



Statement for designation of Wrenthorpe Neighbourhood Forum

The residents of Wrenthorpe are in the process of establishing a Neighbourhood Forum known as the Wrenthorpe Neighbourhood Forum (WNF) under the terms of the Localism Act 2011. To enable them to prepare a neighbourhood Plan for the area. WNF would like to formally apply to Wakefield Council to designate this body as a Neighbourhood Forum in accordance with Section 61F(5) of the Town and Country Planning Act 1990 (as amended) and Schedule 9 Neighbourhood Planning, Paragraph 2, of the Localism Act 2011.

WNF has held three Open Days since August 2018 to engage and consult with residents on the formation of a Neighbourhood Forum. To define the Wrenthorpe Neighbourhood Area (WNA) and to attract members and supporters from across the area. WNF held its inaugural meeting on 3rd August 2018 and has held monthly open meetings to encourage discussion, refine the WNA, develop the constitution and membership in line with consultation with residents.

WNF is consulting with other community and special interest groups within the area to bring all groups together to make decisions on improving the area and undertaking joint projects. The first joint meeting of groups took place on 20th February 2019 where the decision was taken to enable WNF to be the vehicle for joint working. All Community and special interest groups are invited to join the WNF and joint activities will be discussed at WNF monthly meetings.

WNF is being supported for designation from Wrenthorpe Community Association Ltd (WCA) and Wrenthorpe Environmental Society (WRENS). Members from each of the organisations are also members of WNF.

WNF has been established to promote and improve the social, economic and environmental well-being of the WNA as defined in the detailed annotated map submitted with this application (Appendix A).

The Forum will seek to achieve this by:

- Actively encouraging all Members and supporters to participate fully in the activities of the Forum for the promotion and improvement of the Area;
- Encouraging the goodwill and involvement of the wider community;
- Fostering community spirit and encouraging civic pride;
- Preparing a Neighbourhood Plan in partnership with the Local Planning Authority. Which will set out the Forum's policies for use of the land in the Area or, in partnership with other Forums, Parish Council's or Planning Authorities of the wider area, taking into account the need to balance the different concerns of the people who live and work in the Area and the powers and resources of the Local Authority in relation to planning matters;
- Promoting high standards of town planning in the Area;

- Providing a Forum for the discussion of issues that may affect the Area as well as ideas that may enhance it, such as transport planning, management of streets, health, local public services, local businesses and open spaces;
- Supporting projects that are of benefit to the Area;
- Considering proposals by public or private sector bodies likely to have a significant impact on the social, economic and environmental well being of the Area;
- Securing the preservation, conservation, development and improvement of features of general public amenity or of historic or public interest in the Area;
- Monitoring and expressing views on any issues of planning and development in the Area.

Membership of the WNF is open to those individuals who live, work or who are elected members of the Wakefield Metropolitan District Council, whose area falls within the defined Wrenthorpe Neighbourhood Area. WNF membership will comprise of at least 23 members and has 54 members at the moment who live or work in the area and are representative of the community of Wrenthorpe. Currently 2 of the 3 elected members are members of the forum. As changes to elected members occur they will be invited to join the forum.

Evidence of members can be provided via completed and accepted membership forms subject to the constraints of GDPR. During consultation work, forum members addresses have been marked on an area map by red dots to show where they live. Membership of WNF will remain open and new members will be welcomed. This demonstrates that the Neighbourhood Forum meets the requirements of section 61F(5) (a) to (e) of the Town and County Planning Act 1990 (as amended).

The proposed WNF has a written constitution (Appendix B).

