

APPENDIX B

**CONSULTATION STATEMENT
GROVEHILL FUTURE
DESIGNATED NEIGHBOURHOOD FORUM**

Contents

1. Introduction and timeline

- Appendix 1 Letter from Grovehill Future to DBC - request for designated Neighbourhood Forum and supporting papers
- Appendix 2 DBC letter of response to Grovehill Future's request for designated Neighbourhood Forum
- Appendix 3 Notification of consultation - Letter to statutory consultees
- Appendix 4 Notice advertising publication of Grovehill Future consultation to designate Neighbourhood Forum
- Appendix 5 Consultation response form

Consultation Statement

- 1.1 This Consultation Statement accompanies the application from Grovehill Future to designate a Neighbourhood Forum (dated 31 October 2013).
- 1.2 The Localism Act 2011 does not indicate the level of consultation required for the designation of Neighbourhood Plan areas or Neighbourhood Forums. It is therefore considered that all Neighbourhood Planning consultations will be carried following the Supplementary Planning Document (SPD) procedure, as set out below
- 1.3 The Statement conforms with Dacorum Borough Council's Statement of Community Involvement (October 2006) and has been prepared in accordance with Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 1.4 Regulation 12 relates to public participation for Supplementary Planning Documents (SPD) and sets out the requirements for public consultation on draft SPDs. It also sets out a requirement to prepare a consultation statement setting out:
 - (i) the persons the local planning authority consulted when preparing the supplementary planning document;
 - (ii) a summary of the main issues raised by those persons; and
 - (iii) how those issues have been addressed in the supplementary planning document;
- 1.5 This Consultation Statement sets out how relevant stakeholders and the wider community have been involved in the consultation.

CONSULTATION TIMELINE

October 2013 - Letter received from Grovehill Future for DBC to consider their proposed designation of a Neighbourhood Forum.

November 2013 - Public Notice served and six week consultation carried out 20 November – 3 January 2014 'to designate a 'Neighbourhood Forum' for Grovehill'.

February 2014 - Cabinet to consider approval of the designation of the Neighbourhood Forum for Grovehill.

APPENDIX 1

**LETTER FROM GROVEHILL FUTURE TO DBC - REQUEST FOR DESIGNATED
NEIGHBOURHOOD FORUM**

the

GROVEHILL FUTURE

project

Grovehill Future Project
c/o M Devlin
170 St Agnells Lane
Hemel Hempstead
HP2 6EQ

Mr James Doe
Assistant Director
Planning, Development and Regeneration
Dacorum Borough Council
Civic Centre, Marlowes
Hemel Hempstead, Herts HP1 1HH

31 October 2013

Dear Mr Doe,

Application for Designation of the Grovehill Future project as a Neighbourhood Forum

The Grovehill Future project group hereby submits its application for designation as a Neighbourhood Forum.

Forum Name: The proposed name is "Grovehill Future Neighbourhood Forum".

Constitution: Our written "Terms of Reference" are attached in Appendix A.

Area Name: The area is known as Grovehill and is shown outlined in red on the map in Appendix B.

Contact details: Mike Devlin, Chairman, Grovehill Future
170 St Agnells Lane, Hemel Hempstead, HP2 6EQ

Membership: the membership is currently 25, each of whom is either a resident of the area, works in the area or is elected to the Local Authority as councillor for the area. A list of members is shown in Appendix C.

Statement setting out how the proposed forum complies with section 61F(5) of the 1990 Town and Country Planning Act:

The Grovehill Future forum was started by community-minded residents of Grovehill to promote the social, economic and environmental well being of the area through the creation of a Neighbourhood Plan. The group's beginning was a "Grovehill Futures" day in

December 2011 to which all of Grovehill's residents and workers were invited to articulate their preferences for future developments in the neighbourhood. That meeting led to the start of the Neighbourhood Plan process. Survey forms were distributed with questions about people's likes and dislikes, what changes they would wish, what they wanted to remain the same and what aspirations they had for the future of the neighbourhood.

The next step was to create a steering group to be involved in the planning process. That group met in February 2012 to receive the survey results and to be informed about the neighbourhood planning process and the proposed design workshops.

In due course a Chairman, Treasurer and Secretary were nominated.

