

Saddington Parish Neighbourhood Forum

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



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LE8 0QT

22 JUN 2026

For the attention of: Mr Matthew Bills

Your ref:

Our ref: SNF-LTR-014

CORPORATE SERVICES
Harborough District Council

Date: 20th June 2026

Dear Sirs,

Application for designation of 'Saddington Parish Neighbourhood Forum (2026 - 2031)' and Saddington Parish Neighbourhood Area

In July 2016 HDC designated a Neighbourhood Area for Saddington Parish and also designated Saddington Parish Neighbourhood Forum as the qualifying body to prepare and submit a Neighbourhood Plan for Saddington Parish. Subsequently a Neighbourhood Plan was prepared by Saddington NF, and Saddington's NDP was Made following Referendum in January 2019. Saddington's NDP was subsequently reviewed by the NF in 2020 and the Review Version 2020 NDP was Made in June 2021 by HDC's Head of Planning in accordance with the Scheme of Delegation.

Regarding Saddington's Neighbourhood Forum that was designated in July 2016, the Regulations state in the Localism Act 2011 Schedule 9, Part 1, 61F 8 (a):

A [Forum] designation -

- (a) ceases to have effect at the end of the period of 5 years beginning with the day on which it is made but without affecting the validity of any proposal for a neighbourhood development order made before the end of that period,

Therefore, Saddington's original Neighbourhood Forum ceased to exist on the 18 July 2021 and in order for Saddington Parish to continue with a Qualifying Body status, it applied for a new Neighbourhood Forum that continued the work of the previous NF and become the Qualifying Body for the next 5 years. To avoid confusion as to which Neighbourhood Forum is which, the next Neighbourhood Forum was called 'Saddington Parish Neighbourhood Forum (2021-2026).'

In addition, as a result of HDC's Community Governance Review in 2020/21 the parish boundary between Saddington and Fleckney changed in 2021 and this affected the designated Neighbourhood Area. Saddington Parish Neighbourhood Forum (2021-2026) therefore applied for a revised Neighbourhood Area to be designated for Saddington in accordance with Part 2 of the Neighbourhood Planning (General) Regulations 2012. The area covered by Saddington's Neighbourhood Plan is the revised Saddington Parish as approved by HDC following the 2020/21 Community Governance Review, as shown in the enclosed Neighbourhood Area designation form.

Saddington Parish Neighbourhood Forum (2021-2026) was formally designated by Harborough District Council on 22nd October 2021 as the Qualifying Body to prepare and manage the Neighbourhood Development Plan for Saddington Parish Neighbourhood Area and accordingly Saddington Parish Neighbourhood Forum (2021-2026) will cease to exist on 22nd October 2026.

in order for Saddington Parish to continue with a Qualifying Body status, it is applying for a new Neighbourhood Forum that will continue the work of the current Neighbourhood Forum and become the Qualifying Body for the next 5 years. To avoid confusion as to which Neighbourhood Forum is which, the next Neighbourhood Forum will be called 'Saddington Parish Neighbourhood Forum (2026-2031).'

The existing Neighbourhood Forum Management Committee has consulted with residents and workers in Saddington and has applied the following process prior to submitting this application:

- Step 1: Choose the name for the proposed Neighbourhood Forum.**
- Step 2: Identify the proposed Neighbourhood Area.**
- Step 3: Prepare an information letter to send out to every household and business in Saddington to request membership of the Forum.**
- Step 4: Distribute letter to every household and business in Saddington to request membership the Forum.**
- Step 5: Prepare the draft Neighbourhood Forum constitution. (This is based closely on the existing NF Constitution).**
- Step 6: 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 draft constitution for the proposed Neighbourhood Forum has been prepared and reviewed by the existing Neighbourhood Forum Management Committee – refer to the enclosed copy. An inaugural meeting of the new Neighbourhood Forum will be held after HDC have designated the new Neighbourhood Forum, and the inaugural meeting will be used to formally elect the Forum Management Committee and to approve the draft constitution.

We therefore apply herewith for formal designation of 'Saddington Parish Neighbourhood Forum (2026 -2031)' and designation of the associated Neighbourhood Area for Saddington Parish (2026-2031), and we submit the following documents in support of the application:

1. Neighbourhood Forum Application Form – signed 19th June 2026 (see note a) below)
2. Application for Designation of Saddington Parish Neighbourhood Area for Saddington Parish Neighbourhood Forum (2026-2031).
3. Saddington Parish Neighbourhood Forum (2026- 2031) constitution – draft rev 0 dated 17th June 2026.
4. Membership Application Forms - original signed documents. (see note b) below)

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

Note b) A signed application form was submitted by each applicant. The original signed membership application documents are enclosed 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.

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 (2026-2031)