosworth.

## **PURPOSE and AIMS**

2. To further the social, economic and environmental well being of the community by the production of a Neighbourhood Development Plan for independent examination, referendum and adoption by the Local Planning Authority<sup>1</sup>.
3. The group will specifically function to fulfil the requirements of producing a Neighbourhood Development Plan for adoption agreement by Market Bosworth Parish Council and adoption by Hinckley & Bosworth Borough Council as defined by the Localism Act.
4. The Market Bosworth Neighbourhood Forum will work as an independent group reporting to Market Bosworth Parish Council.
5. The Market Bosworth Neighbourhood Forum is an early adopter of the government's new Localism Act aimed at transferring some planning powers to the community. At the heart of this process is the bringing together of the different communities in Market Bosworth and identifying and developing their ideas, needs, and aspirations, and working them up into feasible development options.
6. The Market Bosworth Neighbourhood Forum does not purport to represent all the views of the community but is a working group to collect information, identify development issues and objectives and to define feasible options for consideration so that, as far as possible the wider community is enabled to make an informed choice.

## **NEIGHBOURHOOD DEVELOPMENT PLAN**

7. The Market Bosworth Neighbourhood Development Plan (NDP) will set out policies for the development and use of land within the Area<sup>2</sup>. As provided through the Localism Act, it will be subject to extensive consultation and examination, including a referendum within the Area.
8. The NDP will include specific policies for identified parts of the Area, including conservation policies. In respect of the Conservation Area,

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<sup>1</sup> The term 'Local Planning Authority' refers to Hinckley and Bosworth Borough Council Local Planning Authority.

<sup>2</sup> The term 'Area' in respect of this constitution references the Market Bosworth Neighbourhood Development Plan Area.

conservation policies will be agreed with the Borough Council Conservation Officer.

9. The NDP will aim to be in conformity with:
- the Local Plan 2006-2026 and have due regard to Conservation Area Appraisals as produced by the Local Planning Authority to ensure that all development is sympathetic to the character of the Area
  - identify locations within the NDP area for housing including affordable housing, retail, business, tourism, education and other community use
  - express aspirations for the future development of traffic and transport serving or passing through the Area
  - encourage walking and cycling within the designated area as a preferred means of transport
  - provide for the preservation and improvement of public open spaces.
  - nominate Assets of Community Value for listing by Hinckley and Bosworth Borough Council
  - set a framework for the retail and business improvement of the Area
  - guide the Planning and Highway Authorities towards improvements in the public realm
  - set design standards for future development
  - pay due attention to sustainability and carbon reduction
  - pay due attention to the surface and underground water environment, flood and pollution risks and soil stability.

## **GENERAL POLICIES AND PRINCIPLES**

10. The Market Bosworth Neighbourhood Forum will embrace the General Policies and Principles of the Parish Council in respect of:
- taking the distinctive character and heritage of Market Bosworth into account in all its actions, and will aim to ensure that all development in the Area preserves or enhances this character.
  - promoting Market Bosworth as a vibrant business and residential community.
  - promoting policies to maximise social benefit, community links, services for young people, crime reduction and support for elderly and vulnerable members of the community.
  - respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income.
  - encouraging all interested residents and all representative groupings of residents or businesses in the Area to engage with the Market Bosworth Neighbourhood Forum and to work alongside the group to further their joint objectives.

## **AREA of OPERATION**

11. The Market Bosworth Neighbourhood Development Plan Area shall be decided by the Market Bosworth Neighbourhood Forum in conjunction with Market Bosworth Parish Council and endorsed by Hinckley and Bosworth Borough Council

12. A plan attached to this document illustrates the boundaries of the Neighbourhood Development Plan
13. All activities of the NDP group will relate to land within or policies which apply to the NDP area as defined on the attached map.

## **OPERATING CONDITIONS**

14. The Market Bosworth Neighbourhood Forum is open to all residents living in or whose place of work is in the neighbourhood area identified. A minimum of 10 members are required to form the group together with representatives from the Parish Council. The group will publish the names of all members of the group.
15. The Parish Council will be responsible for ensuring that membership of the group reflects a broad representation from those who live and work within the community defined by the area of the NDP
16. All members of the Market Bosworth Neighbourhood Forum must declare any interest in or the likelihood of financial gain from an interest in any proposal relevant to the Plan
17. The group will meet on a regular basis throughout the period of the Plan and use reasonable endeavours to reach consensus within the group.
18. The Market Bosworth Neighbourhood Forum will:
  - generate a clear vision for the future that reflects the needs and wishes of the community
  - reflect the wider community support and choices for the Plan.
  - create and follow a programme that builds on work already undertaken
  - seek advice and guidance when necessary from the Local Planning Authority and from the other advisory bodies to develop a Neighbourhood Development Plan that is based on clear evidence, objectives and options.
  - produce a plan that is reasonable, meets the needs of the community and is capable of being delivered.