The contact details of WNF Chair which can be published for the purposes of the consultation for designation of WNF;

Mr Gordon Wilson
 Wrenthorpe Neighbourhood Forum
 c/o Wrenthorpe Village Hall
 Wrenthorpe Lane
 Wrenthorpe
 Wakefield
 WF2 0NE



Statement for designation of Wrenthorpe Neighbourhood Area

The residents of Wrenthorpe are in the process of establishing a Neighbourhood Forum known as Wrenthorpe Neighbourhood Forum (WNF) under the terms of the Localism Act 2011 to enable them to prepare a Neighbourhood Plan for the area. WNF would like to formally apply to Wakefield Council to designate the Wrenthorpe Neighbourhood Area (WNA) as outlined on the detailed annotated map and in accordance with Section 61G of the Town and Country Planning Act 1990 (as amended).

WNF has held three open days since August 2018 to engage and consult with residents to define the Neighbourhood Area, to establish a Neighbourhood Forum and to attract members from across the Area. WNF has also held monthly open meetings to encourage discussion, refine the WNA, develop the constitution and membership in line with consultation with residents.

The initial map used to consult with residents was based on the delivery area for Wrenthorpe Matters newsletter which goes to all households that Wrenthorpe Community Association Ltd recognise as the Wrenthorpe Village area, which is distributed three times a year. Wrenthorpe Matters newsletter contains a section that informs the residents of the progress of the Forum, the Neighbourhood Area and publicity about the Open Days.

At each of the Open Days an outline area map of the proposed WNA was made available. Attendees were asked to indicate what they felt was an appropriate boundary for Wrenthorpe that they recognise and also to mark in red pen where they live in the area. Over the three Open Days the boundary was amended to reflect the views of residents. WNA boundary has been discussed at all of the monthly WNF meetings and amended in line with attendee's views. Members of the Forum have physically walked the boundary to check that it is all a definable boundary such as a fence, road, footpath, hedgerow, beck etc. in line with existing local Government ward boundaries. In so doing the members walking the boundary have also met with and discussed the land in the Green Belt area with the landowners to check their views and amend the boundary as necessary. Other residents living on the edge of the boundary have been involved with discussions and the boundary has been amended to align with their views.

The following criteria have also been applied to the boundary;

- In establishing the boundary to the east of Bradford Road where existing developments exiting onto Bradford Road would be included.
- To include Wrenthorpe and Alverthorpe Meadows in its entirety.
- To exclude all of Wakefield 41 Business Park for consistency.
- Establishing the boundary south west of WNA reflects the views of those residents and forms a natural boundary with Alverthorpe.
- Batley Road forms a natural boundary with Low Laithes.

- The small corridor of Green Belt forms a natural boundary with Kirkhamgate and Brandy Carr.
- Melbourne House and locally surrounding properties are considered to be part of Wrenthorpe.

The Area defined is considered to be appropriate to be designated as the Wrenthorpe Neighbourhood Area as:

