

City of Lincoln Council
City Hall Lincoln
Beaumont Fee
LN1 1ED

11th April 2025

Sent on behalf of **Carholme Neighbourhood Plan Project Group (CNPPG)**

Dear XXX,

I am writing to apply for **CNPPG** to be designated as a Neighbourhood Forum and provide the relevant details below. The name of the proposed neighbourhood forum is: Carholme Neighbourhood Forum

The written constitution for CNF is attached.

The name of the proposed neighbourhood area to which this application relates is:

Carholme Neighbourhood Area (CNA). A map which identifies the area is included at the foot of this letter. The area map also appears in the attached constitution.

Contact details for the proposed Neighbourhood Forum are:

XXX
CNPPG Secretary
XXXXX
Lincoln
XXXX

The **CNPPG** believes it meets the requirements of the three legal tests to be designated as a Neighbourhood Forum and this evidence is presented below.

1. Test 1: Promoting or improving the environmental, economic and social wellbeing of the area

The aims of the CNF, as expressed in the proposed CNF constitution, include “Promote and improve the social, economic and environmental well-being of the Carholme Neighbourhood Area.” (Section 2.1a of the constitution)

2. Test 2: Having membership open to all those who live, work and carry out business within the area as well as elected members CNF membership is open to all the above categories:

- “Membership of the Forum shall be open to all residents living in the area, all those who work or carry out business in the area, and elected members for the area.” (Section 8.1 of the constitution).
- “All applications for membership shall be made in writing to the Secretary of the Neighbourhood Forum.” (Section 8.2 of the constitution).

3. Test 3: Membership includes a minimum of 21 people who either live, work or carry out business within the neighbourhood area as well as elected members

On 21st November 2024 at a Special meeting of the Carholme Community Forum in relation to the Neighbourhood Plan project, it was confirmed and minuted that more than 21 people had put forward their names in support of a neighbourhood plan.

Following Steps

Subject to being granted Neighbourhood Forum designation, CNF plan to set up a working group to lead the development of the plan. This group will include a local councillor and a business representative.

The working group would be tasked with ensuring engagement with other interested parties and for applying for grants to pay for specialist support for the development of the neighbourhood plan. The group’s activities would be overviewed by the CNF committee.

Depending on the time to achieve designation (with its 6-week consultation period) and the speed with which grants can be obtained we would ideally want to start the wider consultation process with the community in early summer.

I trust that this information will enable City of Lincoln council to designate **CNPPG** as a Neighbourhood Forum for the Carholme area.

I look forward to hearing from you.

Kind regards,
CNPPG Secretary

Attached

- CNF constitution
- Minutes of a Special meeting of the Carholme Community Forum, 21st November 2024

CNF Neighbourhood Plan Area

