

What roles are required by people forming the neighbourhood forum in neighbourhood planning?

In neighbourhood planning in England (under the Localism Act 2011), forming a **Neighbourhood Forum** requires meeting specific legal requirements if the area is not covered by a parish or town council. These forums are essential for communities to produce **Neighbourhood Plans**, which help guide future development in their area. Here are the key **roles** and **requirements** for people forming a neighbourhood forum:

1. Forum Members

- **Minimum Requirement:** At least **21 individuals** who live, work, or are elected members (e.g. councillors) in the neighbourhood area.
- **Role:** They collectively form the neighbourhood forum and must reflect a diverse and inclusive representation of the community.

2. Chairperson

- **Role:**
 - Provide leadership and direction.
 - Chair meetings and ensure smooth forum operation.
 - Act as the main point of contact with the local planning authority and wider community.

3. Secretary

- **Role:**
 - Organise meetings and maintain records (agendas, minutes, correspondence).
 - Submit formal documents, including the application to be designated as a neighbourhood forum.

4. Treasurer

- **Role:**
 - Manage any funds, including grants.
 - Maintain financial records and ensure transparency.

5. Planning or Technical Lead (optional but valuable)

- **Role:**
 - Guide the plan-making process with knowledge of planning policy or work with consultants.

- Coordinate evidence gathering, data analysis, and drafting the plan.

6. Community Engagement/Outreach Lead

- **Role:**
 - Organise public consultations and ensure diverse community participation.
 - Maintain communications (e.g. newsletters, website, social media).

7. Working Group Leads (optional)

- **Role:**
 - Head topic-specific groups (e.g. housing, environment, transport).
 - Ensure detailed work feeds into the overall plan.

Key Legal Requirements for Forum Designation:

- Must be established to promote or improve the social, economic, and environmental well-being of the area.
- Membership must be open and inclusive.
- Must have a written **constitution**.

Return to [https://roundhill.org.uk/main?sec=planning&p=A Neighbourhood Plan for Round Hill](https://roundhill.org.uk/main?sec=planning&p=A%20Neighbourhood%20Plan%20for%20Round%20Hill)