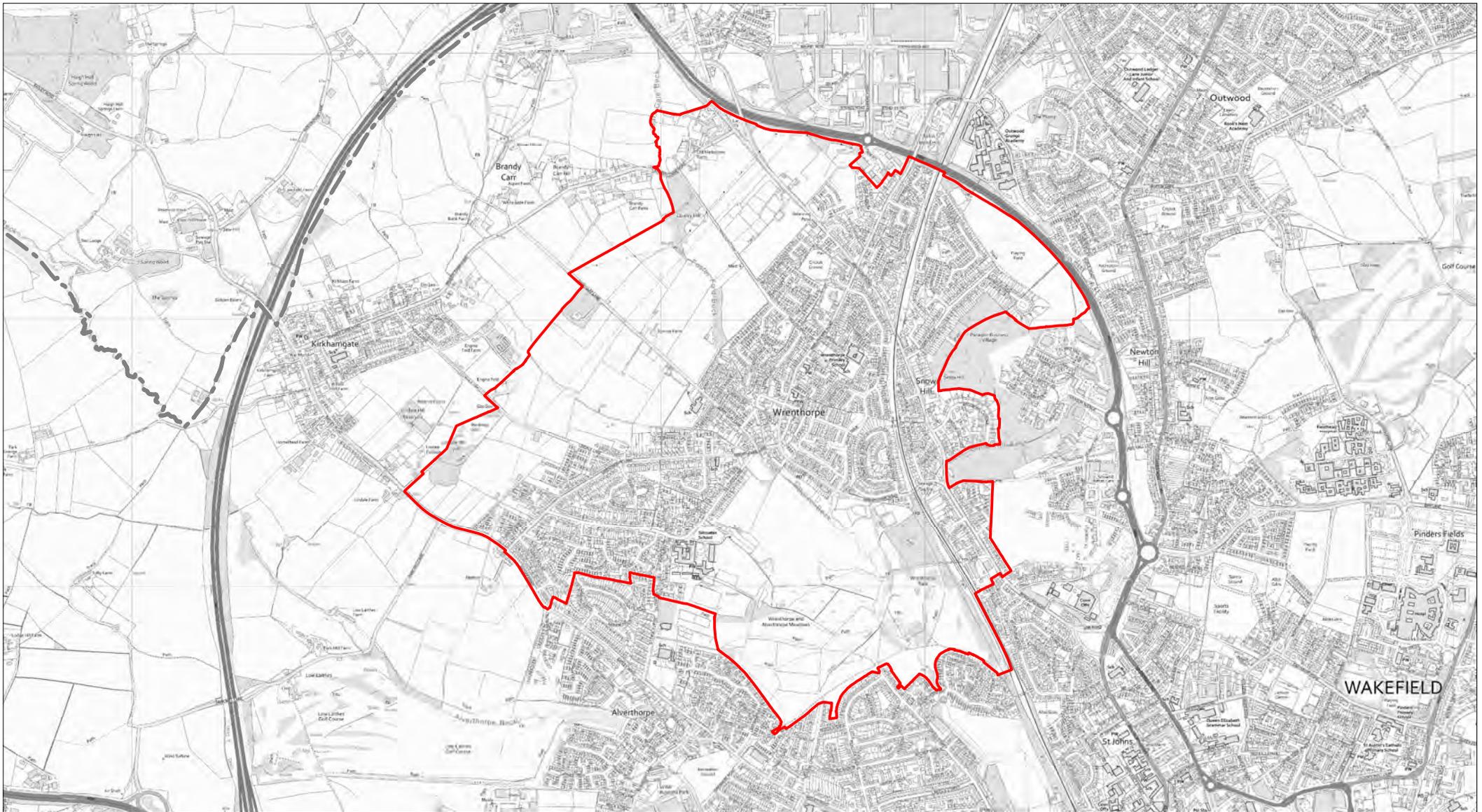
- It is a co-terminus with existing local Government ward boundaries;
- It is inclusive and will enable the designated neighbourhood to reach all potential areas of proposed development;
- It will enable the fullest range of consultation within the designated area;
- It permits the local authority to operate this plan together with adjoining neighbourhoods and does not leave any gaps.

It is understood that should there be any further amendment to the boundaries defined by the WNF this will involve further detailed consultation with Wakefield Council and a new neighbourhood area application. Should other conditions be outlined then the WNF will endeavour to address those issues directly with Wakefield Council. The Neighbourhood Area application meets section 61G of the Town and Country Planning Act 1990 (as amended) and Part 2 Neighbourhood Areas, Regulation 5 of The Neighbourhood Planning (General) Regulations 2012 (as amended).

A detailed annotated map has been provided to the local authority and discussions have taken place to clarify the boundary of the neighbourhood area, produced in Appendix A .

