

JOANNE MAYNE  
PLANNING POLICY TEAM  
STOKE-ON-TRENT CITY COUNCIL  
CIVIC CENTRE  
GLEBE STREET  
STOKE-ON-TRENT ST4 1HH

MICHAEL EDGE  
MIDDLEPORT NEIGHBOURHOOD FORUM  
C/O MIDDLEPORT MATTERS  
2 PORT STREET  
MIDDLEPORT  
STOKE-ON-TRENT ST6 3PF

Date: Thursday 3<sup>rd</sup> August 2017

Dear Joanne,

**Re: Neighbourhood Plan Area for Middleport**

I am writing to you, on behalf of the Middleport Neighbourhood Forum, to give notice that we wish to make an application, under Part 2 (5) (1) of The Neighbourhood Planning (General) Regulations 2012, for the designation of a Neighbourhood Area for the Middleport Neighbourhood Plan (including Longport and Dalehall).

This application is accompanied by a map identifying the area to which the application relates, being the area of Middleport, Longport and Dalehall. The boundary line is marked in red. We also include a signed copy of our constitution, stating the names and addresses of our Forum members.

This area is considered appropriate to be designated as a Neighbourhood Area for residents, community groups and local businesses for the following reasons:

- The area is centered around the residential neighbourhoods of Middleport, Longport and Dalehall, which have shared characteristics that are distinct from adjacent town centres of Burslem and Tunstall;
- The area is primarily residential but includes associated commercial and industrial districts, together with community and recreational facilities and spaces, on which local residents depend;
- Every effort has been made to ensure that the area is appropriate in planning terms by choosing existing planning boundaries such the city, ward and conservation area boundaries, the curtilages of properties, paths, roads and railway lines. Steps have also been taken to avoid leaving 'orphaned' areas that are unlikely to be included in other plans; and
- The emerging Forum members were engaged in a structured workshop to agree the NP boundary and informal discussions have been held subsequently with the Local Planning Authority and with those who are promoting adjacent plans in the area, as well as with local residents and community groups.

For general planning policy purposes, Middleport is identified within the Joint Local Plan for Newcastle-under-Lyme and the City of Stoke-on-Trent under Burslem Central, which is part of the Inner Urban Core.

Formation of a Neighbourhood Plan will build on the evidence of the local natural and built environment, incorporating where appropriate the work of recent community-led initiatives. We hope that by undertaking a Neighbourhood Plan, we will gain an understanding of the needs and wishes of the community and that they will play a significant role in decision making about the future development of the area. We aim to identify appropriate areas for future development, to protect the area from unsuitable development in the future and to set out design guidelines for the area.

Our Forum is considered appropriate to be designated the Middleport Neighbourhood Forum for the following reasons:

- We have delivered leaflets within the Neighbourhood Area inviting anyone who is applicable to join the Forum;
- We believe we are a fair representation of the Neighbourhood Area because we have members that live in all parts of the area, a fair amount of businesses represented, we have a wide range of ages represented and our local Councillor is also part of the forum;

- We believe we reflect the character and diversity of the area because 90% are residents in the area, 62% work in the area and 10% are business owners in the area;
- As far as possible, our Forum includes a fair representation of men and women, ages that range from young adults to retirement and we have taken steps to ensure that the Forum fairly represents our community in terms of ethnicity and faith; and
- We believe we reflect a collective vision and are therefore able to create a set of agreed priorities for the sustainable development of the area.

Our Forum meets the legal requirements set out for Neighbourhood Forums because:

- It has the express purpose of promoting or improving the social, economic and environmental wellbeing of the neighbourhood area concerned;
- It has a purpose that reflects the character of the area in general terms;
- Membership of the Forum is open to people living and working in the area, and elected members for the area;
- It has a minimum of 21 members from the above groups; and
- Membership is drawn from different places of the area and different sections of the community.

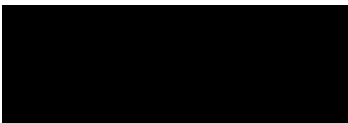
For the purposes of advertising the Forum, we include the lead contact details which are to be used on the designation notices:

Name: Mick Edge - Chair, Middleport Neighbourhood Forum

Phone Number: 07464 402161

Email Address: [planformiddleport@gmail.com](mailto:planformiddleport@gmail.com)

Yours sincerely



Mick Edge  
Chair, Middleport Neighbourhood Forum

# Middleport Neighbourhood Forum

## Constitution

### **Name**

The name of the Forum shall be the 'Middleport Neighbourhood Forum (including Longport and Dalehall)' (referred to in this document as 'the Forum'). The name of the Plan shall be the 'Neighbourhood Plan for Middleport, Longport and Dalehall' (referred to in this document as 'the Plan').