Initially three design workshops were held: 1) to understand elements of good design, 2) to walk around the area noting salient features and 3) to draw up potential development scenarios. Subsequently several meetings were held with representatives from professional planning organisations, e.g. Planning Aid England and CABE (Commission for Architecture and the Built Environment), to help towards creating the Neighbourhood Plan.

The group has set up a project plan and has agreed a Vision Statement. It has received formal designation as a "Neighbourhood Area" under section 61G of the Town and Country Planning Act 1990. Several sub-groups have been formed to work on specific issues including Area planning, skills and community, Project planning, PR Ads and leaflets.

The group has canvassed local residents at many community gatherings over the last 18 months, e.g. Queen's jubilee celebration, coffee morning, Children's art competition with the theme of "Grovehill Future", etc to try to ensure that a balance of different ages, genders and groups are encouraged to become part of the forum. At each event we publicised the neighbourhood plan project showing photographs and ideas encapsulated in our Vision Statement brochure. We recorded individuals' preferences for the various ideas and proposals.

We leafleted the majority of houses in the neighbourhood giving information about the project and inviting everyone to the group's monthly meetings.

We believe that the Grovehill Future project satisfies the requirements of the regulations and trust that the information provided in this application is sufficient to qualify for designation as a Neighbourhood Forum. Please let us know if you wish any more information.

Yours sincerely

Mike Devlin
Chairman

the

GROVEHILL FUTURE

project

TERMS OF REFERENCE

Name and Objectives

'Grovehill Future' is the name of a neighbourhood group which has been established to promote and improve the social, economic and environmental well-being of the defined area through the production of a Neighbourhood Plan as defined by the Localism Act 2011 under the Government's Front Runner scheme. A Steering Group has been established to lead on the development of the Neighbourhood Plan (the 'Plan') and will work collaboratively with Dacorum Borough Council to achieve this aim.

Membership of the Steering Group

The Steering Group (the 'Group') will consist of residents who live in Grovehill, people who work or study in Grovehill or have a business interest in the area and anyone else with an interest in Grovehill as may be agreed by the Group. In addition the Group will be supplemented by representatives of Dacorum Borough Council (DBC) and Ward Councillors (when in attendance).

The Group is open and inclusive to everyone listed above this and Members will work together for the benefit of the community. Election to the group will be automatic and registered once:-

- The prospective member or organisation representative attends 3 meetings.
- *The member continues, where possible, to attend regularly and sends apologies to the Chairman/Secretary, or in the case of an organisation a replacement representative, if unable to attend*
- Removal/Loss of voting rights from the Group will automatic if *a member/organisation fails to send any apologies for 3 meetings. (The Member may still attend future meetings).*

From time to time the Group will undertake an audit of the membership to ensure that members bring value to the Group in terms of the skills needed and that the Group consists of a representative range of people with an interest in Grovehill.

The Group may also co-opt further representation from any person or organisation who is likely to bring additional value to the project. Co-opted Members will not have any voting rights

The names of Members* will be publicly available on the Grovehill Future Website, designated Notice Boards and DBC Website. The Chairman will be the 1st point of call for all enquiries. (* By becoming a Group Member you give consent for details to be listed)

The Group may form sub-groups to undertake various aspects of the work involved in producing the Plan.

The Group will be supported by:

- Dacorum Borough Council (DBC);
- **Ann Skippers, an independent planning consultant appointed by DBC;
- **Planning Aid; and
- **Design Council CABE.

**Subject to funding and to include other expertise as available/required

Roles and Responsibilities of Grovehill Future

Grovehill Future is responsible for managing the Plan with the support of DBC. DBC under the terms of the Front Runner programme will manage their allocated £20,000 grant. Grovehill Future will be responsible for managing any funds they obtain through their activities.

The Local People on the Steering Group will:

- Identify and define the neighbourhood area applicable to the Plan.
- Work with DBC to identify and justify the future development needs of the area.
- Work with DBC to develop policies to inform the future development and use of land in the area.
- Work together to draw up the Plan and any revisions as a result of the engagement or consultation process.
- Prepare, and regularly review, a project plan and delivery programme for the Plan.
- Liaise with DBC, keeping the Council apprised of the progress of the Plan.
- Ensure the Plan is developed through an effective programme of engagement and communication with the local community, local businesses, DBC, adjoining areas and third parties as necessary.
- Ensure that any proposals and policies in the Plan are viable and can reasonably be expected to be delivered within the Plan period.
- Have regard to national and local planning policy, European Union obligations and Human Rights requirements as appropriate.
- Conduct any necessary sustainability or other viability assessment necessary to support the Plan.
- Support the referendum process by seeking consensus and helping to secure community endorsement of the Plan.

