Appendix A – Neighbourhood Forum Area Requirements (December 2021)

Neighbourhood Forum

Criteria[1]	**Evidence**	**Meets/fail**
Name of proposed neighbourhood forum	Kilburn Neighbourhood Planning Forum	✓
Contact details of at least one member of the proposed neighbourhood forum	Yes; submitted with application.	
Does the proposed neighbourhood forum have a written constitution?	Yes; submitted with application.	✓
Has the proposed neighbourhood forum identified a neighbourhood area to which the application relates and a map which identifies the area?	Yes; submitted with application.	✓
Has the proposed neighbourhood forum demonstrated that the aim of the Neighbourhood Forum is to improve and promote the social, economic and environmental well-being of the defined Neighbourhood Area?	Yes; evidence in constitution and forum application.	✓
Does the purpose of the Neighbourhood Forum reflect (in general terms) the character of the Neighbourhood Area?	Yes; evidence in forum application. Addresses provided to council officers but redacted in document.	✓
Is the membership of the Neighbourhood Forum open to those who live, work and who are elected members in the defined Neighbourhood Area?	Yes; evidence in constitution and forum application.	✓
Has the proposed Forum secured, or at least taken reasonable steps to attempt to secure, its membership of at least 21 members who live and/or work in the proposed neighbourhood area and includes at least one elected member whose ward is covered by the proposed neighbourhood area?	Yes; evidence in constitution and forum application.	✓
Is membership drawn from different places in the neighbourhood area concerned and from different sections of the community in that area?	Yes; evidence in constitution and forum application. Addresses provided to council officers and mapped but redacted in document.	✓
Has the proposed Forum been publicised in line with the Regulations and were any representations received?	Yes	✓

[1] These criteria are taken from the Neighbourhood Planning (General) Regulations 2012 and the Localism Act 2011 Schedule 9 61F