### **Area of Benefit**

The area in which the Forum will pursue its objects is the Middleport, Longport and Dalehall Neighbourhood Area, which is the area designated by Stoke-on-Trent City Council for which the Forum will produce a Neighbourhood Plan.

### **Objects**

The purpose of the Forum is:

- To prepare a Neighbourhood Plan for the Middleport, Longport and Dalehall area;
- To promote or improve the social, economic and environmental well-being of the Middleport, Longport and Dalehall area;
- Any other appropriate purpose agreed by the Forum.

### **Powers**

In furtherance of its objects the Forum may:

- 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.;
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;
- Employ staff and volunteers as are necessary to conduct activities to meet the objects of the Forum;
- Take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including taking out any contracts which it may see fit.

### **Membership**

The Forum will be comprised of at least 21 individuals.

Membership is open to all individuals (aged 18 or over) who live or work (whether paid or voluntarily) in the Plan area. It is also open to individuals who are elected members for the Plan area.

Membership shall be drawn from different parts of the Plan area and different sections of the community.

Membership is on a voluntary basis, and members can resign from the forum or be appointed to the Forum during the duration of the Forum.

### **Working Arrangements**

#### Forum Meetings

Notes will be made of Forum meetings, to include decisions and action points, and will be circulated by email to all Forum members.

The Forum will usually meet at least six times a year (bi-monthly) but will meet monthly initially to drive forwards the initial stages of developing the Plan;

The AGM will be held every year and will be publicised by posters and electronic formats at least 14 days prior to the meeting.

To be quorate the Forum needs to have at least seven (7) members present at every meeting or one third of the membership.

### Working groups

Separate groups may be appointed to meet, in addition to the Forum meetings, to discuss particular topics. Non-forum members may be co-opted to working groups.

### Decision Making

Decisions will be made by simple majority vote; only Forum members may vote. Each member shall have one vote, which must be given personally, whether on a show of hands or on a secret ballot.

Whilst not able to vote, non-forum members may contribute information and advice relating to the topic in hand, to aid decision-making. In the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

### Forum roles

The Forum will initially appoint a Chair, Vice-Chair, Secretary and Treasurer.

The responsibilities of the chair include:

- Scheduling meetings and notifying members;
- Inviting individuals from outside of the group to attend meetings when required by the Forum;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or outcome; and
- Review and approve the minutes before distribution.

The responsibilities of the Vice-Chair are to support the Chair and take on the role of Chair during meetings when he/she cannot be available;

The role of the secretary is to:

- Prepare agendas and issue notices for meetings, and ensure all necessary documents requiring discussion or comment are attached to the agenda;
- Distribute the agenda one week prior to the meeting;
- Take notes of proceedings and prepare minutes of the meeting; and
- Distribute the minutes to all Forum members one week after the meeting. (The minutes shall be checked by the chair and accepted by the Forum as a true and accurate record at the start of the next meeting.)

The role of the treasurer is to:

- Ensure that all funding will be placed and held within the group's bank account (on the basis the group has a full constitution with an operating bank account);
- Ensure that funds will be spent in accordance with the terms and conditions and controlled by the signatories named on the account; and
- Maintain accurate accounts detailing costs and income received (this can be achieved with guidance from other members).

Roles may be amended and changed during the life of the Forum by discussion and agreement at the Forum meetings, according to the needs of the developing plan.

### Declaration of interests

Any conflict of interest is to be notified at the commencement of a Forum meeting by the member present, and to be recorded in the meeting notes. The member must leave the meeting while this matter is being discussed or decided.

### Financial management

The finances of the Forum will initially be managed by Middleport Matters. This will be reviewed by the Forum after six months, or earlier, once the Forum has opened its own bank account. Financial reports will be delivered to the Forum meetings.

## Alteration to the Constitution

Changes to the constitution may be proposed and agreed at the AGM or Forum meetings, subject to majority vote.

## Duration

The duration of the Forum is 5 years from (date to be notified). Members may resign during the duration of the Forum's life and new members may be appointed, subject to guidelines for membership.

If the Forum becomes no longer necessary, a Forum meeting must be held so that the membership can make the decision.

## Forum Members

This constitution was adopted on 09th July 2017 by the people whose signatures appear below. They are the first members of the organisation and will be the Forum until the AGM, which must be held within one year of this date.

Signed

Print name and address (that you are connected to within the Plan area)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

21.

22.

23.

24.

25.

26.

27.

28.

29.

30.

31.

32.

33.

34.