The Council Representatives on the Steering Group will:

- Support the Group throughout the process, providing professional planning advice and any relevant evidence to aid the development of the plan, ensuring that the Plan conforms to national and local policy so as to be found sound at examination and advising the Group as necessary.
- Work with the Group and the local community to establish the future development needs of the area.
- Work with the Group to develop policies to guide the future development and use of land in the area.
- Work with the Group to ensure there is effective engagement with the local community throughout the plan making process.
- Help to ensure that any other relevant statutory bodies or parties as necessary are involved in the plan making process.
- Support the Group in accessing training to ensure all parties are equipped to make the relevant decisions around the plan making process.
- Advise on any necessary Sustainability Appraisal and Appropriate Assessment to be carried out on the Plan.
- Arrange with the Group for the examination of the Plan to be carried out.
- Support the arrangements for the referendum of the Plan.
- Ensure that the Group is kept abreast of the budgetary implications of the project.

Responsibilities of Members of the Steering Group

All members of the Group, individually and collectively, will ensure that the probity of the Group and the plan making process is open and transparent.

All members of the Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Group.

All members will ensure that there is no discrimination in the plan making process and that it is an inclusive, open and transparent process to all groups in the local community and those wishing to undertake development or be involved in the process.

Members will treat each other, and anyone supporting the Group, with respect and dignity, allowing members to air their views without prejudice and interruption. Members must respect the needs and concerns of the community they are planning for.

If a member's behaviour or conduct is detrimental to the aims of the Group, a meeting will be held to discuss the matter and the individual's membership terminated.

General Matters

The Terms of Reference may be subject to review during the life of the project and relevant amendments will be made following recommendations and subsequent agreement by the Group in conjunction with DBC.

The Group will meet regularly, usually on a four weekly cycle or more frequently as otherwise required. The meetings will be generally open to members of the public and publicised in advance in the local area and on the Grovehill Future website. The meeting's agenda and any papers will usually be publicised three working days in advance of the meeting. Meeting notes and minutes of decisions taken will be made available to the public on request and be available through the Group's website.

The Group will appoint a Chair and Deputy Chair from amongst its members. The Chair (or Deputy Chair in his/her absence) will call and chair meetings, act on behalf of Grovehill Future and represent it externally, have the authority to take decisions on urgent matters between meetings of the Group. The Chair and Deputy Chair should be elected annually, or as required and may stand for a total period of no longer than three years in any five year period.

A quorum for each meeting shall be **six** of the voting members of the Group.

Only Steering Group members have voting rights. Decisions are made by a simple majority of the members present and voting with the Chair having a casting vote.

The Group will report its findings and progress to DBC at key points specified within the project plan.

For Group funds raised through their activities the Group will provide a minimum of two signatories on the Group's bank account or other financial transactions for the project. A Treasurers report will be required at each meeting. The overall budgetary management for the £20k allocated to DBC remains DBC responsibility.

If Grovehill Future at any time no longer wishes to be designated a *Neighbourhood Forum* it may, by a simple majority vote of its members, chose to opt out. It must give notice to DBC and provide a statement setting out details of its wishes and this statement will be publicly available.