## **COMPOSITION and MEETINGS of the MARKET BOSWORTH NEIGHBOURHOOD FORUM**

19. The Market Bosworth Neighbourhood Forum will elect officers from within its membership, these will include a Chairperson, Vice Chairperson and Treasurer.
20. The Chair of the Market Bosworth Neighbourhood Forum, shall:
  - call and chair regular meetings of the Market Bosworth Neighbourhood Forum (for which a quorum will be one half of its members)
  - act on behalf of the Market Bosworth Neighbourhood Forum and represent it both to the Parish Council and externally
  - have the power to take decisions on urgent matters between meetings of the Market Bosworth NDP group
  - interpret the constitution. The Chairs' interpretation may be overturned by two-thirds of those present at the Group Meetings

21. The Vice Chair of the Market Bosworth Neighbourhood Forum, shall:
  - Work closely with other elected officers on the activities of the group
  - Act as deputy in all areas identified for the role of Chair
  
22. The Treasurer, shall:
  - be responsible for maintaining the accounts of the Market Bosworth Neighbourhood Forum
  - be responsible for presenting a budget annually to the Parish Council
  - submit a detailed summary of the accounts when required at Market Bosworth Neighbourhood Forum meetings and for Parish Council meetings
  - conform to the code of conduct prescribed by the Parish Council's and Borough Council's<sup>3</sup> financial regulations.
  
23. The role of Secretary will be held by the Clerk of the Parish Council. The Secretary shall:
  - be responsible for organising meetings, maintaining the minutes and Constitution of the Market Bosworth Neighbourhood Forum and making the minutes available to members
  - liaise with the Parish Council on matters of constitution or other matters that might require specific Parish Council agreements or consent.
  
24. In the event that the clerk to the Parish Council is unable or unwilling to take on this role, then the position will open to election from within the membership.
25. The Chairperson and Secretary will be responsible for dealing with all communications within the group and with third parties such as Borough and County Councils, residents, traders and other local communities, Developers, Investors and Companies.
26. Any proposed amendments to the Constitution need a majority of the group agreeing to such change (other than to comply with the Law).
27. The Chairperson will have a casting vote on matters relating to elections and resolutions. All voting procedure will be by a show of hands with the vote carried by majority.
28. In the event that the Chairperson is absent from a group meeting the Vice Chair or another officer will chair the meeting.
29. Subcommittees, working parties or individuals may be appointed by the group to carry out specific tasks, to consider policies and to advise the group. Such bodies may be appointed from within or outside the membership of the group but will be responsible to the group.

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<sup>3</sup> Reference to the Borough Council refer to Hinckley & Bosworth Borough Council

## **FINANCE**

30. It will be necessary to account for all funds that may be forthcoming from the LPA or other sources in respect of the NDP process. A record of all financial transactions must be accounted for and entered into the Secretary's minute register. Requests for payments will need to be endorsed by two nominated group members as decided by the Market Bosworth Neighbourhood Forum and submitted to Market Bosworth Parish Council for approval.
31. In the event of a wind up of the group any monies or assets held by the Parish Council on behalf of the group will be distributed to local community based organisations.

## **REMOVAL of MEMBER from MARKET BOSWORTH NEIGHBOURHOOD FORUM**

32. If a member of the Market Bosworth Neighbourhood Forum acts in a way that the group determines is prejudicial to the best interests of the group then the group may remove the member from Market Bosworth Neighbourhood Forum membership.

## **AFFILIATIONS, OPERATIONS and INDEPENDENCE**

33. The Market Bosworth Neighbourhood Forum shall not be affiliated to any political party or organisation other than the Parish Council.
34. All members of the Market Bosworth Neighbourhood Forum shall act in the best interests of the group and the residents of the area and shall follow the good governance guidelines set out in the attached guidance (or any updating thereof). <http://www.goodgovernancecode.org.uk/>
35. The Market Bosworth Neighbourhood Forum shall act in accordance with best practice in the preparation of neighbourhood plans and in accordance with Government guidance for such preparation and shall seek to work collaboratively with the Local Planning Authority to achieve this.