The contact details of WNF Chair which can be published for the purposes of the consultation for designation of WNA;

Mr Gordon Wilson
Wrenthorpe Neighbourhood Forum
c/o Wrenthorpe Village Hall
Wrenthorpe Lane
Wrenthorpe
Wakefield
WF2 0NE



Wakefield Council
 Planning Services
 Spatial Policy Group
 Wakefield One
 PO Box 700
 Wakefield
 WF1 2EB
 Tel: 01924 306417

Appendix A - Wrenthorpe Neighbourhood Plan - Draft Boundary

KEY:

 Wrenthorpe Neighbourhood
 Plan Boundary - Draft

Date Plotted: 08.05.19
 Drawn by Spatial Policy



Scale 1:20 000

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WRENTHORPE NEIGHBOURHOOD FORUM CONSTITUTION

1. NAME

- 1.1 The name of the Forum shall be the Wrenthorpe Neighbourhood Forum, hereafter referred to as the Forum.
- 1.2 The Forum is established within the terms of the Localism Act 2011 (the Act), to consider and exercise rights conferred under the Act, in addition to undertaking other activities outlined below for the public benefit in Wrenthorpe Neighbourhood Area.

2. WRENTHORPE NEIGHBOURHOOD AREA (The Area)

- 2.1 The Area shall be the area shown on the map in Appendix A. The area defined is considered to be appropriate to be designated as the neighbourhood Area for the following reasons:
 - It is a co-terminus with existing local government boundaries;
 - It is inclusive and will enable the designated neighbourhood to reach all potential areas of proposed development;
 - It will enable the fullest range of consultation within the designated area;
 - It permits the local authority to operate this plan together with adjoining neighbourhoods and does not leave any gaps;
 - Should the Forum Management Committee determine a future need to amend these boundaries it is understood that this would require further statutory consultation with Wakefield Council and the local community.
- 2.2 The area is the open countryside and associated developments, residential and business part of the area which local people traditionally consider to be the “Village of Wrenthorpe” and part of the sub-regional City of Wakefield.
- 2.3 As defined, the Area falls within the boundary of Wakefield District Council, within West Yorkshire.

3. OBJECTIVES

- 3.1 The objectives of the Forum are to promote and improve the social, economic and environmental well-being of Wrenthorpe Neighbourhood Area (Consideration has been given to the issues which could arise in respect of Paragraph 033 of NPPG Neighbourhood Planning guidance).
- 3.2 The Forum will seek to achieve this by:
 - Actively encouraging all Members to participate fully in the activities of the Forum for the promotion and improvement of the Area;
 - Encouraging the goodwill and involvement of the wider community;
 - Fostering community spirit and encouraging civic pride;
 - Preparing a Neighbourhood Plan in partnership with the Local Planning Authority which will set out the Forum’s policies for use of the land in the Area or, in partnership with other Forums, Parish Council’s or planning authorities of the wider

area, taking into account the need to balance the different concerns of the people who live and work in the Area and the powers and resources of the Local Authority in relation to planning matters;

- Promoting high standards of town planning in the Area;
- Providing a forum for the discussion of issues that may affect the Area as well as ideas that may enhance it, such as transport planning, management of streets, health, local public services, local businesses and open spaces;
- Supporting projects that are of benefit to the Area;
- Considering proposals by public or private sector bodies likely to have a significant impact on the social, economic and environmental well-being of the Area;
- Securing the preservation, conservation, development and improvement of features of general public amenity or of historic or public interest in the Area;
- Monitoring and expressing views on any issues of planning and development in the Area.

3.3 The Forum recognises that members may belong to different political parties but shall conduct all business in a non-partisan political manner and ensure, through the direction of the Management Committee that meetings are conducted in this manner and that members observe this stricture in their own conduct in meetings.

3.4 The Forum members should represent views which accord with the Forum's objectives as opposed to personal or political objectives and identify any such personal interest which they could be perceived as motive for bias, particularly, but not entirely, a financial or commercial interest.