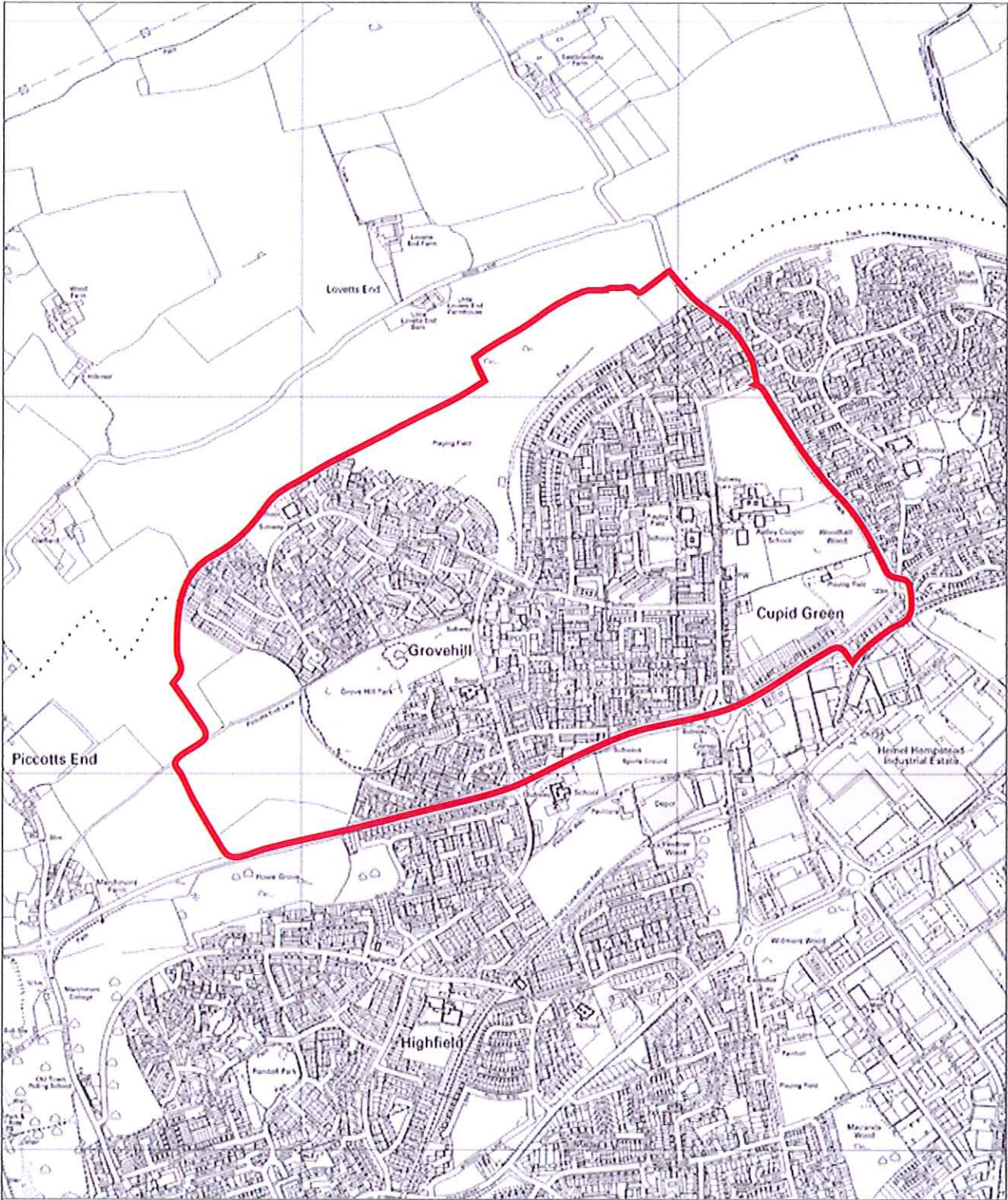
DBC reserve the right to withdraw Grovehill Future's formal designation as a neighbourhood forum if it considers that the organisation or body is no longer meeting its designated purpose.

Dated 16th July 2012



Figure 1:

Application for 'Grovehill Future Designated Neighbourhood Plan Area'
The area marked in red is the proposed designated area for a Neighbourhood Plan



Members of Grovehill Future Neighbourhood Forum
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Name			Interest in Neighbourhood		
			Resident	Worker or Business owner	Councillor
1	Linda	Acheson	x		
2	Derek	Baulch	x		
3	David	Bloomfield	x		
4	Lorna	Bloomfield	x		
5	Ray	Blumbergs	x		
6	Margaret	Bryant	x		
7	Dave	Cannon	x		
8	Mike	Devlin	x		
9	Jay	Doshi		x	
10	Terry	Douris	x		x
11	Anne	Fisher	x		
12	Stefan	Fisher	x		
13	Adrienne	Gear	x		
14	Dennis	Harvey	x		
15	Eve	Hodge	x		
16	Maggie	Kane	x		
17	John	Larkin		x	
18	Kevin	Minier	x		
19	John	Narroway	x		
20	Norma	Narroway	x		
21	Fola	Ogunjimni	x		
22	Joshua	Paulick	x		
23	Angela	Preston	x		
24	John	Saunders	x		
25	Maurice	Yeboah	x		

