

Saddington Parish

Neighbourhood Forum

Harborough District Council
The Symington Building
Adam and Eve Street
LE16 7AG

Saddington
Leicestershire
LES OQT

For the attention of: The Strategic Planning Team

Your ref:

Our ref: SNF-LTR-001

Date: 4th May 2016

Dear Sirs,

Application for Designation of Neighbourhood Forum and Neighbourhood Area

In January 2016 Saddington Parish Meeting voted in favour of preparing a Neighbourhood Plan for Saddington Parish – refer to item 2 of minutes of Parish Meeting dated 25th January 2016. As Saddington Parish Meeting is not an approved body to prepare a Neighbourhood Plan, a process was put in place to consult with the residents of Saddington Parish and people who are employed in Saddington parish to create a Neighbourhood Forum.

A team of 12 people volunteered at the January Parish Meeting to form a planning group to help create the Neighbourhood Forum. The following process steps were established to create the Neighbourhood Forum:

Step 1: Identify the key groups in Saddington: residents and people who work in the village.

Step 1a: Choose name for the proposed Neighbourhood Forum.

Step 1b: Identify the proposed Neighbourhood Area.

Step 1c: Prepare the draft Neighbourhood Forum constitution.

Step 2: Prepare an information letter to send out to every household and business in Saddington to request membership the Forum.

Step 3: Distribute letter to every household and business in Saddington to request membership the Forum.

Step 4: Review the applications for membership of the forum and if it is considered that the number of application meet the requisite criteria then prepare and submit the application form.

A series of meetings were held by the planning group to manage and record the Forum creation process – refer to enclosed copies of the notes of Meetings 1, 2 and 3. The name of the proposed Neighbourhood Forum is 'Saddington Parish Neighbourhood Forum'. The area to be covered by the Neighbourhood plan is the whole of Saddington Parish as shown in the enclosed Neighbourhood Area designation form.

A draft constitution for the proposed Neighbourhood Forum has been prepared by the planning group – refer to enclosed copy. An inaugural meeting of the Neighbourhood Forum will be held after HOC have approved the designation of the Forum, and the inaugural meeting will be used to formally elect the Forum Management Committee and to approve the draft constitution.

We therefore apply for formal acceptance and designation of 'Saddington Parish Neighbourhood Forum' and the associated Neighbourhood Area, and we submit the following documents in support of the application:

1. Neighbourhood Forum Application Form - 4 May 2016
2. Neighbourhood Area Designation for Saddington Parish Neighbourhood Forum - 4 May 2016

3. Saddington Parish Neighbourhood Forum constitution - 4 May 2016
4. Minutes of Parish Meeting dated 26th January 2016.
5. Notes of Meeting 1 - Saddington Parish Neighbourhood Forum 16-02-16
6. Notes of Meeting 2 - Saddington Parish Neighbourhood Forum 15-03-16
7. Notes of Meeting 3 - Saddington Parish Neighbourhood Forum 26-04-16
8. Membership Application Forms, Residents and Employees (original signed documents) – see note a) below.
9. Saddington Neighbourhood Forum Membership List (shows members in yellow highlight) – see note b) below.

Please note that the Neighbourhood Forum Application form includes a list of members who have applied for membership of the Neighbourhood Forum as at the date of this letter:

- a) A signed application form was submitted to the planning group by each applicant. I enclose the original signed membership application documents for your information and verification of the membership numbers. Please note that these are the only copy of these documents and I request the return of the documents to the address shown in this letter when you have completed your review.
- b) As we have not plotted the distribution of member's addresses on a map, I enclose a listing of all personnel who live in Saddington Parish marked up to show those people who have applied to join the Forum shown highlighted so that you can see the distribution of members among the general population of Saddington. Refer to 'Saddington Neighbourhood Forum Membership List'.

We look forward to hearing back from you in due course. Please let me know if you need any further information from me to support this application.

Yours faithfully,

C.C.Carter
On behalf of Saddington Parish Neighbourhood Forum

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