4. POWERS

In furtherance of the objectives, but not otherwise, the Forum, through the Management Committee shall have the following powers:

- Promote the health and social, economic and environmental well-being of the residents of the area and to work together as residents, irrespective of age, gender, ethnicity, religion or political view;
- Promote sustainable development, environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations;
- To support sustainable development; in line with the Local Development Framework and any replacement Local Plan;
- The WNF will work to influence policies within the Councils Local Plan to support the improvement and further development within the Area of the present social, cultural and meeting places so that they increasingly become places where residents and visitors can go to engage with people in our community generating a variety of reasons to visit;
- To promote and support measures to provide the necessary transport links to improve the sustainability of the Area and the interests of all residents;
- To promote and support the development of abandoned sites and buildings for the community benefit;
- To promote and support the improvement of the aesthetic environment in all its forms;

- To make surveys and prepare maps and plans and collect information in relation to any place, building, park, or historic interest within the area of benefit;
- To promote research and to publish the results of any such research and to publish and distribute papers, reports and other literature;
- Invite and receive contributions and raise funds where appropriate to finance the work of the Forum, and to open a bank account to manage such funds;
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc;
- To develop and maintain an up to date, attractive and informative website and to develop any method which enhances communication with members, adjacent community organisations and the wider media where appropriate in furtherance of the above objectives;
- Work with groups of a similar nature (Wrenthorpe Environmental Society, Wrenthorpe Community Association) and exchange information, advice and knowledge with them;
- Employ staff and volunteers as are necessary, to conduct activities to meet the objectives;
- Take any form of action that is lawful which is necessary to achieve the objectives including entering into any contracts which it may see fit;

It is noted that a designated Neighbourhood Forum would only be able to interact with the local authority as a consultee on planning applications, subject to the Councils regulations regarding this. The forum would wish to actively co-operate with the local authority, planning and highway committee, sanitary, drainage, environmental and all other local and statutory authorities.

It is understood that the Council's Planning & Highways Committee will be responsible for making decisions regarding the designation of the NA and NF. Planning applications may be determined at the Planning and Highway Committee or under delegated powers using relevant policies in any future "made" Wrenthorpe Neighbourhood Plan.

5. MEMBERSHIP

- 5.1 The Wrenthorpe Neighbourhood Forum will comprise of at least 23 individuals, aged 18 or over, who live or work in the Wrenthorpe Neighbourhood Area. Elected Members serving on the Council's Planning & Highways Committee are not eligible to form part of the Forum as this could be construed as a "conflict of interest" once the Neighbourhood Plan is made.
- 5.2 Members shall be accepted by the Forum, resignations from membership shall be received by the Forum. Where a member resigns from the Forum, they will need to be replaced if the number of members drops below 23 no action is required if the Forum maintains 23 or more members.
- 5.3 Membership will begin as soon as the membership form has been completed and returned.
- 5.4 A list of members will be kept by the Secretary.
- 5.5 Members may resign at any time in writing to the Secretary.

- 5.6 Offensive behaviour, including racist, sexist or inflammatory remarks will not be permitted. Anyone behaving in an offensive way may be asked not to attend further meetings or resign from the group.
- 5.7 The Wrenthorpe Neighbourhood Forum will not discriminate on grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.
- 5.8 The Wrenthorpe Neighbourhood Forum recognises that there may be residents outside of our Neighbourhood Forum Area who would have a valuable impact on our planning processes and would like to be kept up to date with developments.
- 5.9 A record of supporters will be maintained and any updates shared with them. They will also be welcome to join any social media groups for the group.
- 5.10 At times, supporters may be asked to attend committee meetings or working groups where their expertise may be beneficial, however, they are not able to vote at AGM's or any other meeting.

6. OFFICERS AND COMMITTEE

- 6.1 The business of the Forum will be managed by a Management Committee. The Committee will consist of a minimum of 5 members and at most 12 members.
- 6.2 Special roles within the Management Committee will be as follows:
 - Chair
 - Vice Chair
 - Secretary
 - Communications Secretary
 - Treasurer
- 6.3 The officers of the Committee shall be elected by the members.
- 6.4 In the event of an officer standing down during the year, a replacement will be elected by the next General Meeting of members.
- 6.5 Any committee member not attending a meeting without apology for 3 months will be contacted by the Committee and asked if they wish to resign.
- 6.6 The officer's roles are as follows:
 - Chair – who shall chair both General and Committee meetings
 - Vice Chair – who shall deputise for the Chair
 - Secretary – who shall be responsible for the taking of minutes, maintaining membership and the distribution of papers
 - Communications Secretary – shall help and assist the Secretary with all matters of communications received or sent by the Forum
 - Treasurer - who shall be responsible for overseeing accounts

- 6.7 The Committee has the power to co-opt up to 7 additional members so the maximum number the Management Committee could comprise would be 12 persons to ensure maximum feasible representativeness of the people who live and/or work in the Area.