APPENDIX 2

**DBC LETTER OF RESPONSE TO GROVEHILL FUTURE'S REQUEST FOR
DESIGNATED NEIGHBOURHOOD FORUM**

Date: 15 November 2013
Your Ref: Grovehill Future
Our Ref: NP/Grovehill Future
Contact: Jo Deacon
Email: Jo.deacon@dacorum.gov.uk
Directline: 01442 228366
Fax: N/A



Civic Centre
Marlowes
Hemel Hempstead
Hertfordshire
HP1 1HH
Switchboard: 01442 228000
Email: feedback@dacorum.gov.uk

Mr M Devlin
Chairman
Grovehill Future Project
170 St Agnells Lane
Hemel Hempstead
Herts HP2 6EQ

Dear Mr Devlin,

GROVEHILL FUTURE PROJECT

Thank you for submitting your application for the designation of a Neighbourhood Forum for the Grovehill Future Project.

I can confirm that this application was received by Dacorum Borough Council on the 2 November 2013. This application is deemed to have been made in accordance with the Neighbourhood Planning (General) Regulations 2012.

As such, Dacorum Borough Council will now publish this application and invite comments from those who live, work or carry out business in the area in addition to other statutory bodies, such as Natural England. I enclosed a copy of the statutory notice, consultation questionnaire response form and consultation letter for your information.

The publication period will run for just over six weeks from 20 November until 3 January 2014.

Following this, Dacorum Borough Council will carefully consider all representations made, and publish its decision on the designation in due course.

Yours sincerely,

A handwritten signature in black ink that reads 'James Doe'.

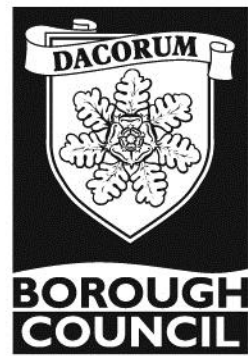
James Doe
Assistant Director
Planning, Development and Regeneration
Dacorum Borough Council



APPENDIX 3

NOTIFICATION OF CONSULTATION - LETTER TO STATUTORY CONSULTEES

Date: 19 November 2013
Your reference:
Our reference: NP/Grovehill Future Forum
Contact: Jo Deacon
Email: Jo.deacon@dacorum.gov.uk
Direct line: 01442 228366
Fax:



Civic Centre
Marlowes
Hemel Hempstead
Hertfordshire
HP1 1HH

Telephone: 01442 228000
www.dacorum.gov.uk
DX 8804 Hemel Hempstead
Text relay for deaf callers:
18001 + 01442 228000

Dear Sir/madam,

GROVEHILL FUTURE PROJECT – PROPOSED NEIGHBOURHOOD FORUM APPLICATION TO DESIGNATE A NEIGHBOURHOOD FORUM: NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012.

The attached application from Grovehill Future Project to 'Designate a Neighbourhood Forum Area' was received by Dacorum Borough Council on 2 November 2013 and is deemed to be in accordance with regulation 8 of the Neighbourhood Planning (General) Regulations 2012. The application requests the designation of a Neighbourhood Forum for Grovehill Future for the purposes of Neighbourhood Planning. If you wish to make representations about this proposed Neighbourhood Forum you may do so (see below).

Representations on the document should be submitted online via the link www.dacorum.gov.uk/grovehillfuture from Wednesday **20 November** 2013 – Friday 3 January 2014 or in writing to: Neighbourhood Planning, Hemel Evolution Team, Dacorum Borough Council, Civic Centre, Hemel Hempstead, Herts, HP1 1HH

Copies of consultation response forms are available to download from www.dacorum.gov.uk/grovehillfuture and are available in paper form from the Council offices and should be returned to the above address or emailed to neighbourhoodplanning@dacorum.gov.uk. If you have any questions on this consultation please contact Jo Deacon, 01442 228366.

Representations must be received **on or before 5pm on Friday 3 January 2014**

Yours faithfully,

James Doe
Assistant Director
Planning, Development and Regeneration
Dacorum Borough Council



APPENDIX 4

**NOTICE OF ADVERTISING PUBLICATION OF CONSULTATION TO DESIGNATE
NEIGHBOURHOOD FORUM**



Regulation 8 - Neighbourhood Planning (General) Regulations 2012

NOTICE OF NEIGHBOURHOOD FORUM CONSULTATION FOR GROVEHILL, HEMEL HEMPSTEAD

NOTICE IS GIVEN THAT

1) On 11 December 2012, following an application by the Grovehill Future Project Forum made on 3 October 2012 under Regulation 5 of the above Regulations, and having received no representations concerning that application, the Council decided to designate the area comprising the Ward of Grovehill as a neighbourhood area within the meaning of Section 61G of the 1990 Act (*see explanatory notes below*).