7. RESPONSIBILITIES

- 7.1 The overall management of the business of the Forum.
- 7.2 Agreeing and ensuring the implementation of the Communications and Community Engagement Strategy.
- 7.3 Co-ordinating the work of the Working Groups (Working Groups are referred to in more detail in Section 9).
- 7.4 Drafting, agreeing and promoting the implementation of the Wrenthorpe Neighbourhood Plan.

8. MEETINGS

- 8.1 The Committee will normally meet monthly, using a variety of venues across the area to discuss actions and monitor progress to date, and to consider future developments.
- 8.2 Agenda Papers and Minutes will be posted on the Wrenthorpe Neighbourhood Forum website and will be available in printed format on request.
- 8.3 The quorum for the Committee will be 4 members.
- 8.4 It shall be the responsibility of the Chairperson to chair all meetings or appoint a designated deputy in his/ her absence. All meetings shall be minuted.
- 8.5 An Annual General Meeting shall be held on the 1st anniversary of the inaugural Meeting and every subsequent year that the Neighbourhood Forum is in existence.

9. WORKING GROUPS

- 9.1 The Working Groups and their Leaders are established by the Management Committee.
- 9.2 A Working Group will comprise a minimum of 2 people from the Forum area.
- 9.3 Working groups develop the working arrangements to which suit them best and meet as required to investigate and discuss the issues assigned to them.
- 9.4 The Leader or Deputy Leader reports to the Forum Management Committee normally once per month.

10. FINANCE

- 10.1 Accounts for Wrenthorpe Neighbourhood Forum will be managed through Wrenthorpe Community Association Ltd (WCA) who will act as the Local Trusted organisation. The Treasurer of WNF will oversee the accounts in conjunction with the Treasurer of WCA.
- 10.2 Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

- 10.3 The money raised by or on behalf of the Wrenthorpe Neighbourhood Forum is only to be used to further the aims of the group, as specified in Section 3 of this Constitution.
- 10.4 Officers and members of the Management Committee and other committees shall not be liable for any loss suffered by the Forum as a result of the discharge of their respective duties on its behalf, except such as arise from their own respective wilful default, and they shall be entitled to an indemnity out of the funds of the Forum against the expense incurred by them in discharge of such duties. The Forum shall seek insurance cover, or other provision through the local Authority, to protect its members and officers from any action which may arise from the legitimate exercise of the functions of the Forum.

11. AMENDMENTS TO THE CONSTITUTION

- 11.1 Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting.
- 11.2 Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.
- 11.3 Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.
- 11.4 The council will be given the opportunity to comment on any proposed amendments to the WNF constitution, in line with its statutory obligations regarding neighbourhood planning.

12. DISSOLUTION

- 12.1 If a meeting of the Committee, by simple majority, decides that it is necessary to close down the Forum, it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.
- 12.2 If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to the Community Groups in order to benefit the Wrenthorpe Neighbourhood. The group / organisation(s) to receive the donation will be agreed at the meeting held to agree the dissolution.
- 12.3 Any decision to dissolve the WNF following designation will be communicated to the Council, as it has statutory obligations following such a decision, as set out in regulation 12 of the Neighbourhood Planning (General) Regulations 2012.

13. FORUM DURATION

- 13.1 The WNF designation will only have effect for a five year period, starting on the date it is designated by the Council in line with Statutory requirement, set out in part (a) of section 61F(8) of the Town and Country Planning Act 1990 (as amended). . After this period re-designation of the Neighbourhood Forum would be required to continue preparing a Neighbourhood Plan.