2) On 1 November 2013 Dacorum Borough Council received from the Grovehill Future Project Forum an application under Regulation 8 of the above Regulations for the Council to designate the Grovehill Future Project Forum as a neighbourhood forum (within the meaning of Section 61F of the 1990 Act) for the Ward of Grovehill.

3) The Grovehill Future Neighbourhood Forum application will be published for a 6 week consultation period from 20 November 2013, a copy of the application will be available to view at Grovehill Community Centre, the noticeboard at Henry Wells Square and the DBC Council Offices, Civic Centre, Hemel Hempstead throughout this consultation period. Anyone wishing to make representations about this proposed Neighbourhood Area may do so.

If the result of the application is that a designation is made, no other organisation or body may be designated as a neighbourhood forum for the Ward of Grovehill Future Project until that designation expires or is withdrawn.

Representations concerning the application may be made to the Council and should be submitted online via the link www.dacorum.gov.uk/grovehillfuture or in writing to:
Neighbourhood Planning, Hemel Evolution Team, Dacorum Borough Council, Civic Centre,
Hemel Hempstead, Herts HP1 1HH

Paper questionnaire forms are also available from the Council at should be sent to the above address or emailed to neighbourhoodplanning@dacorum.gov.uk

Representations must be received **on or before 5pm on Friday 3 January 2014.**

(1) Following the introduction of new provisions for neighbourhood planning in the Localism Act 2011, the purpose of designating an area as a neighbourhood area is so that a neighbourhood plan can be prepared for that area.

APPENDIX 5
CONSULTATION RESPONSE FORM



Civic Centre
Marlowes
Hemel Hempstead
Hertfordshire
HP1 1HH
Switchboard: 01442 228000
Email: feedback@dacorum.gov.uk

Consultation Response Form

Dacorum Borough Council Neighbourhood Forum Application

Consultation period ends:
5pm Friday 3 January 2014

What is this information about?

Dacorum Borough Council is supporting a Neighbourhood Planning project through a Government programme known as 'Neighbourhood Front Runners', Grovehill Future is one of these areas.

On the 2 November 2013, Dacorum Borough Council received an application to designate a Neighbourhood Forum for Grovehill Future. This form is designed to help you provide comments to the consultation for the 'Designation of Grovehill Future Neighbourhood Forum', the second step in developing a Neighbourhood Plan; however you **do not have to use this form**.



INVESTOR IN PEOPLE



Comments: Please use the space below to give us your response to the question

1. The first question asks you to comment on the appropriateness of the forum. You may like to comment on the following:

The purpose of the forum in relation to the character of the area

The make-up of the forum, in terms of residents, workers and elected members

The number of people in the forum required to make decisions

2. What is your relationship with Grovehill Future Project?

- I live in Grovehill
- I work in Grovehill
- I run a business in Grovehill
- I am an elected councillor for Grovehill
- I represent a community organisation based in Grovehill

3. Are you a member of the proposed Neighbourhood Forum?

- Yes
- No, but I would like to join
- No, I am not interested in joining

4. What type of member are you? (Please select only one answer)

- Resident
- Elected Councillor
- Business owner
- Worker
- Not sure

5. Consultation Database: if you would like to be added to our consultation database for the Grovehill Future Project, please complete your details and tick the box below.

Important: Under the Local Government (Access to Information) Act, any comments received may be inspected by members of the public and cannot be treated in confidence. Comments will also be made available on the Council's website but any personal information will be removed, except for respondent's names.

Personal Details			
Name:		Organisation (if relevant):	
Address:		Tel. No.:	
		Email:	
Post code:			
Interest in the area: (E.g. resident, business owner, or community organisation)			

- Please use my contact details to update me on Neighbourhood Planning in Grovehill
- Please add my contact details to the council's database for future consultations
- Please give my contact details to the Forum as I would like to join
- Do not use my contact details at all

Please note: by completing your details Dacorum Borough Council will keep your details on a database. We will only use your information to keep you informed about Neighbourhood Planning for Grovehill Future. You may request these to be removed from this database at any time